

CEPL/HR/2021-22/222

Dated: 27/07/2022

Mr. Prema Nivas,

House No.: 7-46, Market road, Ravulapalem,
Andhra Pradesh - 533238

SUB: OFFER LETTER

Dear Mr. Prema Nivas,

We are pleased to offer you employment in our organization on the following terms and conditions:

Designation : Engineer - Trainee

Location : Oragadam

Duration of the Training : 2 years

Salary Details : During the training period, the gross salary will be paid for Rs.15,000/- per month, for the One Year, Rs.18,000/- per month for the second year, After training confirmation, you will be placed anywhere in India with a salary of Rs.3.0 lakh per annum (CTC) for the first year and Rs.4.0 lakh per annum (CTC) for the second year if found suitable for marketing & sales department. The above CTC's are not applicable for other departments. Other department's salary shall be discussed later from 3rd year onwards.

Agreement: You should provide bond for 4 years. In case the employee decides to leave during this period, you are liable to pay damage as per the employment agreement.

Based on your performance, you will be in a permanent position in this organization. This training period can be relaxed or extended, based on your performance. During the training period, the company can terminate the employment by giving one-month notice, without assigning any reason or salary in lieu thereof.

We expect you to join us on 15.08.2022 & on the date of your joining, you may please bring the original and copies of the following:

1. Present Address proof (Telephone bill/ Bank Statement),
2. Permanent Address proof (Passport, Voter Id,
3. Driving License),
4. Identity Proof – PAN Card & Aadhaar Card,
5. Educational Certificates – originals,
6. Passport Size photographs-2nos,
7. Valid Professional references,
8. Detailed Fitness Certificate.

Other Terms & Conditions:

You shall be governed by the rules and regulations of the Company, which are applicable from time to time, relating to working hours, holidays, leave, etc.

Please affix your signature on the duplicate of this letter confirming your acceptance of the offer letter.

We welcome you and look forward to many years of mutually rewarding & beneficial association.

Best Wishes,
For CAPE electric pvt Ltd.



MANAGER- HR&ADMIN

Accepted the job Offer

Name & Sign : _____

Date : _____

PRINCIPAL

ADITYA ENGINEERING COLLEGE
SURAMPALEM - 533 437

CAPE
ELECTRIC

CAPE electric pvt. Ltd

Plot A-41-B, Sipcot, Oragadam,
Kancheepuram – 602 105.

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