

GCT/2012/020
23rd November 2012

Mr R Srinivasan
East Street
Manakkudi - 614712
Thirukkuvalai – TK, Nagai - Dist

Dear Mr Srinivasan

With reference to the interview you had with us, we are pleased to offer an employment to you in our organization as **"Engineer - Field Engineering"** as per the terms agreed by us mutually. The detailed appointment letter will be issued at the time of your joining. In this connection, please take note of the following:

1. **Your initial place of work will be at our Corporate office located at Guna Building, No.443, Anna Salai, Teynampet, Chennai – 600 018.**
2. This offer is subject to you being found medically fit. You are therefore advised to undergo a pre-employment medical examination **immediately upon receipt of this offer letter or at least four working days prior to joining.** Please refer the details furnished in the annexure.
3. In case, you require any clarifications, you shall contact **Mr. Santhosh Kumar, Deputy Manager - HR at 044 – 24310569** who will take care of your joining formalities.
4. You are advised to bring the following documents during the time of your joining.
 - a. Certificates and copies thereof in support of your educational qualification beginning from 10th standard onwards.
 - b. Photo copy of your PAN card / Driving license / Ration card / Voter's ID.
 - c. Relieving letter / Service certificate from your present organization.
 - d. 4 recent passport size photographs.

Please sign and return the duplicate copy of this offer letter latest by **30th November 2012** as token of acceptance indicating your date of joining. We look forward to your joining us on or before **01st December 2012.**

We welcome you to our organization and look forward to a long and mutually beneficial association with us.

Yours truly,

For GEA COOLING TOWER TECHNOLOGIES (INDIA) PVT LTD


S VENKATARAMAN
GROUP PRESIDENT - HR

ANNEXURE

Guidelines for Pre-employment medical examination

1. Candidates based at Chennai, can undergo pre-employment medical examination at any of the following hospitals with whom we have a Corporate tie-up. The candidates are requested to submit a photocopy of the appointment offer letter to the hospital on the day of the medical examination.

a) Rigid Hospitals Pvt Ltd
47/3, New Avadi Road
Kilpauk,
Chennai – 600 010
Phone: 044 – 42949494

b) Lifeline Cliniq
No.37, First Avenue
Shastri Nagar, Adyar
Chennai – 600 020
Phone: 044 - 24469455

2. Candidates outside Chennai can complete their pre employment medical examination in a reputed hospital in their present location / native place for which maximum of Rs.1,000/- will be reimbursed against submission of bills and original medical reports, at the time of joining.

General Medical Examination: Mandatory tests

1. Complete blood count
2. Erythrocyte Sedimentation Rate
3. Urineanalysis
4. Fasting Blood Sugar
5. Cholesterol
6. Serum Glutamic Pyruvic Transaminase
7. Creatinine
8. Blood Grouping & Typing
9. Stool Examination
10. HIV
11. ECG
12. X – Ray (Chest)
13. Eye test
14. Thromboplastin Generation Time & Test Mill Test (Above 40 years of age)

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