



SUMMA REAL MEDIA PVT. LTD.



Ref. No. SRMPL/2587/2017

Date: 13/05/2017

OFFER LETTER

Mr. Manoj Kumar Shasani
At/Po- Kokalaba,
Via- Narasinghpur,
Dist- Cuttack - 754032

Dear Mr. Shasani,

This refers to your application and further interview you had with us, we are pleased to engage you as **Circulation Executive** on Contractual basis at our **Sambalpur Office**. Your Contractual period will be for **One year** from the date of your joining and can be terminated by giving one months notice on either side. You will be paid a Gross Remuneration of **Rs. 12,000/-** (Rupees twelve thousand only) per month.

If the above offer is acceptable, please let us know the probable date by which you will take up the assignment which should not be later than 18th May 2017 in any case. A formal contract laying down the detailed terms and conditions will be assigned as soon as you join the duties.

You are required to bring the following documents when you report for duty:

- Photostat copies of all your certificates (along with originals for verification) in support of your qualifications and experience.
- Relieving letter issued by the previous employers.
- Four recent color photographs.
- Any one of the Identity proof like Ration card, Voter identity card, Aadhar Card, PAN card, Driving Licensee, Passport or Postal identity card.

With best Wishes,



Editor

The Prameya

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Manoj Kumar Shasani