

**Ref. No: HRD /GGN/ LOI/
Ms. Akansha Parmar,**

Date: - 8th July, 2024

Sub: InternshipLetter

Dear Ms. Akansha,

This is with reference to your application and subsequent interview. We are pleased to inform you that you have been selected for 2 months internship(10th July 2024-10th September 2024) to be based at our **Corporate Office, Gurugram.**

- You will be entitled to all allowances and benefits as mutually agreed with you.
- Remuneration: **Stipend of INR 10,000/- (Rupees Ten Thousand Only)** Per Month.

We welcome you to join us for Internship by **July 10th, 2024**, but not later than a week at the following address.

**C J Darcl Logistics Limited
Plot No. 55P, Sector-44 Gurgaon-122003**

For functional and administrative matters you are reportable to **Mr. Hemant Bhatt.**

You are advised to contact **Monika Jain (Manager - HR)** for your joining formalities at the venue given above for the needful.

Please bring the originals and one photocopy of each of the following documents duly self-certified at the time of joining:

- All qualification (from 10th onward to Highest Education qualification) certificates
- ID Proof (PAN Card, Passport, Voter ID card, Driving License, Ration card, Passport) , in case all are available with candidate than he can submit all, otherwise submission of at least 2 are compulsory. **Pan card submission is mandatory**
- Address Proof (telephone bill, Electricity bill, Ration card, Bank statement)
- Photographs (passport size – 6 No's) etc., other than the employment form
- Medical fitness certificate
- Guarantee Letter attested by Notary.
- Guarantor ID proof, Address Proof with Photograph and contact number

self-attested. A formal appointment letter will be issued after joining subject to credential check/clearance.

We do hope this association will bring in mutually beneficial results, fostering growth and will be for long term relationship.

With Best Wishes

For C J DARCL Logistics Limited



**(DINESH SHARMA GENERAL
MANAGER HR)**

CJ Darcl Logistics Limited (Formerly known as Darcl Logistics Limited, name change w.e.f. 13.9.2017) | **CIN :**
U60222HR1986PLC068818

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