

Ref: OLR/GNAL

07 Oct 2021

To
Mr. RUPESH KUMAR
Hill Side Township,
Block No S3 House No 6,
Toranagallu Sandur,
Bellary Karnataka
Mob No: 9980048402

Sub: Offer Letter-Post: "MECHANICAL ENGINEER"

With reference to the interview and subsequent discussion you had with us, we are pleased to inform that you have been selected as **"MECHANICAL ENGINEER"** for our following site.

M/s. Nalco Alkalies and Chemicals Pvt Ltd.
Plot D-II/9, P.O. Tal.-Vagra,
Dahej,
Gujarat 392130.

You will be reporting to **"DEPARTMENT HEAD"**.

The Gross salary has been fixed as **Rs.24500/- (Rupees Twenty Four Thousand and Five Hundred Only)**.
The appointment order will be issued at the time of joining the services.

You are required to submit the following documents at the time of joining.

1. Educational Certificates-Attested Copies. Else you may bring the original along with the photo copies for verification purpose.
2. Relieving letter from the current employer.
3. Experience Certificates.
4. Salary Slip-Last pay drawn.
5. Photographs-2 Passport size/ 2 stamp size.
6. Photo Id/ Address Proof- (Voter ID or a valid driving license or pan card).
7. Aadhar copy & Bank Proof.

Kindly acknowledge the receipt of this letter by duly signing the copy of the same indicating the earliest date of joining by mail or courier within two working days or this offer stands cancelled. You shall join duty at our site on or before **01 Nov 2021**.

We value the human resource as an important element in our organization. We hereby would like to extend a warm welcome to TEAM OEG and sincerely hope that you would work along with our team to deliver your best to achieve the organizational objectives.

Wish you all the best.

Yours faithfully,

For Operational Energy Group India Ltd



Authorized Signatory

I accept this offer and I would join on -----

(Name & Signature)

Registered Office :

A, 5th Floor, Gokul Arcade - East Wing,
No. 2 & 2A, Sardar Patel Road, Adyar, Chennai - 600 020.
Tel. : 044 - 4394 9300 (50 Lines)
Fax : +91 - 44 - 2442 4156 www.oegindia.com
CIN : L40100TN1994PLC028309

