

Mr. Hari Prasad Bind

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Name Govind Chari
Department Human Resources

Our Reference SGREEC\HR\275
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Date 08.06.2022

OFFER OF EMPLOYMENT - CONFIDENTIAL

Dear Mr. Hari,

Congratulations!

We thank you for your interest in discussing an opportunity with us. With reference to your application and the subsequent discussions, we are pleased to offer you the position of **Post Graduate Trainee Engineers** in Company's grade **P1**. Your initial place of posting will be at our **Bangalore** office in **Siemens Gamesa Renewable Energy Engineering Centre**.

Your annual compensation has been explained in the Annexure I.

You will be on probation for a period of 6 months from the date of joining.

You are requested to join us on or before **18.07.2022**. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

This offer is subject to you being found medically fit by the Company's Medical Officer.

We would be verifying your credentials through reference checks and background verifications. Please note that furnishing of false information or suppression of any factual information relating to your employment as well as submission of false/ fake/ forged documents will result in cancellation of this offer.

Please countersign the duplicate of this offer letter mentioning the date of your joining as a token of your acceptance and return the same to us in the next two working days from the date of issuing this letter, post which this offer would be deemed to have been rejected by you.

On your first day of joining, you will report to **Govind Chari** by **09.30 am** at **Siemens Gamesa Renewable Energy Engineering Centre Pvt. Ltd., Gold Hill Supreme Park 2, East Tower, 4th Floor, Electronic City Phase II, Electronic City, Bengaluru, Karnataka 560100**.

The onboarding will be virtual currently. In event of necessity as mandated by the company for the employee to work from home, the employee should have the necessary infrastructure to enable work from home sustainably without interruptions.

Please carry the original documents along with additional copy/copies as specified in the Annexure II.

It is also mandatory to provide the copy of relieving letter from your present employer.

We are sure that our working environment will be conducive for your professional and personal growth. We welcome you to the House of Siemens and look forward to your valued contribution in taking SGREEC to greater heights.

Yours faithfully,
Siemens Gamesa Renewable Energy Engineering Centre

Govind Chari

Venkata Ramakrishna Ramayanam
General Manager & Head of Engg. Centre

Govind Chari
Senior Manager – Human Resources

I confirm and accept the above and will join on

Signature: Name

:

ANNEXURE II

JOINING FORMALITIES

The following documents are required to be brought on the day you join us:

Applicable for all New Joiners

1. Complete Bio – data
2. Copy of Senior and Higher Secondary certificates
3. Copy of Diploma, Graduation & Post Graduation Degree Passing Certificates
4. Copy of the final year mark sheets of all qualifying exams
5. Copy of PAN Card (If the PAN card has not been received yet, copy of the acknowledgement of PAN application should be submitted)
6. Copy of relevant pages of passport
7. Copy of a valid Photo Identification card issued by a Government authority - Electoral Photo Identification Card / Ration Card / Driving License
8. Latest copies of four passport size and two stamp size color photographs taken against dark background
9. One digital photograph of **300 dpi** resolution as per the following requirements for the ID card
 - Background of the photograph: Light Blue
 - Size (Passport): **23mm x 29mm (width x height)**
 - Format – ***.jpg**

Additional documents from those with prior work experience

10. Copy of previous employment & relieving certificates (from all previous employers)
11. Certified copy of the last drawn salary
12. Latest Form 16 or Salary certificate with details on the salary paid and tax deducted till date

Please bring the above on your day of joining along with the respective original documents for verification. Please note that your joining will be subject to submission and subsequent verification of all the relevant documents.