

Congratulations! Offer Confirmation



NISSI-HR Executive

Dear Rajesh,

Congratulations and warm greetings on behalf of **NISSI** Engineering Solution Pvt Ltd that you have been selected for the post of **Trainee Engineer** in our concern. Further to your successful selection in the interview, we would advise you to do the following things in order to offer a prompt and proper appointment.

After successful selection in the interview your date of joining is **20-09-2021 (Monday)** by **9:30 a.m.** Make sure to be on time at the office.

1. Office address :**Nissi Engineering Solution Pvt Ltd**,
14, Shanthi St,
Hospital Road, Cholapuram,
(Opposite to Stedford Hospital)
Ambattur OT, Chennai-600 053.
2. Your **probation period** will be for **three months** starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management
3. It is mandatory to bring the **printout of this e-mail** with your signature and date on the bottom of all pages.
4. Bring the following **Photocopy certificates** and originals need to be shown
 - i. SSLC
 - ii. HSC/Intermediate
 - iii. Degree Certificate (BE/Diploma) [If your BE Graduation certificate is not yet received from the University/College, then the tentative date of receiving the certificate letter from the University/College must be submitted on the appointment date].
 - iv. Consolidated mark sheet (BE/Diploma)
 - v. Provisional Certificate
 - vi. Experience certificate & Relieving order from your previous concern (if applicable)
 - vii. Two nos. of **recently** taken Passport size photos and stamp size photos with your signature on the back
5. Bring the **Xerox (photocopy) copy** of the above-mentioned certificates including your Transfer Certificate (TC)
6. Two **Attested** (Attested by Government officials) **copies** of **Present address proof** of yourself and your father/guardian. Eligible address proof are Ration card, driving license, EB bill, Telephone bill, Property tax, Bank statement, or any other utility bills.
7. Bring the Xerox of the following photo IDs & certificate

- i. Voter ID
 - ii. Passport
 - iii. Driving License
 - iv. PAN card (mandatory)
 - v. Aadhar Card
8. You must carry your **original PAN card**, which shall be your valid proof of your travel and for any verification. If you do not have it, please apply for the same and bring any other original Photo IDs issued by the Government of India.
9. **Engineering books** of your respective field (Power systems/Networks) are required, which will help you in your training period.
10. **Digital copy of Passport size photo (not a scanned copy)** is required for an ID card and the same can be submitted using a USB Pen drive. So please bring your USB pen drive with the soft copy of your recent Passport size photo.
11. Bring family group passport size photo **2 (no's)** for generating the Employee State Insurance (ESI) ID card, family passport size photo only for dependent **(insured person, wife, unmarried son and daughter dependent father and mother)**
12. **Email ID starting with your full name (as per SSLC/PAN card)** has to be produced at the time of joining. Email IDs with fancy nicknames will not be accepted. Hence, create your new email ID account starting with your full name in any of the email services (Gmail account is preferable) if you don't have one starting with your full name. This email ID will be used for official communications.
13. Please find the checklist of documents to be submitted in the attached file. Bring a printout of the same and ensure all the documents are available.
14. Be prepared to bring your luggage bag for going to the site.
15. Failure to submit all the documents as per the attached checklist shall lead to **cancellation of the appointment** irrespective of reasons and explanations.
16. **We required medical fitness certificate from doctor (Mandatory)**
17. If you lack any documents, discuss with us in advance before coming to join our concern and avoid cancellation / postpone of the appointment.
18. Bring **Scan copy of proof ID's** (PAN Card, Aadhaar Card, Passport, Voter ID, Driving Licences) and educational certificates (**10th & 12th Mark sheet, Diploma Certificates and BE Certificates**) in **USB pen drive (Mandatory)**
19. Please find the draft agreement for your perusal.

With best regards,

I.LIVINGSTON

HR-Executive

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