Shandilyam Enterprises LLP

Corres. Address: 723/89, Hemkunt Chamber, Nehru Place, New Delhi-110019
Customer Care No: 7030705010 : email: lpai@shandilyam.com

31/05/2025

Offer Letter for the Post of Project Executive (HI-II)

To,

Adhish Raj
S/D/O Ashish Nigam
Mobile No: 9407273311

Dear Candidate,

Congratulations! We are pleased to confirm that you have been selected to work for **Shandilyam Enterprises LLP.** We are delighted to make you the following job offer:

The position we are offering you is that of **Project Executive (HI-II)** . This position reports to **Centre for Development of Advanced Computing (C-DAC)** and the place of posting will be **Guwahati, Assam.** and is transferable at sole discretion of **Shandilyam Enterprises LLP** without any prior information or approval or consent.

For detailed breakup of wages or remuneration, refer to the Annexure-III attached here within.

Your contractual Employment will be from **01/04/2025** till **27/09/2025** until extended at the discretion of the Management in writing. Please report to Shandilyam Enterprises LLP for documentation and orientation. If this date is not acceptable, please contact us immediately. On joining, you may be required to provide all the related documents according to Annexure-IV attached here within.

Please sign the enclosed copy of this letter and return it to us on or before your Joining Date to indicate your acceptance of this offer. Kindly take a note to submit the mandatory documents on time to help us avoid operational issues.

कृपया इस पत्र की संलग्न प्रति पर हस्ताक्षर करें और इस प्रस्ताव की अपनी स्वीकृति को इंगित करने के लिए अपनी शामिल होने की तिथि पर या उससे पहले हमें वापस कर दें। परिचालन संबंधी समस्याओं से बचने में हमारी मदद करने के लिए कृपया समय पर अनिवार्य दस्तावेजों जैसे शैक्षिक प्रमाण पत्र अनुभव प्रमाण पत्र पुलिस सत्यापन जमा करने पर ध्यान दें।

We are confident you will be able to make a significant contribution to the success of Shandilyam Enterprises LLP & Centre for Development of Advanced Computing (C-DAC) and look forward to working with you. You are required to submit your latest police verification of your antecedents from your local police station within 15 days of issue of this letter, along with the updated resume, all the experience & educational documents.

आपको इस पत्र के जारी होने के **15** दिनों के भीतर अपने स्थानीय पुलिस स्टेशन से अपने पूर्ववृत्त का पुलिस सत्यापन प्रस्तुत करना आवश्यक है।

Sincerely,	Accepted by,
HR Manager,	Adhish Raj
For Shandilyam Enterprises LLP	S/D/O Ashish Nigam
31/05/2025	Mobile No: 9407273311

Employment Registration Form

Non-Refundable Training & Development Fees: Rs. 0/-

Annexure-I

For Official Use Only	Registration No:	R. Fees Paid: Yes / No

(Fill in CAPITAL letters Only)

Applied for Post: Project Executive (HI-II)

Date of Joining: ____ / _____ / 202_ (DD/MMM/YYYY)

Place of Posting: Guwahati, Assam

EPF / UAN No:

ESI No:

Retired from Govt Services (Ex-Servicemen): No

Personal Details:

Full Name (As per Adhaar Card): **Adhish Raj**

Father's Name: Ashish Nigam

Date of Birth (DD/MM/YYYY):_____

Gender: Male / Female / Others

Marital Status: Married / Un-married / Others

Languages: Hindi / English /Others

Adhaar No:

PAN No:

Religion:

Cast:

Mobile Number: 9407273311

Email Id: _____

Emergency / Home Contact No: _____

Blood Group: A+ | A- | B+ | B- | AB+ | AB- | O+ | O- | Others

Correspondence Address:

Permanent Address:(Same as Correspondence Address: Yes/No)

Bank Details:

Account Holder Name (As Per Bank Passbook):

Account No: **11 Digit IFSC Code:**

Re-confirm the Same Account No:

Bank Name (In Full):

Branch Address (With PIN Code):

I confirm that I have filled the attached SBI Savings Account Opening Form to open my New Salary Account with the Bank. मैं पुष्टि करता हूं कि मैं बैंक के साथ अपना नया वेतन खाता खोलने के लिए संलग्न एसबीआई बचत बैंक खाता खोलने का फार्म भर दिया है और जमा कर दिया है।

