



Clean Fino - Chem Limited
Innovation of work

CFCL/HR/OL/2024

Date:19/06/2024.

To,
Mr. Omkar Bhareshb Mandhare
A/P-Vetal Nagar, Daund, Tal-Daund, Dist- Pune,
Maharashtra-413801

Subject: - Offer Letter

Dear Mr. Omkar,

We are pleased to appoint you to a "Suitable Post in Production Dept." at our factory. We would keep the terms of job as discussed in the meeting. You are advised to join on or before on 19/06/2024 9.00 am at Unit III.

Please note that we require the following documents at the time of Joining:

1. Original Educational Documents (for verification)
(Mark list & Board Certificate/Passing Certificate/University Certificate)
2. Photocopies of Following Documents:
 - Educational Documents- (SSC, HSC, Graduation, Post-Graduation, other if any)
 - Aadhar Card (with Date of Birth in DD/MM/YYYY), Pan Card, Voter ID Card, Driving License
 - Ration Card, Birth Certificate
3. Medical Fitness Certificate (MBBS or MD doctor ONLY) with ECG, Vision Test, PFT, Detail Lab Report.
4. Covid-19 Vaccination Certificate.
5. Passport size Photograph - 4 copies (Latest)
6. Experience Letter & Relieving Letter from Existing Employer
7. Photo copies of all appointment letters and relieving letter of previous employers.
8. 3 Months Pay Slip of Previous Organization & UAN CARD
9. One Cheque for Security deposit.
10. Family Photo (Parents, Spouse, and Children Only, Size- 3cm*12cm) for ESIC registration if applicable.

Your appointment is subject to Medical Fitness.

We will note your email omkarmandhare@gmail.com and WhatsApp no. 7758639757 for official communication as per your declaration.

Kindly share your resignation letter with us, if you require any help or assistance, please feel free to communicate with our HR Team.

Welcome to the Clean Fino-Chem Limited family.!

Thanking You,

For Clean Fino-Chem Limited

Authorized Signatory