

OFI(I)PVTLTD/HR/NPP/GS/23-R0350

04 July 2023

Mr. Najih P P**Sub: Offer Letter**

With reference to your interview, we are pleased to inform you that you have been selected to work as a “Geosampler” in our organization on terms & conditions as discussed.

You are required to undergo Medical Fitness Test on **11 July 2023**, to be performed by the Company Panel Doctors. You are required to report on **12 July 2023 at 9.00 a.m at our Training Centre located at Rabale**, if certified as medically fit by company approved doctor. Detailed terms & conditions of your appointment will be issued to you by the company. You are requested to bring all the requisite **Original Documents/Certificates** at the time of joining for verification. You are also required to submit the following documents at the time of joining.

1. Copy of all certificates and mark list.
2. Copy of relieving letter from your present employer.
3. Experience Certificates
4. Copy of your last paid salary slip.
5. 2 Copies of your Passport, Ration Card, Pan Card and Aadhar Card.
6. 2 reference letters from the person known to you (should not be from relatives)
7. Police Verification Certificate with photograph signed by Commissioner/Superintendent of police with round seal.
8. 2 copies of your Saving Account No. with IFSC Code.
9. Training cost of Rs.25000/- which will be refunded to you on completion of 3 years continuous performance with the company. The said amount to be transferred online to **Oil Field Instrumentation (India) Pvt Ltd**, Axis Bank Ltd. Dhiraj Baug, Hari Niwas Circle, LBS Marg, Thane (W) – 400602, Account No : **061010300003360**, IFSC - UTIB0000061
10. 06 Passport size recent Photographs in formal wear (preferred suit with neck tie, clean shaven, presentable appearance), with white background and matt finish
11. You are also required to pay medical fees Rs.850/- (Rupees Eight Hundred Fifty only) in cash to the panel doctor/panel hospital for your medical check-up
12. Form 16 pertaining to the latest financial year.
13. Copy of covid final vaccination certificate.
14. Scan all the documents mentioned above and send it on tejashree@ofiindia.com

Please note that during the initial training period (Duration of training approx.15 Days including safety training), you shall make your own arrangements for your boarding & lodging, travelling etc. Company will not provide & reimburse any such expenses.

Please sign and return the duplicate copy of this letter as a token of your acceptance.

We welcome you to the **Oil Field Instrumentation (India) Pvt. Ltd.** family and wish you success in your new assignment.

Sincerely,

For OIL FIELD INSTRUMENTATION (INDIA) PVT. LTD.


Vinod Kumar Karikkat
Senior Manager - HSE & HR

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CIN : U11201MH2000PTC129960



Certificate No : 5447
ISO 9001, ISO:14001
ISO 27001, ISO 45001



Cert. No: 5447
ISO 29001:2020

Factory: R-824, T.T.C. Industrial Area, Thane - Belapur Road, M.I.D.C Rabale, Navi Mumbai - 400 701.

Regd. Office : Liberty Building, 3rd Floor, New Marine Lines. Mumbai - 400 020. Tel : +91 22 22066231/61 Fax : +91 22 2208 2113

A Neterwala Group Company