

JYOTHI FACILITY MANAGEMENT PVT. LTD.



LETTER OF APPOINTMENT

Date: 20-03-2024

To:

3-95,Karavakulanka Village,Guthinadeevi road , I.Polavaram mandal,East Godavari , A MOLE ON THEWHITE PART OF THE LT EYE ,5.7 , B+

Dear Mr.Elipe Sumanth

Sub: Letter of Appointment-Reg.

We are pleased to appoint you as a **MIS** in our organization

Job Title: MIS Executive

Job description:

- mHere Application maintenance
- FM NOC faults publishing
- Fault Management Sharing the faults, Follow up and Status publishing
- PM Calls Count and report publishing
- Manual attendance collection & publishing to AFMs on daily basis.
- Training Schedules preparation.
- Store Auditing
- Wireman Data Collection
- Medical Fitness certificates collection.
- Thermography report preparation.
- Online survey completion.

Regd. Office: 3-14651111 Anniexure Documents, office: IG Residency,

Mallapur, Shakti Sai Nagar, Uppal

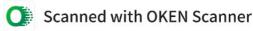
Hyderabad 500076 Talangana ladia

Ph No.: +918008802345 Landline: +91403550851 Block 1, No. 10/11 Flat no S4 Rajalakshmi Colony TVS Nagar, Edayarpalayam (PO)

Colony TVS Nagar, Edayarpalayam (PO) Coimbatore - 641025.

Ph No.: +91 80085 36666

Website: Www. Jyothifm.com Email: info@jyothifm.com



Location: TALLAREVU

Salary Take Home: 17000

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident thatyour contribution will take us further in our journey towards becoming world leaders. We assure you of our support foryour professional development and growth.

** Terms and conditions furnished

Terms & Conditions:

- 1. If you want to resign your job you must give a notice period of 1 month by written communication.
- 2. Monthly salary will be calculated from 26th to 25th of Next month.
- 3. Notice period salary will be settled along with No due at the time of Full and Final Settlement.
- 4. If you are absent to your duties without intimation continuously for 7 days (including weekly off) then we consider his as your resigned to your duties and we will replace fill this vacancy with some other suitable profile withoutany notice.
- 5. If we found that you're involved in any theft/misappropriations in duties then you will be terminated from yourduties with immediate effect without any notice.
- 6. If any escalations received from our customers on your poor performance then you will be terminated from yourduties with a minimal days of duration as a notice period of 10 days.
- At any period of a financial year company have reserved the right to change your working location, if fails tofollow that instruction then we will consider this as you are resigned to your duties.
- 8. You must produce your attendance sheet monthly wise from your respective working location and according tothat sheet salary will be credited.
- If found any deviations in roles assigned given in Job description, 40% of net salary will be kept in hold for everymonth at the time of salary credit and the same amount will be credited after confirmation from your respectiveCoordinator/Manager.
- Full and Final Settlement will be made at Head Office only after successful completion of notice period for 1month.

Acceptance of Terms & Conditions by the Candidate.

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