



Proserv Employment Offer - Graduate Engineer - Trainee

1 message

Tue, 21 Dec, 2021 at 11:48 am

Reka Dhanavelu <Reka.Dhanavelu@proserv.com>
To: Vishwaa Prabhakaran <r.p.vishwaa@gmail.com>

EMPLOYMENT WITH PROSERV

Dear Vishwaa Rengayan Prabhakaran

I am happy to confirm to you our offer of employment with Proserv India Oil & Gas Solutions LLP for the position of **Graduate Engineer – Trainee** in our Chennai office in India. You will be reporting to Proposals Engineer.

The expected date of commencement of your employment will be no later than 03 January 2022.

This position offers an annual salary and benefits as per the attached contract. **Please sign and return. Please note this is the maximum approved budget for the role that we can offer you.**

As confirmation of your acceptance of this offer, please sign this letter, and return them to Reka Dhanavelu at Reka.Dhanavelu@proserv.com. (phone +91 44 66202500/8939889191), as soon as possible. This offer is only valid until **COB 23 December 2021** after which date it will become void.

On Acceptance:

• Please email copies of the following documents

- Educational mark sheet from 10th onwards (10th, 12th and Degree individual and consolidated Marksheets) and Degree certificate
- Passport size photograph in (White background) – **Sample attached**
- Colored Passport Copy (front and back page) - if available
- PAN card copy & Aadhar Copy
- Previous employer's contact details "Email and Name" for pre-employment verification(not for Fresher)
- Resignation acceptance from the employer (not for Fresher)

• Please fill /sign in the following documents and return them electronically

- Signed employment contract
- Statement of Particulars of Terms and Conditions of Employment – Can be Signed on Date of Joining.
- Send filled form only in Word format
- Employee Information Form
- Completed Medical Questionnaire
- Completed medical insurance
- Completed Conflicts of Interest
- Employee Photo and Video Authorization
- Nomination of Beneficiary
- Bank Details Form