

EFF/HRD/18-19/OFF-RD/002

21-Sep-17

To

**Ms. ALLU SWATHI GOWRI,
D/O Mr. A CHINNADEMUDU,
D.NO: 1-47,
BHANDHAVARI PALEM,
PENDURTHI MANDAL,
VISAKHAPATNAM DISTRICT,
ANDHRA PRADESH.**



Dear Ms. Allu Swathi Gowri,

Subject: Provisional Offer Letter as Research & Development Trainee

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

Your Scheduled date of joining will be in first week of **June'18 (Tentatively)**.

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 for a long and mutually benefited association.

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

**(BHAVANI SANKAR T)
VICE-PRESIDENT**

Verified by

Spurthi D

The Terms and Conditions of this offer are:

1. Your Training period would be for a **Maximum of Six months** starting from **the schedule date of joining**, 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 **TWO YEAR SIX MONTHS** 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 period. In case of your inability to complete the given task; you will be dropped 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. 6,000 per month** during the training period and after the successful completion of Training, your starting gross salary would be between **Rs. 25,000 to 30,000** per month, depending on your performance during the training.
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.**



Separation:

9. If the Trainee fails to prove himself/herself during the Training period, the company has every right to terminate him/her at that stage itself.
10. If the Trainee wants to leave or discontinue the Training Voluntarily then he/she has to pay **Rs. 1,00,000** as the Training cost to the company.

11. At any time during the Training, if the Trainee is found to be **Willfully non- performer** or guilty of fraud, dishonest, disobedient, disorderly behavior, negligence, indiscipline, 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 **Rs.1,00,000/-** from you for the above said act.



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

With Regards,
For Efftronics Systems Pvt Ltd,

(BHAVANI SANKAR T)
VICE-PRESIDENT

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

Page 3 of 3

Verified by

Spuathi .D