



17-Oct-2024

**Offer of Employment**

Dear **Ashutosh Dangwal**,

This has reference to your job application and subsequent discussions that you had with us; Congratulations on being selected, as a part of HRAPL Family. We are proud and delighted to offer you the position of **Clinical Research Coordinator** in Hector Research & Archival Private Limited.

We are proud to have a professional of your stature as a member of the HRAPL team. While you have already accepted the offer verbally, please do so formally by signing and returning this letter of offer as token of acceptance, as per above mentioned terms and conditions.

Please indicate your probable date of joining, which should not be later than **17-October-2024**, failing which this offer stands withdrawn automatically.

You are requested to provide a copy of all below documents for our records: (As applicable)

1. Appointment letter, Relieving and experience letter from all previous employers
2. Salary slips of last three months
3. SSC, HSC, Graduation and Post-graduation certificates/ mark sheets (**In original**) (As applicable) to be submitted to HR Department till your tenure of service with HRAPL
4. Five recent passport size photographs
5. Updated CV duly signed by self (In original)
6. Self-attested Proof of identity, PAN card, Permanent & present residence proof.
7. PF & ESIC number (As applicable)
8. Axis Bank Account Number

This offer has been made based on the information furnished by you. However, if there is any discrepancy in documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

By accepting this letter (Offer of employment), it is presumed that you have agreed to join us on the future due date. You will be issued a detailed Letter of Appointment on the date of joining at the end of induction process, post joining.

We look forward to your contribution to our aspiration of building HRAPL as highly acclaimed SMO.

With best wishes

**Gaurav Bhonde**  
Human Resources  
Hector Research & Archival Private Limited



Probable Date of Joining: .....

Accepted: .....

(**Ashutosh Dangwal**)

**Training & Placement Cell**  
**Swami Rama**  
**Dehradun**