

Fwd: Efftronics Joining Formalities @ R&D Engineer Inbox



MOTHA POOJITHA <mothapoojitha@gmail.com>
to me

12:40 PM (4 minutes ago)

----- Forwarded message -----

From: **MOTHA POOJITHA** <mothapoojitha@gmail.com>
Date: Fri, Feb 28, 2020, 09:21
Subject: Fwd: Efftronics Joining Formalities @ R&D Engineer
To: <srinivas.gumpena82@gmail.com>

----- Forwarded message -----

From: **MOTHA POOJITHA** <mothapoojitha@gmail.com>
Date: Sat, Feb 22, 2020, 19:17
Subject: Fwd: Efftronics Joining Formalities @ R&D Engineer
To: <rams4881@gmail.com>

----- Forwarded message -----

From: **hr** <hr@efftronics.com>
Date: Sat, Feb 22, 2020, 16:19
Subject: Efftronics Joining Formalities @ R&D Engineer
To: <mothapoojitha@gmail.com>

Dear Aspirants,

Greetings from Efftronics..!!

Congratulations!!! Your offer is confirmed as R&D Engineer Trainee at Efftronics Systems Pvt Ltd & your joining date will be on 02-Mar-2020.

Please go through the enclosed attachment of Joining formalities.

Guidelines to fill the attached Joining Formalities documents:

Mandatory Documents need to be submitted through mail:-

1. Photo copies of your **Academic Certificates** up to your highest qualification starting from SSC
2. Address Proof - Aadhar
3. Passport size photograph
4. Signed Copy of Offer Letter

Scan the above mentioned documents and also scan the filled declaration forms (Given in Attachment) & forward them by 24-Feb-2020 on or before 6:00PM to hr@efftronics.com

Your Joining Date will be on 02-Mar-2020 so please report to Efftronics Office by 9:00 AM with your Original certificates(SSC, Intermediate, Diploma Etc) & 6 Passport Size Photo's & Aadhar card xerox-3 for opening Bank A/c. on the joining date

Note:- If you are having Andhra Bank Account please bring the front page xerox copy of account book

If you have any queries, please feel free to make a call to the number mentioned.

—

Warm Regards,

Madhavi P

HR Executive,

Talent Acquisition,

Electronics Systems Pvt Ltd,

no. 0800-240000.

EFF/HRD/20-21/OFF-RD/079

24-Feb-20

To,

MS MOTHA POOJITHA,
D/O M.V.D.V. PRASADA RAO,
D NO:5-209,
10th STREET SARADA NAGAR,
ANAKAPALLI,
VISAKHAPATAM-531001,
ANDRA PRADESH.



Dear MS MOTHA POOJITHA,

Subject: Provisional Offer Letter as Trainee Engineer 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 Trainee (Engineer - R&D) in Efftronics Systems Pvt Ltd.

Your Scheduled date of joining will be on First Week of **June 2020(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,

T. B. Sankar

(BHAVANI SANKAR T)
VICE-PRESIDENT

PARENT

M. V. D. V. Prasad Rao



Verified By
Madhavip

CANDIDATE

M. Poojitha



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Mfrs: Networking Data Loggers and LED Displays

Developers: Embedded Systems, Software



"R&D" Recognised by DSIR, Govt. of India

A PRODUCT DEVELOPMENT COMPANY

An ISO 9001:2008 Company

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 **2.5 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 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 CTC (Cost to Company) will be **Rs.3.98 Lakh** per annum with Gross salary **25K** per month.
7. After successful completion of the training 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.



PARENT

M. V. D. V. Prasad Rao



CANDIDATE

M. Poojitha



Verified By
Madhavip

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Separation:

11. 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.
12. If the Trainee wants to leave or discontinue the Training Voluntarily then he/she must pay **Rs. 1,00,000** as the Training cost to the company.
13. 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.
14. A detailed letter of Appointment will be issued to you, after the successful completion of the Training.



With Regards,
For Efftronics Systems Pvt Ltd,

T. B. Sankar

(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: 25/2/2020

Place: VISAKHAPATNAM.

Signature of Parent/ ~~Guardian~~

M. V. D. V. Prasad Rao



M. Poofitha -
Signature of candidate



Verified By
Madhavip

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EFF/HRD/20-21/OFF-RD/080

03-Jan-20

To,

**MS KUNDRAPU BHARATHI,
D/O K YERUKUNAI DU,
D NO:1-33,
PANDIVANIPALEM, VADACHEEPURUPALLI,
CHEEPURUPALLI(WEST),
VISAKHAPATAM-531020,
ANDRA PRADESH.**



Dear MS KUNDRAPU BHARATHI,

Subject: Provisional Offer Letter as Trainee Engineer 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 Trainee (Software Engineer - R&D) in Efftronics Systems Pvt Ltd.

Your Scheduled date of joining will be on First Week of **June 2020(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,

T. B. Sankar

(BHAVANI SANKAR T)

VICE-PRESIDENT

*Verified By
Madhavip*

Page 1 of 3



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10. You should not resign during the agreement period.



Separation:

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12. If the Trainee wants to leave or discontinue the Training Voluntarily then he/she must pay **Rs. 1,00,000** as the Training cost to the company.
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14. A detailed letter of Appointment will be issued to you, after the successful completion of the Training.



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

T. B. Sankar

**(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

*Verified By
Madhavip*