



OFFER LETTER

DATE: 25-12-2024

ELITE 1759

Dear Ashish Sharma,

Congratulations, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee in INTERNSELITE EDUTECH PVT. LTD.** We are excited to have you onboard with us. We believe that you are the suitable candidate and would play a significant role in the success of our organization. We wish you success with a platform for learning with lots of experience in **INTERNSELITE**.

Please find the following details :

Job Title: **Business Development Executive**

Duration of Internship : 3 Month

Unpaid training date: **10th January 2025 to 15th January 2025**

OJT Start Date: **16th January 2025**

OJT End Date: **16th April 2025**

Reporting Date and Time: **10:00AM, 10th January 2025**

Stipend : INR 16,000.

Incentive : Upto INR 10,000 (On Target Overachieved)

You will be converted as a Full Time Employee after successfully completion of your Trainee/ Internship duration.

Please confirm your acceptance, by signing the letter and mail the signed and scanned copy of your offer letter with the documents as mentioned below to the same mail within **3 working days**.

Otherwise, it will automatically withdraw if we do not receive your acceptance as per mentioned timeline. In case of any query or doubts kindly reach out to us. I have read and understood the above terms and conditions and I accept this offer, as set forth above with, **InternsElite and will report on 10th January 2025.**

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

✉ Greetings@internselite.com 📞 +91-9318338245

📍 2nd Floor, P. D. House Building, Chungi No. - 1, Sohna Gurgaon Road, Opp. 4 Season Resort, Sector-4, Sohna, Haryana-122103.

CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGCI9703D.

TRAINING POLICY

- By accepting this offer letter, you agree to perform all the responsibilities and duties assigned to you during your working hours with management norms.
- You are requested to do proper work in the working hours with full efforts and not allowed to do any other work (except college related).
- During your Training period you will be receiving 1 sick leave (need to submit required document of your sickness for the same).
- Apart from the sick leaves you are not able to receive any of the employee benefits in your training period.
- During your training period, company has rights to terminate your service on unsatisfactory performance or any breach of the code of conduct or misbehavior in the organization.
- By any chance you wish to discontinue the training because of any reason you have to inform formally to concerned HR and managers via mail and need to serve a mandatory notice period of 30 days (1 Month) in order to get your Full and final settlement, duration is 30 days.
- In case you don't serve your notice period then your previous day of your working before resigning will be considered as your Notice Period in lieu of your salary.
- All the rules, regulations and code of conduct and other policies need to be followed at organization.
- After successful completion of your internship, On your consent or based on performance you will be offered with Full time offer by the company.

- **Targets be allotted as per the joining date which is followed below:-**

- Target will be followed on monthly basis from 1st-30/31 of every month.
- 1st Month: Your target will be ₹70,000, with a minimum of 16 payments.
- 2nd Month: Your target will be ₹1,00,000, with a minimum of 20 payments.
- 3rd Month: Your target will be ₹1,25,000, with a minimum of 25 payments.
- 4th Month Onwards: Your target will be 1,50,000 with a minimum of 30 payments.
- From 5th Month Target will be same 1,50,000 every month.

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- Having said that, every month target will be sent over your mail by your respective assigned TL's or Managers.
- Target Alloted each month follows duration 1-30/31st.
- Working Hours: **9 hours including Lunch break of 1 hour.**
- Working Days : **6 days (Mon- Sat)**
- Job Type: **Internship**
- Location: Sohna **(P.D. House Sector-4 Sohna-Gurgaon)**
- Office Time: **10:00 AM TO 07:00 PM**

FULL-TIME EMPLOYMENT DETAILS

FULL-TIME DATE	FIXED	VARIABLE
17th April 2025	3 LPA	2 LPA

DATE: _____

SIGNATURE: _____

(Candidate's Signature)

With Regards,



INTERNSELITE EDUTECH PVT. LTD

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Documentation

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination (Original MS for Verification)• 12th standard or equivalent examination (Original MS for Verification)• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications(If any)
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code