

LETTER OF APPOINTMENT

Date: 28-02-2024

To:

pakka house 3-145 shivalayam street post box bobbili piridi vizainagaram
535568

Dear Mr. KOLLI VENKATA APPAERAO

Sub: Letter of Appointment-Reg.

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

Job Title: Technical Manager

Job description:

- Publishing the schedules of Thermography and execution at all stores in TS State Region on half yearly basis.
- Publishing the training schedules and conducting regular Technical Training programs to technicians and Supervisors.
- PF maintenance at Sites (PF > 0.98) & FM Corner box record maintenance
- Planning and execution of CPM As per the schedules.
- Attendance maintenance of Technicians through Digital platform (Mhere Pro- SCRUM IDs creation/arrangement).
- Follow-up for Daily Energy meter readings & Follow-up for PM Calls logging not less than 8 per Technician.
- Technician/Supervisor vacancies filling
- Follow-up for Dress Code Maintenance (Including Safety Shoe, ID Card) of Technicians/Supervisors.
- Scheduling for Store audits and execution.
- Follow-up for Medical Fitness certificates and Wire man certificates availability with all the Technicians.
- Follow-up for all the tools availability with the Technicians.
- Unlimited number of calls attending for any emergency breakdown on 24X7 basis.
- Preparation of Annexure and approval process with clients.

Start Date: 2024-02-28

Location: **SINDHI COLONY BRANCH**

Regd. Office : 3-14-65, 2nd floor
Mallapuram, Shalimar Nagar, 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

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 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.

Certificates submitted to office:

- 1.
- 2.

Acceptance of Terms & Conditions by the Candidate.

[Handwritten Signature]
28/02/24

