

Goa Off. : Office No. 106/107, 1st Floor, Gera Imperium 2 Building, Patto, Panaji - 403 001, Goa
Contact No : 0832 26747575 Email : sales@dnagoa.com Web : www.dnagoa.com

Date: 24th July 2024

Mr. Gauresh Nanda Naik
Address: - 248/2, Junawada, Thane
Dongurli Thana North Goa.

Offer Letter / Letter of Intent

Dear Gauresh,

This is with reference to your application and subsequent interview held at our office. We are pleased to offer you an employment with M/S DNA-GOA, based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are set forth below:

1. You will be designated as "Trainee – Field Engineer" and will be based at our **Goa Office**.
2. Your date of commencement of employment will be on **24th July 2024**, failing which offer letter will be stands withdrawn.
3. You will be entitled to receive gross monthly salary of Rs. 14,000/-and Travelling 2000/- as per our discussion and mutually agreed by you.
4. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining and Subject to Submission of your complete documents.
5. You will be on probation for a period of **Six Months** from the date of joining.
6. Any employee who wishes to resign from the service of the company should provide 1-month notice period in advance. This helps the firm restructure its functions. Failing sufficient notice, the employee will have to pay in lieu of his/ her notice period.
7. Please bring along the below listed documents / details on your day of joining.
 - ✓ Date of Birth proof (Copy of Passport/Birth Certificate /Pan Card)
 - ✓ Address Proof (Electricity Bill / Aadhar Card/ Rent Agreement if stays in rented house)
 - ✓ Academic Certificates copies (all from 10th to Highest)
 - ✓ Resignation Letter with acknowledgement
 - ✓ Relieving letter from previous employer
 - ✓ Three passport size photographs (Recent)
 - ✓ Bank Copy
 - ✓ PF /ESI No if any

Please sign the enclosed copy of this letter and return it to the HR department and respond no later than 3 days of receiving this letter to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of DNA-GOA. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Yours truly,
FOR DNA-GOA

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "DNA-GOA" around the perimeter and "GOA" in the center, with a small star on either side of the word "GOA".

Authorised Signatory

ACCEPTED BY

A handwritten signature in blue ink is written over a horizontal line.

Name: Gaurish N. Naik

Date: 27/07/2024