



Shree Enterprises (Regd)

Supratim dasgupta

09-10-2021

Dear Mr. Supratim dasgupta

Reference to your application and subsequent to the interviews and discussion with you for the position Asst. Engineer of with Genus Power Infrastructure Limited, based in Jharkhand, we are pleased to confirm the offer of employment with Shree Enterprises Regd .for the above position for 11 Months from 09.10.2021 with terms and conditions mutually discussed and agreed.

You are requested to join the service at Region Ranchi Office on or before 13.10.2021.

We shall appreciate your confirmation of acceptance of this offer letter latest by 15.10.2021. Non acceptance before the stipulated date shall make this offer redundant automatically. We would also need along with the acceptance the following documents to be sent by email to Mr Shiv jeet Singh at shivjeetji@rediffmail.com with a copy to Mr Sameer Mathur at Sameer.mathur@genus.in

1. Proof of Date of Birth (10th Certificate)
2. Proof of educational qualification
3. Relieving Certificate from Last Employer
4. Experience Certificate from last employers
6. Bank Details And IFSC Code
7. Copy of PAN Card
8. Copy of AADHAR CARD
9. Recent passport size photographs in formals with white background (Seven nos.)
- 10.To send the duly filled in Personal Details Form as attached On the day of your joining you are requested to show the hard copy of documents above to our SPM Kumar Akash at the site office. A detailed contract letter containing terms and conditions shall be provided on your joining.

Please return this copy duly signed as a token of your acceptance of the letter

Thanking you

Shiv Jeet Singh
Shree Enterprises (Regd.)

Supratim dasgupta
(Acceptance of contract with date and sign)

