



Rahul Jha &lt;rjee010@gmail.com&gt;

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**Re: Selection Mail: 50 Hertz Ltd.**

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**Rahul Jha** <rjee010@gmail.com>

22 May 2023 at 11:09

To: MPL-Arnab Dutta &lt;admin.k8@manikaranpowerltd.in&gt;

Dear Arnab Ji,

I will be reaching delhi on 31st May'23. You are requested to kindly proceed with the needful arrangements accordingly.

Thanks,  
Rahul Jha

On Thu, 18 May 2023 at 10:50, MPL-Arnab Dutta &lt;admin.k8@manikaranpowerltd.in&gt; wrote:

Dear Mr Jha,

You shall be required to report to our Delhi office on 1.6.2023 for joining.

Kindly confirm your itinerary accordingly .

*Warm Regards,*

*Arnab Dutta*

*Dy. Manager-HR*

Manikaran Power Limited | 3rd Floor, AASTHA | 460, E.M. Bypass | Kolkata-700107 | M: +91-9674550762 | T: +91-3340610165 | F: +91-3340610166 |

E: [admin.k8@manikaranpowerltd.in](mailto:admin.k8@manikaranpowerltd.in) | W: [www.manikaranpowerltd.in](http://www.manikaranpowerltd.in) |



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**From:** Rahul Jha [mailto:[rjee010@gmail.com](mailto:rjee010@gmail.com)]

**Sent:** 04 April 2023 05:15 PM

**To:** MPL-Arnab Dutta

**Subject:** Re: Selection Mail: 50 Hertz Ltd.

Dear Arnab Ji,

In continuation to the trailing mail, my resignation has been accepted by the HR team. My relieving date from PXIL will be 30th May'23.

I will be able to join my services on 01st Jun'23. Kindly acknowledge.

Regards,

Rahul Jha

On Tue, 4 Apr 2023 at 12:05, Rahul Jha <[rjee010@gmail.com](mailto:rjee010@gmail.com)> wrote:

Dear Arnab Ji,

I hereby provide my confirmation in regard to the offered job opportunity. I am really grateful and assure you for providing my best for the services.

Resignation from my current job role is attached herewith for your ready reference.

Regards,

Rahul Jha

On Sat, 1 Apr 2023 at 11:19, MPL-Arnab Dutta <[admin.k8@manikaranpowerltd.in](mailto:admin.k8@manikaranpowerltd.in)> wrote:

Dear Mr Jha

We are glad to inform that you have got selected for the role of **Deputy Manager- Energy Portfolio Management**.

- Your place of posting will be **Patna**.
- Your salary will be **Rs 11 lacs per annum ( including Rs 50000 variable pay to be paid on annual basis)**.
- Health Insurance (Coverage amount Rs 5 Lakhs).
- Annual appraisal based upon your performance.
- Your appointment shall be subject to 2 years of service commitment.
- After the cessation of service either voluntarily or otherwise you shall not offer your services to any competitor of 50 Hertz Limited or be directly or indirectly connected with any company dealing with similar business for a minimum period of Thirty Six Months.
- Upon resigning you would be providing 90 days of official notice period.

**General Rules & Regulations:**

- Who joins after 10th or later of any month will not be entitled to any leave for that particular month.
- The employees taking leave without prior approval / intimation will be treated as leave without pay.
- Any leave not sanctioned will be treated as unauthorized leave & it will be deducted from salary.

- If any employee takes leave before and after a 'Week off' or 'Holiday' then the leave will be counted including week off or holidays.
- In case of sick leave ,he/she has to submit leave application along with relevant documents (Medical Certificate, Prescription) on the day of joining.
- Take proper care & cautions while using company's assets. You have to indemnify the company for any loss or damage caused due to wrong handling of the same (Office Premises).
- Consuming alcohol and smoking inside office premises are strictly prohibited.

**Documentation formalities and other information on DOJ are mentioned below :-**

Carry original & Photocopy of all Academic Certificates.

Prior Companies offer letter, Appointment letter, Relieving Letter (Resignation Letter) photo copies. (carry the originals)

Address Proof and ID proof (Pan card , Driving License & Voter ID)

2 copies of passport photo.

1 copy of your parents id proof at the time of your documentation.

*Warm Regards,*

*Arnab Dutta*

*Dy. Manager-HR*

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