

Ref.: AERA/HR/F-19
Date: 22/06/2022

Mr. Kaustubh Shivajirao Patil
"Kaustubh" Bungalow, Plot no.1,
Balwant Nagar, Near Nilkanth Society,
Kolhapur, Maharashtra-416013, India.

Subject: Offer letter

Dear Kaustubh,

Congratulations! We are happy to confirm that you have been selected to work for M/S AERA GCS PVT.LTD. We are delighted to make you the following job offer.

1. You will be designated as **GET-Quality**. And reports to **Mr. Jaychandra Patil, Director**.
2. Your date of commencement of Employment will be on or before **27/06/2022**.
3. A detailed break up of your remuneration is as per attached Annexure.
4. Your employment would be subject to the terms and conditions mentioned in your appointment letter, which will be issued to you on the day of joining.
5. You will be on training for a period of **twelve months** from the date of joining.
6. Please bring along the below listed documents /details on your day of joining.
 - a) Date of Birth proof certificate(copy of passport/ birth certificate/S.S.C)
 - b) Original Academic certificate (all from 10th to Highest)
 - c) Identity Proof (copy of Adhar card/Voter ID card/Pan Card, etc.)
 - d) Residential Address Proof (Copy of electricity bill/Ration Card, etc.)
 - e) Previous experience certificate(if any)
 - f) Relieving letter from previous employer(original)
 - g) Proof of compensation last drawn (3 months-original)
 - h) Reference Letter (optional)
 - i) 2 Recent Passport size colour photograph
 - j) Photocopy of Bank passbook
 - k) Medical fitness certificate

Kindly confirm your token of acceptance of the offer through email us at **admin@aera-systems.com**. If not accepted within **24 hours**, it will be considered that you are not interested in this employment and this offer will be automatically withdrawn.

Please sign the copy of this letter and return it to HR on joining day to indicate your acceptance of this offer.

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