



PROWESS ENGINEERING

E&I, Mechanical, Civil and Telecoms
Trenchless Technology HDD

40/26, Vetri illam, Anna Street, Annanagar, Madurai - 625 020. Tamilnadu, India.

Phone: 0452 - 4372574, 7966235

e-mail : engineering@prowessengg.in web : www.prowessengg.in

Appointment Order

To

Ms. VIDHYA M S,
D/o, SIVAKUMAR M R,
21/A, West Vadam Pokki Street,
Near Koodal Azhagar Perumal Temple,
Madurai-625001.

Sir/Madam,

previous understanding, this is to inform you that the Company has decided to engage you in single status for work in Thoothukudi as "Trainee Engineer – Instrumentation". The following terms and conditions with effect from 7th March 2022.

PROBATION AND CONFIRMATION

You will be on probation for a period of Twelve months and on successful completion of your probation period your services will be confirmed. Should the Management find your performance not up to the mark, your probation will be extended at the sole discretion of the Management. On expiry of the probationary period or extension thereof, you will not acquire the status of a permanent employee unless you are confirmed in writing. During the probationary period your services are liable to be terminated by giving 24 hour notice.

SALARY:

Salary during probation period

- Basic salary (40%)	Rs. 4,800
- Food Allowance (25%)	Rs. 1,200
- Conveyance Allowance (25%)	Rs. 1,200
- House Rent Allowance (50%)	Rs. 2,400
- Special Allowance (50%)	Rs. 2,400

Gross Pay

Rs. 12,000



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You will be eligible for Leave, and other benefits on confirmation. Annual increment will be awarded subject to the appraisal of your performance during the preceding year in relation to the implementation of work entrusted to you by the Management from time to time. Such increment, if awarded will be at the sole discretion of the Management and will be effective from 1st April of every year.

PROVIDENT FUND

You will be required to join the Provident Fund Scheme of the Company when entitled to the same. Your minimum contribution to P.F. will be 12% of the basic salary and company's contribution will be 12% of your basic salary.

EMPLOYEE'S STATE INSURANCE CORPORATION

ESI is applicable from the date of Joining and deduction will be made at 0.75% of basic salary as your contribution and company's contribution will be 3.25% of your basic salary.

LEAVE

No leave of any kind will be granted to you during probation. However, on confirmation you are eligible for leave as per rules of the Company.

CONDITIONS OF SERVICE

You are appointed on the understanding that the information provided by you in your application and subsequent interview is true and genuine. Should it prove otherwise, your services are liable to be terminated immediately. You will be a full time employee and will not participate in activities which may interfere with the work of the Company and you will not accept any other employment. You will not divulge any confidential information regarding Company's affairs, products, services, and client details etc.,

TERMINATION CLAUSE

On confirmation your services may be terminated at any time by the company by giving you 30 days notice or a month's salary in lieu thereof. In the event of your leaving the services by giving 30 days notice, the Company will be free to relieve you with immediate effect on receipt of the letter in which event you will not be entitled to any salary of compensation in lieu of notice. At the time of leaving the services of the company either on account of retirement, resignation or termination, your account will be paid subject to return to the Company its property in your possession.



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JURISDICTION

This letter of appointment is issued to you from the Registered office of the Company which is situated at Madurai and for all purposes you will be under the administrative control of this office. All disputes pertaining to the appointment, your services with the Company and your termination, resignation, discharge or dismissal from the company will be subject to Madurai City Jurisdiction.

We were pleased to have your verbal acceptance of this letter and would now, request you to be so good as to return to the enclosed duplicate of this letter after signing in the space marked below in token of your formal acceptance of the foregoing terms and conditions.

We hope this will be the beginning of a long and mutually satisfactory association.

Yours faithfully
For Prowess Engineering.,

Pon Vetrivelvan, Managing partner

I Accept

Signature