



ZUCOL Group - Offer for Internship - Muskan Jain

1 message

ZUCOL Group - Offer for Employment - Muskan Jain <no-reply@employee.zucol.in>
Reply to: ZUCOL Group - Offer for Employment - Muskan Jain <no-reply@employee.zucol.in>
To: Muskanjain0207@gmail.com
Cc: Sanjolica.verma@zucol.in

Mon, 27 May, 2024 at 2:56 pm

Dear Mr./Ms. Muskan Jain,

Greeting from Zucol Services Pvt. Ltd.!!

We are pleased to extend the following offer of employment to you on behalf of Zucol Services Pvt. Ltd. You have been selected for the **HR-Intern** position. Your Date of Joining would be **May 28th, 2024**. Your Tenure of Internship would be 3 months.

Congratulations!

We believe that your knowledge, skills and experience would be an ideal fit for our Human Resource team. We hope you will enjoy your role and make a significant contribution to the overall success of Zucol Group.

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with Zucol Group.

Position

Zucol Group is offering a Internship opportunity as a HR-Intern.

Compensation and Salary

Your Monthly stipend will be 8000/- and the detailed breakup of the CTC will be provided on your Date of Joining (May 28th, 2024).

Location

You will be based at **15&16, 18th Floor, AIPL Business Club Sector 62, Gurugram 122102.**

Training period would be of 15 Days.

You will be analyzed on the basis of your performance and behavior in the first 7 days of training and in case of termination within 7 days of training then this tenure of 7 days will be unpaid.

A formal letter shall be issued to you on your joining. You are requested to bring the following documents (Original & Photocopy both) at the time of joining:

1. Resume
2. Photocopy of all relevant certificates – 10th, 12th, Diploma, Degree mark sheets etc.
3. Photocopy of ID. Proof (Any of these– Valid Passport, Driving License, Voter ID Card, and Aadhar Card)
4. Experience certificate from previous employer (s) (If any)
5. Relieving letter from the previous employer (s) (If any)
6. Salary slip of last 3 months from the previous employer (s) (If any)
7. Last 6 months bank statements (If any)
8. Copy of PAN Card
9. Three passport size photograph (Self)

We look forward to welcoming you to the Zucol team.

If you have any questions or need additional information, kindly contact our HR team by email.

Note – Your reporting time would be 09:30 AM.

Thanks & Regards,

HR Team Zucol Group

6377719794 | pooja.thareja@zucol.in