



OFFER LETTER

DATE: 13-05-2024

ELITE1215

Dear Vipin Singh,

Congratulations, you have successfully made it through the Selection process. We are pleased to offer you the role as **Business Development Trainee** with **INTERSELITE 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 **INTERSELITE**.

Please find the following details :

Job Title: **Business Development Trainee**

Duration of Internship: **4 Months**

Unpaid Training Date: **3rd June to 7th June 2024**

OJT Start Date: **8th June 2024**

OJT End Date: **8th October 2024**

Reporting Date and Time: **10:30AM, 3rd June 2024**

Stipend: INR 17,000 Per Month + 10,000 Incentives Based on target overachieved.

Target: Target will be discussed and assigned during the induction. Full Time will be after successfully completion of internship period, wherein CTC will be 5LPA (3LPA Fixed + 2LPA Variable).

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 3rd June 2024.**

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

✉ Greetings@internselite.com 📞 +91-9315055653

📍 Unit No.-35A&B, Ground Floor, Tower B1, Spaze-I-Tech Park, Sohna Road, Sector-49, Gurgaon, Haryana-122018
CIN: U80903HR2022PTC108534, GSTIN: 06AAGCI9703D1ZQ, PAN: AAGC19703D.

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 internship period you will be receiving 1 sick leave which will be paid (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 internship period.
- During your internship period, company have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization.
- By any chance you wish to discontinue the internship because of any reason you have to inform formally to concerned HR and managers via mail and need to serve notice period of 30 days (1 Month) in order to get your Full and final settlement will be done.
- Incase 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 successfully 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:-**

1. If the Joining Date lies between 1st-10th of Months then targets will be 80k i.e., you need to bring 16-18 Payments.
2. If the Joining Date lies between 11th-20th of Months then targets will be 50k i.e., you need to bring 10-12 Payments.
3. If the Joining Date lies between 21st-25th of Months then targets will be 25k i.e., you need to bring 5 Payments.
4. From the 2nd month of your joining the allotted targets will be same for every month and that is 1.5 Lakh i.e., you need to bring 28-30 Payments.

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- Having said that, every month target will be sent over your mail by your respective assigned TL's or Managers.
- Working Hours: **9 hours including Lunch break of 1 hour.**
- Working Days : **6 days (Mon- Sat)**
- Job Type: **Full Time**
- Location: **Gurgaon (Spaze I-Tech Park sector-49)**
- Office Time: **10:00 AM TO 07:00 PM.**



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