

JYOTHI FACILITY MANAGEMENT PVT. LTD.



Date: 15-03-2023

LETTER OF APPOINTMENT

Date: 15-03-2023

To:

22-4-32, ward-11, heyer peta, Chirala, prakasam, Andhra pradesh

Dear Mr.Karlapudi Jessika

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. Y MANAGEMENT
- Store Auditing
- Wireman Data Collection
- Medical Fitness certificates collection.
- Thermography report preparation.
- Online survey completion.
- Monthly Annexure Documents.

Start Date: 15-03-2023

Location: Chirala

Salary Take Home: 14000

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.

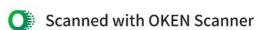
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Hyderabad - 500076 Telangana India

Ph No. : +918008802345 Landline : +91403550851 Branch office: IG Residency,

Block 1, No. 10/11 Flat no S4 Rajalakshmi Colony TVS Nagar, Edayarpalayam (PO)

Coimbatore - 641025. Ph No. : +91 80085 36666 Website: Www. Jyothifm.com Email: info@jyothifm.com



We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your 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 this as your resigned to your duties and we will replace fill this vacancy with some other suitable profile without any notice.
- 5. If we found that you're involved in any theft/misappropriations in duties then you will be terminated from your duties with immediate effect without any notice.
- 6. If any escalations received from our customers on your poor performance then you will be terminated from your duties with a minimal days of duration as a notice period of 10 days.
- 7. At any period of a financial year company have reserved the right to change your working location, if fails to follow 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 to that sheet salary will be credited.
- 9. If found any deviations in roles assigned given in Job description, 40% of net salary will be kept in hold for every month at the time of salary credit and the same amount will be credited after confirmation from your respective Coordinator/Manager.
- 10. Full and Final Settlement will be made at Head Office only after successful completion of notice period for 1 month.

Acceptance of Terms & Conditions by the Candidate.

