

# HONDA

Honda Car India Limited  
SPL-1, Tapukara Industrial Area Khushkhera,  
Disst: - ALWAR RAJASTHAN 301707  
Email: [corporate@hondacarindia.com](mailto:corporate@hondacarindia.com) Tel:  
01493-522000 Fax: 01493-522006  
Mobile: 9116630293, 9116630289

To  
The Placement Officer  
J. S. University,  
Shikohabad,  
Firozabad- 283135,  
U.P.

Date: 10, Sept. 2020

## Subject: Offer of Employment

We are pleased to extend to you an offer of employment with Honda Car India Limited, based on your successful selection through the campus recruitment process. We are excited to welcome you to our team and look forward to a productive and rewarding association.

List of following Student:

S.No.	Roll Number	Student Name
1	161020225030	SHIVENDRA SINGH
2	161020225024	RAMNIVAS
3	161020225043	RUSTAM SINGH
4	161020225073	RANJEET
5	161020225050	ANKIT KUMAR
6	161020225074	SAHDEV
7	161020225051	SATYAVEER SINGH
8	161020225023	PRAKASH VERMA
9	161020225080	VIVEKANANDA BORAİK
10	171023225006	IMRAN KHAN
11	161020225041	MOHAMMAD AQEEL
12	161020225020	SANDEEP KUMAR

**Position:** Graduate Trainee Engineering

**Department:** Quality Department

**Location:** All India

**Joining Date:** 09, Dec. 2020

**Reporting Time:** 10.00 AM

### Compensation and Benefits:

Your annual salary will be CTC Rs.26700/. In addition, you will be eligible for the following benefits as per the

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## Company policy:

1. Health Insurance
2. Provident Fund
3. Paid Leaves
4. Performance Bonus

## Terms and Conditions:

**Probation Period:** Your initial employment will be subject to a probation period of six months. During this time, your performance will be reviewed, and upon satisfactory completion, you will be confirmed as a full-time employee.

**Working Hours:** You will be expected to work 48 hours per week.

**Confidentiality and Non-disclosure:** You are required to maintain confidentiality regarding any proprietary information or trade secrets of the company.

**Termination:** Either party can terminate this employment with 03 months' written notice during or after the probation period, subject to company policies.

**Documents Required on Joining:** Please bring the following documents on your joining date: November 21, 2019

1. Original and photocopies of your educational certificates
2. Identification proof (Aadhar card, Passport)
3. Recent passport-size photographs (5 copies)
4. Medical fitness certificate

Any other documents as specified by the HR department

Yours sincerely,



**Pawan Chaudhary**  
**Authorized Signature**