



19th June, 2019

Dear Mr. Alok Mishra,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **“TRAINEE PRODUCTION ASSISTANT”** at our office situated at **Ramoji Film City, Hyderabad**. You will be under **TRAINING** for a period of **Six Months** from the date of your joining and will be paid a Stipend of **Rs. 15,545/-** (Rupees Fifteen Thousand Five Hundred Forty-Five Only) Per Month.

This offer is subject to verification of antecedents and credentials.

This offer is subject to your successful clearance of Bachelors in (Journalism & Mass Communication) that you are currently pursuing from GGU University. You shall be required to bring all the certificates and credentials which shall be verified by us before finalizing your employment.

If the above offer is acceptable, you are advised to join on **01st July 2019**, at 9:00AM at HR Department, SP-4 Building, 6th Floor, ETV Bharat, Ramoji Film City, Hyderabad, Phone: 04067714100 Extn: 4076, failing which the said offer stands cancelled. The letter of Training will be issued to you with all terms and conditions on joining.

During your training period, if you want to leave the training for any reason, you shall give 60 calendar days' notice or payment of 60 calendar days' stipend in lieu of notice period.

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

- Photostat copies of all your certificates (along with originals for verification) in support of your qualification etc.
- Four recent colour passport size photographs with blue color background and 2 postcards size photos of you and your parents for ESI purpose.
- Physical fitness certificate in the enclosed format issued by any Registered Medical Practitioner.
- Any one of the identity proof like Ration card, Voter identity card, PAN Card, Driving License, Passport or Postal identity card.
- **Photostat copy of Aadhaar Card issued by Government of India.**
- **Photostat copy of personal bank account with original passbook.**

Please acknowledge the receipt and confirm your date of joining.

We welcome you to join as a member of our organization.

With best wishes,

G RAJA SEKHAR
SR MANAGER - HR