



Dated:

Ref: -

Name:

Address:

Sub:- Offer Letter for Internship

Further to your interview at **Victaman Services Pvt. Ltd.**, it is with pleasure that we extend the following offer of internship to you as an **"HR Recruiter Intern"**. The details of the offer are enclosed and upon acceptance of the offer, you are requested to join our organization in Bangalore on or before .Please find below the terms and conditions governing your internship at Victaman Services Pvt. Ltd

1. You would be based in **India (Work Remotely)** and are liable to be transferred to any other branch locations in any capacity when deemed necessary.
2. Your Stipend is as per Annexure II.
3. Appointment Letter will be provided after completing the joining formalities.
4. Office timing will be from 9:00 AM to 6:00 P.M.
5. Working days will be from Monday to Saturday.
6. Fixed week off is on Sunday.
7. You shall agree to keep Victaman Services Pvt. Ltd informed in case of a change in your date of joining on account of any unforeseen events. However, the decision of the date change will be the sole privilege of Victaman Services Pvt. Ltd.
8. You would be entitled to all benefits including leave as defined by the organization from time to time only after the completion of the probation period.
9. You would be required to undertake travel for the organization's work. You would be entitled to reimbursement of accommodation, boarding, travel, and conveyance expenses as applicable to your position.
10. You would abide by the HR policies and guidelines of the organization as applicable.
11. Statutory deductions like Income tax, Professional tax, Provident fund etc., as applicable to your position from time to time, will be made while disbursing the remuneration every month.
12. The jurisdiction for any issues related to the breach of the offer shall be the city of Bangalore, Karnataka.
13. You would not undertake business of similar nature with any other organization during the period of your employment with Victaman Services Pvt. Ltd.
14. You are requested to submit photocopy of documents as mentioned in the Annexure I at the time of joining.
15. This offer, if not accepted, will expire within 3 calendar days from the date of offer. Please reply to the offer email as a token of your acceptance.
16. You will be on probation for a period of Three months from the date of your joining. You will be considered for confirmation in the organization's service if the organization is satisfied with reference to your overall work/performance and conduct during the period of probation. During your probation, Victaman or you can cease your employment by providing a one-day notice. If you have any queries about the probation and confirmation conditions you should make yourself clear with the management before joining.
17. In the event of termination of services due to violation of organization policies, any breach of criminal proceedings and / or rules that may warrant disciplinary action and cause which includes, but is not limited to, any material breach of the Offer of employment or Code of Conduct by the employee, the Company would terminate the employee without any notice or explanation and pay in lieu thereof.



Believe in Building Amazing Experiences

Victaman Services Pvt. Ltd.
Regd Office: No. 19, BHIVE Workspace,
4th C Cross Rd 5th Block,
Koramangala, Bengaluru,
Karnataka 560095

With Best Wishes,
For Victaman Services Pvt. Ltd

For VICTAMAN SERVICES PVT LTD

Saurabh Kumar

Authorised Signatory

Authorized Signatory
Bangalore

I have read, understood and accepted all the offer details. I understand that the terms and conditions listed are pre-conditions to my being offered employment with the organization. I am under no obligation to accept these terms and conditions of employment. I accept them of my own free choice and will.

I opt the following method as a token of commitment to my employability.

☐ To submit original documents ☐ To sign a legal document

Name:

Date:

Signature:

Place:

Annexure I

To enclose a photocopy of the below-mentioned documents:

- Graduation or post-graduation certificates and Mark sheets
- Birth Certificate / Proof of Age
- Passport size photographs
- Last employer's offer letter, 3 months' Pay slip from your previous employer (Optional)
- Any other Professional / Technical Certifications
- Any Government-issued valid ID Proof
- PAN Card is mandatory
- Aadhar Card Copy mandatory

Note: For further queries, please feel free to contact back to us.



Annexure II

Job role and responsibility: -

Utilize various sourcing methods, including job portals, social media, professional networks, and referrals, to attract a diverse pool of candidates.

- Build and maintain a candidate pipeline for current and future job openings.
- Review resumes and applications to assess qualifications and match them with job requirements.
- Conduct telephonic interviews to evaluate candidates' skills, experience, and cultural fit.
- Schedule and coordinate interviews with candidates and hiring managers.
- Provide candidates with information about the company and job details.
- Collaborate with hiring managers to make informed hiring decisions.
- Ensure a positive candidate experience throughout the recruitment process.
- Provide timely feedback to candidates on their application status.
- Maintain accurate records of all recruitment activities, including candidate interactions, interviews, and offers.
- Ensure compliance with all relevant employment laws and regulations.
- Collaborate with HR and hiring managers to develop and refine the organization's talent acquisition strategy.

Timing: - 9AM to 6PM

Age: - Above 18

Qualification- Minimum Pursuing Graduation

Internship Duration- Minimum 3 Months & Maximum 6 Months

Overall, participating in an HR recruiter internship will be a valuable investment in your future career, providing opportunities for learning, growth, and professional development. At our company for Human Resources (HR) recruiter interns, we offer a range of benefits, both personally and professionally. Here are some of the advantages:

- Hands-On Experience.
- Networking Opportunities.
- Skill Development.
- Resume Enhancement.
- Exploration of Career Path.
- Feedback and Evaluation.
- Potential Job Offers.
- Personal Growth.
- Exposure to Industry Trends.
- Contributing to the Organization.

Stipend upon successful joining's: -

- 0 to 7 - Nil
- 8 to 12 - 3000 INR
- 13 to 15- 5000 INR
- 16 to 18- 7500 INR
- 19 or above- 10000 INR and Best Performer Awards

Note: - Any interns should not ask for any money from any candidates.