



**THE RAMCO CEMENTS LIMITED**

Corporate Office:  
Aaras Corporate Centre, V Floor,  
M-A, Dr. Radhakrishnan Salai, Mylapore,  
Chennai - 600 004, India.  
Tel: +91 44 2947 8888 Fax: +91 44 2947 8876  
Website: www.ramcocements.in  
Corporate Identity Number: L26941TN1957PL0003000

05-Sep-2019

Ms. JANANI M V,  
NO.21, PANDURANGA SWAMY NAGAR,  
PERUMALPATTU,  
VEPPAMBATTU,  
PINOCDE : 602024,  
MOB: +91 8939294698

Dear Madam,

**OFFER OF APPOINTMENT**

With reference to your application, we are pleased to offer the position "**ASST.MANAGER-RECRUITMENT**" in our organization on the terms and conditions mutually agreed upon, subject to your being found medically fit by the Company authorized Medical Officer.

At the time of joining for duty, please bring the following documents along with copies for our records:

1. Proof of Age (SSLC Certificate or equivalent document)
2. Certificate/Testimonials of your Educational Qualification
3. Experience Certificates and Proof of last drawn salary
4. Relieving order from your previous employer, if any
5. Your previous EPF, PF and FPF A/c. nos., if any
6. PAN, Aadhaar, Bank Details(Copy of Pass Book/Cancelled cheque leaf), Voter ID, Driving License, Ration Card - All are Mandatory
7. Four recent passport size photographs of self and one individual stamp size photograph of dependents
8. Date of Birth details of dependents with copy of ID proof (i.e. Spouse, two dependent children and dependent parents)
9. Two reference certificates

Please sign the duplicate of this letter in token of acceptance of our offer. You are required to report to the undersigned at Corporate Office, Chennai on or before 04-Oct-2019.

Our regular Appointment Order shall be issued to you on the date of your joining duty.

Thanking you,

Yours faithfully,  
For THE RAMCO CEMENTS LIMITED

**SAI KUMAR M J**  
**SR.VICE PRESIDENT-HR**

Signature  
Accepted