

**EFF/HRD/22-23/OFF-RD/018**

**01-SEP-22**

**To**

**MR. PATNANA NAGARAJU,  
S/O PATNANA SIMMA RAO,  
NEAR OLD BUS STAND,  
SRIKAKULAM, GUNAPALEM,  
SRIKAKULAM DISTRICT,  
ANDHRA PRADESH - 532001.**



**Dear MR. PATNANA NAGARAJU,**

**Subject: Provisional Offer Letter as SOFTWARE DEVELOPER Intern in Research & Development.**

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

Your Scheduled date of joining will be on Second week of **September 2022(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,**

*Spurthi D*

**(SPURTHI D)**

**HRD MANAGER**

**The Terms and Conditions of this offer are:**

1. Your Internship period would be for a Maximum of one year starting from the schedule date of joining, and you will be designated as “**Intern**” till the completion of your Internship period.
2. You are required to serve the company for a period of “**2.5 Years**” excluding the Internship period.
3. You are required to submit all your Original Academic Certificates on the date of Confirmation as Employee with the company till the completion of your two years of service.
4. You are required to complete all the assignments given in the Internship period within the stipulated time period. In case of your inability to complete the given task; you will be dropped from the Internship.
5. If your Internship period extends on administration grounds, extension of Internship depends on the discretion of management.
6. You are eligible for a stipend of ₹ **15,000/-** per month during the Internship period and after the successful completion of Internship, your CTC (Cost to Company) will be ₹ **6.8 Lakh** per annum with Gross salary ₹ **47088/-** per month.
7. After successful completion of the Internship period your salary may increase depending upon your performance.
8. 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.
9. As per the General Services Rules, you are entitled to one casual leave per month and other public holidays.
10. You should not resign during the agreement period.



Signature of Parent/ Guardian

Signature of candidate

**Separation:**

11. At any time during the Internship/Training, if the Intern/Trainee is found to be **Wilfully non- performer** or guilty of fraud, dishonest, disobedient, disorderly behaviour, negligence, indiscipline, prolonged absence from duty without permission or any other conduct considered by us which affects the company's interest, your Internship/Training will be suspended at that stage itself.



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

**With Regards,**

**For Efftronics Systems Pvt Ltd,**

Spurthi D

**(SPURTHI D)**

**HRD MANAGER**

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**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