

OL No: CAMPH288**30 March 2023**Dear **Sapavath Pavankumar**,

Further to our interactions with you, we are pleased to offer you the position of **Business Development Trainee** at Campalin Innovations Pvt. Ltd.

Your supervisory arrangements will be communicated upon joining. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to CAMPALIN and agree to perform your duties faithfully and to the best of your ability.

The period from your joining date to your course completion will be treated as an **Intern**. During this period, you will be paid a stipend of **Rs. 15000 + 10,000** incentives. Your performance during this **Internship** period will be considered in deciding the confirmation of employment, post successful completion of your course.

Title: **Business Development Trainee**Training Period: **5 April 2023 to 14 April 2023**OJT Start Date: **15 April 2023**OJT End Date: **14 July 2023**

Target: Shall be discussed during the induction/Training period.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr.greetings@campalin.com> within **24 hours from the receipt of this mail**. The offer shall stand automatically withdrawn without further action on the part of **CAMPALIN INNOVATIONS** if we do not receive your acceptance as per the mentioned timeline.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

SIGNATURE:**DATE:**

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.
- First 10 days of your Training will be an unpaid training period.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, you will have to pay a compensation equal to 1 month stipend or you must serve a notice period of 1 month.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company E-mail of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance-based **pre-placement offers** by the company.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Internship

Location: Hyderabad

Work Mode: Work from Office

SIGNATURE:

DATE:

ANNEXURE I

Sl. No.	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation Certificate or Exam Marks Card• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR PHOTOGRAPHS (3 Nos)
3.	PAN Card, Voter ID or Driving License.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5	Physical Copy of Signed Offer Letter

- At the time of joining, you are requested to keep scanned copies of all the above mentioned documents along with one original*

Thank you
Yours Sincerely
For **Campalin Innovations Pvt. Ltd.**



Kunal Shendage
Human Resource Manager

ACCEPTANCE OF OFFER

*I hereby confirm that I accept the above offer with all its
terms and conditions of the employment as Intern*

**Name & Signature of the candidate with date of Acceptance
(Kindly Sign Below)**