



# Griham Infra

*Bringing Your Dream To Reality*

Registered Office B-24, Bandhu Nagar, Birsa Chowk, P.O.- Hinoo, Ranchi-2, Jharkhand. Ph.: 9334450444/9852912239, email: info@griham.in  
City Office : H.No.: 171, C/o R. Prasad, Near Harmu Grid, Harmu Housing Colony, Harmu, Ranchi-834002, Jharkhand  
Service Tax No.: ALFPS0741NSD001

**“You Cannot Change Your Destination Overnight. You Can Change Your Direction.”**

**Mr. Amar Shakti**

UID No.: 748809327368

S/o Sri Pardeep Kumar Singh, resident of H-MFA-100, Argora Housing Colony, Ranchi-834002, Jharkhand

**Subject : Appointment of Trainee Site Officer in Civil Engineering Division at GRIHAM INFRA**


We feel pleasure to assign you the job of Trainee Site Officer in our Civil Engineering Division. The detailed terms and conditions are as under :

1. Your Service will commence w.e.f 13/03/2017 (13<sup>th</sup> March 2017)
2. You shall provide your service in the field of Civil architecture labour management and site work under our companies expert supervision.
3. Your prime responsibilities includes:
  - a. Establish communication between site workers and the company for proper result.
  - b. Understand the technical detail from the company and communicate to the site workers for proper and satisfactory paper work details.
  - c. Understand the working drawing provided and communicate with the working team on the site for proper execution of the project.
  - d. Will be responsible for all types of management related to site workers and communications between the sub contractors / site workers and the company and their appointment in consult with the company officials.
4. Your emoluments shall be fixed to Rs. 15,000/- (Fifteen Thousand Rupees Omlly) per month which will be revised as per requirement.
5. The payment schedule will be between 10<sup>th</sup> to 15<sup>th</sup> of every month or as decided by the Company/ Firm
6. Any other expenses i.e. travelling, accommodation, fee for other senior consultant shall be paid extra on actual.
7. This understanding is valid w.e.f. 13<sup>th</sup> March 2017 and can be withdrawn at any time by either party by giving 30 days prior notice.

Kindly Confirm your acceptance by returning a duplicate copy duly signed by you.

Thanking You,  
Yours faithfully

For GRIHAM INFRA  
GRIHAM INFRA

  
Proprietor  
Eng. Santosh Kumar  
(Proprietor)





Miss Komal Kumari  
(H.R.)



Md. Nazir  
(Civil Team Manager)

Griham Consultant

Larsen India Elevators

FreeLancer Employment

Web Site: <http://www.griham.in>