

Ref: PRDC/2023-2024/Offer

Date: 19th June 2023

To,

Mr. S N Manu
Bengaluru

Sub: - Your appointment with PRDC as **Project Associate, in Consultancy role**

Dear S N Manu,

Further to the discussion we had, we are happy to appoint you as Project Associate, in the **Consultancy** role with the following terms and conditions;


1. Your monthly remuneration shall be Rs. 20, 000 /- (Rupees Twenty Thousand only)
 - a. TDS would be done as applicable and GST shall be paid, if you submit GST bill.
2. Your reporting shall be on 21st June 2023.
3. You shall give a mandatory commitment for a minimum period of 12 months.
4. Working days will be Monday to Saturday from 9 am to 6 pm.
5. In order to comply with the company's Policy and Procedure, please bring the following originals along with a set of photo copies at the time of joining:
 - Completed Educational and Professional certificates (Original with photo copy)
 - Reliving letter / experience letters, Pay slips, from pervious employers.
 - 6 Passport size photos, photocopies of address proof, Voter ID, PAN, Passport , Aadhar
 - Your previous UAN (PF) / ESI account details and related documents

The other terms of the organization will be indicated in detail in the letter of appointment.

We are confident that you will build a long term association with us which would be memorable & mutually rewarding.

With Regards,

for **Power Research & Development Consultants Private Limited.**



Mamatha Nagaraja
Director, Human Resources



I agree

