

EFF/20-21/HRD/APO/057

10-Nov-2020

**TO  
PREETHI KOLLI,  
D/O K.RADHA KRISHNA  
D.NO:15-12-1  
SARADHANAGAR  
PENDURTHI(M)  
VISHAKAPATANAM(DT)  
ANDHRA PRADESH  
531173.**



**Sub: Offer of appointment-Reg.**

Dear Ms. PREETHI KOLLI,

We are happy to inform you that you have successfully completed the training from 02-Mar-2020 to 09-Nov-2020 and pleased to offer you an appointment for the position of **FIRMWARE ENGINEER** in **R&D DEPARTMENT** of our organization. This appointment is effective from the date **10-Nov-2020**. You will be responsible for accomplishing all the assigned tasks on time.

Herewith, we enclose the Terms & Conditions of appointment. **After reading the terms & conditions carefully, you are required to return the duly signed copy of the Appointment Order accepting the terms & conditions.**

We take pleasure in welcoming you and trust you will have many happy & mutually benefited years of service with Efftronics Systems Pvt. Ltd.

With regards,

For Efftronics Systems Pvt. Ltd.,

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



*Preethi.D*

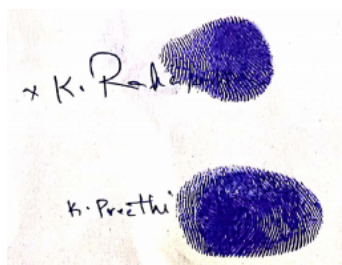
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Bhavani*



**Terms & Conditions:**

The following are the terms and conditions of your appointment:

1. You are required to serve the company for a minimum service period of **2.5 CONTINUOUS WORKING YEARS**
2. You are required to submit all your **Original Academic Certificates at the date of joining**, and the company will hold **1/3<sup>rd</sup> salary** as a caution deposit on every month up to the accumulated money is equivalent to Six months of your starting salary.
3. The accumulated caution deposit will be maintained with the company as security deposit and it would be returned with an **interest of 8%** after your completion of **2.5 Years Service** with **Efftronics Systems Pvt. Ltd.**
4. You will be under probation for a period of **Six Months** from the joining date mentioned in this appointment order and the period can be extended based on your performance, however it depends upon discretion of management.
5. After the period of probation, confirmation will be given to you in writing.
6. Your work performance would be monitored on a periodical basis and you will be responsible for accomplishing all the assigned tasks from time to time.
7. You have to undergo medical checkups periodically as per the policy of the company and keep yourself physically & mentally fit to perform the duties assigned to you. Efftronics Systems Pvt. Ltd. reserves every right to terminate your employment at any stage if you are found to be medically (physically/mentally) incompetent to perform the job.
8. Considering the company's nature of business, you are liable to be posted / transferred to any department / anywhere in India. You are required to carry all such assignments given to you with diligence and maintain company's image.
9. Traveling as per the requirement of organization should be undertaken.
10. The reimbursements for the above while traveling on official duty will be made as per the norms of the company for the expenses incurred by you.



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Praveen

11. Your appointment will be governed by the policies, general service rules, regulations, practices, processes and procedures of Efftronics Systems Pvt. Ltd., applicable to you and the changes therein from time to time.
12. You will not accept any part time employment or involve directly/ indirectly in any other business activity. Besides, you will not involve yourself with the competitors of the company for a minimum period of two years from the date of your ceasing from the service with the company.
13. Whenever you are assigned with any training / up gradation programme(s) by the company, you are required to diligently and beneficially take part in all such programme(s) to accomplish the objectives.
14. No permission will be granted for doing any educational courses before the completion of **2.5Years Service**. After completion of **2.5Years Service** with Efftronics, if you want to do so; you are required to intimate and take prior permission from the company.



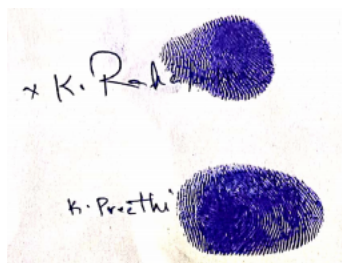
**Salary: -**

Your Initial monthly salary would be **Rs. 25,670/-**

- The company will hold **1/3<sup>rd</sup> salary** every month till the caution deposit of six months equivalent salary is accumulated. After completion of 2.5years service caution deposit would be returned with an **Interest of 8%**.

