



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120-462 6000
CIN: U72400DL1997PTC084165

08-Sep-2022

Shailendra Singh,

LETTER OF INTENT

Dear Shailendra,

This is further to your application exploring a suitable opportunity in our organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered the position of "Process Associate" in our organization on annual compensation of INR 3,00,000 per annum.

As agreed, you are requested to join the services of the company on or before Monday, 11th Sep 2023 at the following address:

Innodata India Pvt. Ltd. 8 Floor, Tower-A, Stellar IT Park, C-25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

Parul Arora

Manager-HR

Regd. Office: 708, Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi-110001

Registrar
Invertis University
Bareilly

Singh
Manager Corporate Relations
Invertis University
Bareilly