

EFF/HRD/23-24/OFF/073

29-JUL-2023

**TO,
MS. BOLLA BAGA BHAVANA,
S/O B CHANDRASEKHAR RAO,
4-73, VEERAYALANKA,
NIDUMOLU, MOVVA,
KRISHNA DISTRICT,
ANDHRA PRADESH-521156.**



Dear **MS. BOLLA BAGA BHAVANA,**

Subject: Provisional Offer Letter as Engineer Technical Support Trainee in CS Department.

Further to your application for employment with us, and the subsequent selection process, we are pleased to offer you the position of **Trainee** in **Efftronics Systems Pvt Ltd.**

Your Scheduled date of joining is **02-Aug-23.**

Herewith, we include the Terms & Conditions of your appointment. After reading the terms & conditions, **you are required to return this Offer of Appointment duly signed by you and your parents.**

We welcome you to Efftronics family, looking forward to a long and mutually benefited association.

**With Regards,
For Efftronics Systems Pvt Ltd,**

Spurthi D

**(SPURTHI D)
HR MANAGER**

The Terms and Conditions of this offer are:

1. Your Training period would be for **Minimum Three months** starting from **02-Aug-2023**, and you will be designated as “**Trainee**” till the completion of your training period.
2. You are required to serve the company for a period of **2.5 WORKING YEARS** excluding the Training period.
3. You are required to submit all your **Original Academic Certificates on the date of Joining** and would be held with the company till the completion of your service agreement.
4. You are required to complete all the assignments given in the training period within the stipulated time. In case of your inability to complete the given task, you will be eliminated from the training.
5. If your training period extends on administration grounds, extension of training depends on the discretion of management.
6. You are eligible for a stipend of **Rs.6000/- per month** during the training period and after the successful completion of the Training Period, your **Gross Salary** would be **Rs.15042/- per month**.
7. **Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of Efftronics Systems Pvt. Ltd., as applicable to you and the changes therein from time to time.**
8. **As per the General Services Rules, you are entitled to one casual leave per month and other public holidays.**



Termination:

9. If the Trainee fails to prove himself during the Training period, the company has every right to terminate him at that stage itself.
10. If the Trainee wants to leave or discontinue the Training Voluntarily then he/she must pay **Recruitment cost and Training cost** on pro-rate basis to the company

11. At any time during the Training, if the Trainee is found to be **will fully non-performer** or guilty of fraud, dishonest, disobedient, disorderly behavior, negligence, indiscipline.



12. prolonged absence from duty without permission or any other conduct considered by us which affects the company's interest, your Training will be suspended at that stage itself, and the company has every right to recover the damages of training cost from you for the above said acts.

13. A detailed letter of Appointment will be issued to you, after the successful completion of the Training.

You are required to report to the HR Department on **02-Aug-2023**, at **9 AM** along with the following documents.

- All Original Academic Certificates.
 - 5 Passport size photographs.
- For any further clarifications, Contact the **HRD Recruitment**.

For Efftronics Systems Pvt. Ltd.

Spurthi D

**(SPURTHI D)
HR MANAGER**

ACCEPTANCE FORM

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this letter as a token of my accepted employment with the company and the terms and conditions set out in this letter.

Date:

Place:

Signature of Parent/ Guardian

Signature of candidate