**You are entitled to the following salary and perks:**

SALARY COMPONENTS	MONTHLY
Basic Salary	15,700
House Rent Allowance	6,280
Conveyance Allowance	3,140
Other Allowances	550
<b>GROSS SALARY</b>	<b>Rs.25,670/-</b>



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Pruthi . D*

### Provident Fund

Company will contribute 12% of your basic salary towards provident fund and equal share of amount will be deducted from the salary as part of the employee's contribution as per the present PF contribution rules.



### ESI

Company will contribute 3.25% of gross salary and the amount equal to 0.75% of gross salary will be deducted towards your share as per the present E.S.I contribution rules.

### Taxes

All the statutory requirements like Professional tax, Income tax and other provisions applicable, if any, will be complied as per the acts of the government.

### Leaves

#### Causal Leave

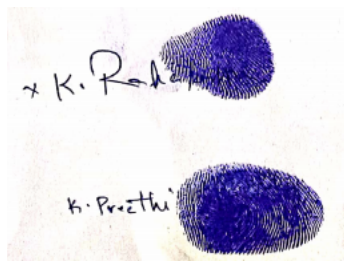
Subject to the nature of company's business, casual leaves would be granted as per the General Service rules.

#### Earned Leave

Every employee is entitled to earned leave only on completion of one year of service with the company. The employee may be granted earned leaves as per the General Service Rules.

### Separation and Notice Period

1. Your employment with the Company can be terminated either by the Company or by you by giving one-month notice during the probation period and Three months notice for confirmed employee.
2. During the employment at any time management found the employee as a Non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, Disturbing team harmony (unnecessary disputes), Harassing colleagues, Stealing either company or colleagues belongings, Abusing colleagues on their racial, caste or physical basis, Cursing/ swearing colleagues, sexual harassment, involving in any criminal acts, acts influenced because of alcoholic beverages or illegal drugs etc., negligence, indiscipline, Willful Under Performance, Mis-Use of Company provided accommodation or Staying with family/friends without prior permission from Management in the company provided Accommodation, prolonged absence from duty without permission (**Abscond**) or any other conduct considered by us which effects the company's interests, reputation and violation of one or more terms of this appointment order, your employment will be terminated at that stage itself without any notice and also because of above said actions if any damage occurs to the company's properties and any type of liability raises on the company, the same will be recovered from employee only.



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3. If the company terminates on the above stated grounds and decides to relieve you before serving the entire notice period, the salary till the last working day would be paid and the caution deposit held by the company will not be returned to you. If any employee is terminated with the reason of abscond, he/she shall forfeit the caution deposit held with the company and the remaining caution deposit amount (i.e. the difference amount in case of caution deposit held is less than Security Deposit), notice period salary and any other liability shall be paid to the company.



4. If at your request the Company agrees to relieve you before serving the entire notice period, you are liable to pay the company the salary for the balance notice period. However please note that accepting any such early relieving request would be at the discretion of the company.

5. Resignation before completion of Agreement Period of **2.5 continuous working years** will be deemed to be considered as bond breakage, you have to forfeit the caution deposit held and also pay the difference amount in case of caution deposit held is less than Security Deposit.

#### **Conflicts of Interest**

1. All programme(s), designs, modules, projects, manuals, literature dealt / developed by you, while in service shall be deemed to be the sole property of the company. Also, the company will have the sole proprietary right in any new project (s), which you may develop while you are in service.

2. Information, Technical or any other information obtained by you in any form or that will be available to you is of confidential nature and must not be disclosed directly or indirectly to any person/ company/ firm. In addition, you are not permitted to use any of the information related to work for your personal purpose and violating the same would lead to disciplinary action.

3. In the event of your ceasing to be on company's rolls, any technical, R&D, or any other information, which is of confidential nature that concerns to the company that has been in your knowledge during your association with the company should not be disclosed. If it is found that such information has been disclosed by you, the company has the right to initiate legal action against you.

4. In the event of your resignation / termination from the organization, you are required to submit all the property drawn / developed during your service with the organization, which may be in physical/ financial/ intellectual forms and have to obtain "NO DUE CERTIFICATE", failing which, the organization has the authority to proceed in any matter it feels fit to obtain the same.

x K. Prathi  
K. Prathi

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