Educational Details

S. No	Degree	University / Board Name	Passing Year	Mode (Regular/Distance/ Correspondence)	Total Marks Obtained	Roll No
1.	Post-Graduate					
2.	Graduation					
3.	12th					
4.	10th					
5.	Computer Diploma					
6.	Trade Diploma					

Computer / Trade Knowledge: Expert / Good / Average / Fresher

Total Relevant Work Experience

Self-Declaration:

I, **Adhish Raj**, understand & declare that all the information provided are true & correct. If fo incorrect/forged/modified/inappropriate in any manner at any point of time, I will be liable for corrective and legal action as per the rules/policies decided by the company time to time. Also, the company can terminate m employment with immediate effect and all the wages will be forfeited without any clarification and I will not claim anything from the company.

मैं, Adhish Raj, समझता हूं और घोषणा करता हूं कि प्रदान की गई सभी जानकारी सत्य और सही है। यदि किसी भी समय किसी भी तरीके से गलत/जाली/संशोधित/अनुचित पाया जाता है, तो मैं कंपनी द्वारा समय-समय पर तय किए गए नियमों/नीतियों के अनुसार सुधारात्मक और कानूनी कार्रवाई के लिए उत्तरदाई रहूंगा। साथ ही, कंपनी मेरे रोजगार को तत्काल प्रभाव से समाप्त कर सकती है और सभी वेतन, बिना किसी स्पष्टीकरण के जब्त कर लिए जाएंगे और मैं कंपनी से कुछ भी दावा नहीं करूंगा।

Full Name (As per Adhaar Card): Adhish Raj

Mobile No: 9407273311

Signature & Date

Annexure-II

S. No	**Details** (All fields are MANDATORY)	**Actual Information to Be Filled (In CAPITAL Letters Only)**
1	Designation Applied For	Project Executive (HI-II)
2	Full Name (As per Adhaar Card)	Adhish Raj
3	Father's Name/Husband Name	Ashish Nigam
4	Date of Birth (DD/MM/YYYY)	
5	ADHAAR Number	
6	PAN Number	
7	Mobile Number	
8	Marital Status	
9	Gender	
10	Existing ESIC Number	
11	Existing PF Number / UAN Number	
12	Present Address with Pin code	
13	Permanent Address with Pin code	
14	Nominee Name	
15	Nominee Relationship	
16	Nominee Current Address	
17	Nominee Mobile Number	
18	Dependent Family Members Details	
19	Bank Account number	
20	Bank 11 Digit IFSC Code	
21	Bank Branch Name	

Annexure-III

Name: Adhish Raj
Employee ID : SELLP-1976
Appointed As: Project Executive (HI-II)

S. No	Nomenclature	Amount (INR)
A.	Minimum Wages / Fees	28000/-
B.	EPF (@ 12% of 15K Minimum Wages)	1800/-
C.	EPF Admin Charges (150/-)	150/-
D.	ESI (@ 3.25% of Minimum Wages)	-/-
E.	**Gross Total (A + B + C + D)**	**29950/-**

Accepted By: Adhish Raj
Mobile No: [Phone_number]
Date:

Signature (As in PAN Card)

Annexure-IV

All documents must be self attested with Signature and Mobile Number on it.

S. No	Document Name	Type	Notes
1	ESI Number		Only if Your Monthly Minimum Wages is Less than Rs.21,000/-.
2	PF / UAN Number		
3	PAN Card	Mandatory	
4	ADHAAR Card	Mandatory	
5	Driving License	Mandatory	Only If Your Job Requires Driving
6	Educational Qualification	Mandatory	As Applicable
6.1	10th Marksheet		
6.2	12th Marksheet		
6.3	Graduation Marksheet		
6.4	Post GraduationMarksheet		
6.5	Trade Certificate		Mandatory for Trades
6.6	Diploma Certificate		
6.7	Computer Certificate		Mandatory for DEO
7	Experience Certificate	Offer/Joining/Relieving Letter	Only if you have past Work Experience.
8	04 Passport Size Photo(Recent)	Mandatory	
9	Bank Passbook / Cancelled Cheque	Mandatory	For Salary Transactions
10	Bank Statement	Mandatory	For Last 06 Salary Transactions
11	Reference (Minimum 03)	Mandatory	For BG Verification (With Name, Mb No, Department, Address)
12	Salary Account Opening Form	Mandatory	Fill the Attached SBI Account Opening Form, submit along with signed copy of PAN & Adhaar.
13	Police Verification	Mandatory	Original (Must be done within 30 days ONLY)