

HIL/HRD/LOI/20021953

24 February, 2023

Mr. DEEPANSHU SINGHANIYA

H.NO-1173 NEAR CANARA BANK, KANJHAWALA ROAD, BAWANA  
DELHI DELHI - 110039

**Sub: Letter of Offer**

Dear Mr. DEEPANSHU SINGHANIYA,

This is in reference to your application and the personal discussions you had with us.

We are pleased to \*offer you the position of **GRADUATE ENGINEER TRAINEE - INFORMATION TECHNOLOGY** in our organization on the terms and conditions mutually agreed upon. You will be based presently at our **HEAD OFFICE HEAD OFFICE**.

Prior to the day of joining, you are requested to upload enclosed forms/documents in our Candidate portal and also bring original documents for verification and attestation by HR Department:

1. Date of Birth Certificate (High School) and all qualification certificates (as per resume)
2. Copy of PAN CARD / Proof of PAN Application and Copy of Aadhaar Card.
3. Copy of Universal Account Number (UAN PF)
4. Proof of Residential Address
5. Cancelled Bank Cheque
6. 3 Nos. individual passport sized photographs of self, 1 No. each of your spouse, children & parents separately
7. Copy of Resignation and relieving letter (on joining)

Your joining date is **on 1 July 2023 at 08:30 AM** at our **HEAD OFFICE HEAD OFFICE** subject to receipt of above documents at the time of joining. The detailed e-Appointment Letter will be issued to you on your joining the organization.

Please return duplicate copy of this letter duly signed by you as a token of your acceptance immediately addressed to HRD Department, QRG Towers, Plot No. 2D, Sector- 126, Express Way, Noida (U.P.) or E-mail scan copy at [Pranay.roy@havells.com](mailto:Pranay.roy@havells.com). In case you fail to do so the offer will stand cancelled.

**Probation :** \*NOTE - Acceptance of this LOI will not vest any right of Employment with HIL as the same is subject to outcome of the verification of documents, information and personal/professional background. HIL reserves its right to revoke /withdraw this LOI at any stage, if any discrepancy and/or anything against the Candidate is brought/comes to the knowledge of HIL which in the opinion of HIL is undesirable and the decision of HIL will be final and binding.

Yours faithfully,

For HAVELLS INDIA LIMITED



Authorised Signatory

I hereby accept this letter of offer and  
Confirm that I will join on \_\_\_\_\_

Signature \_\_\_\_\_

**HAVELLS INDIA LTD.**

Corporate Office: QRG Towers, 2D, Sector 126, Expressway, Noida - 201304, U.P (INDIA)

Tel: +91-120-3331000, Fax: +91-120-3332000

E-mail: [marketing@havells.com](mailto:marketing@havells.com), [www.havells.com](http://www.havells.com)

Registered Office: 904, 9th Floor, Surya Kiran Building,

K.G. Marg, Connaught Place, New Delhi - 110001, (INDIA)

Consumer Care No.:

1800 103 1313, 1800 11 0303 (All Connections), 011-4166 0303 (Landline)

CIN: L31900DL1983PLC016304

GSTIN: 09AAACH0351E1Z3