



**PRAGATISHEEL  
BIOTECH PVT. LTD**

(An ISO 9001, 2015 Certified Company)

PSBPL/HR

**OFFER LETTER**

Date: 20-7-21

To

Mr. : Ajeet Mousya  
S/o. Mr. :  
Village : Gram Mahuli  
Tq/Block : Huzur  
Distt. : REWA  
Mob. : 9229894514

Dear Mr. Ajeet Mousya.

With reference to the above subject and subsequent discussion you had with us, we are pleased to confirm the offer you as a Sales..... Sales officer..... to work with our organization. Initially you are posted at our REWA Branch Office.

If you agree with this offer, you are advised to report to us on or before 20-7-21 at 10.00 A.M. at our REWA Branch. You will be paid Rs. 7,000 P.M + TA, DA + Incentives & Others as per our company policy.

You are required to submit the following certificates and Other items at the time of reporting at our branch office.

1. Passport size Photographs with tie (6 Nos.), 2 Photos for Branch Office & 4 Photos for Head Office.
2. Original Blood Group Certificate (1 No.)
3. Photocopy of Educational Certificate: SSC / Intermediate/ Graduation /Others.
4. Original Character Certificate (2 Nos.)
5. Photocopy of Address Proof (Ration Card/Voter ID/Driving Licence /Residence Certificate / Passport)
6. Experience Certificate (s), if worked previously.
7. Photocopy of Pan Card / PAN Application ( Branch Use only)
8. Photocopy of ID Proof (Driving Licence/Ration Card/ Voter ID/ Passport etc.)

if you fail to report by the stipulated date, this offer will be treated as withdrawn and cancelled.

*Wishing you an enduring & enriching carrer with us.*

For- PRAGATISHEEL  
BIOTECH PVT. LTD

Branch Incharge

HR Head

(Signature & Name of the candidate)

Acceptance

I accept the terms and conditions as said the above.