



OFFER LETTER

DATE: 01-05-2024

REF18042417

Dear Payal Sharma

Congratulations, you have successfully made it through the Selection process. We are pleased to offer your **Business Development Intern** with **INTERNSVEDA 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 **INTERNSVEDA.**

Please find the following details

Job Title: **BDI**

Duration of Training: **3 months**

Unpaid training Date: **5th July to 11th July 2024**

OJT Start Date: **5th July 2024**

OJT End Date: **5th October 2024**

Reporting Date and Time: **5th July , 10:30 AM**

Stipend: INR 17,000 Per Month + 10,000 incentive for 4 months Then CTC Rs 3 to 5 LPA .

Target : Target will be discussed and assigned during the induction. Full Time will be after successfully completion of the trainee 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 **2 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, **InternsVeda** and will report on **5th July.**

SIGNATURE:
(Candidate's Signature)

DATE: _____

 admin@internsveda.com

 **+91-8847010952**

Unit No – 510, 5th floor , Tower A , Spaze-I-Tech Park , Sohna Road , Sector – 49
Gurgaon , Haryana – 122018

CIN: U85499CT2023PTC015317 , PAN: AAHCI3673 D.



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 have rights to terminate your service on unsatisfied performance or any breach of the code of conduct or misbehave in the organization .
 - ◆ After completing of your training period. Form starting 10 days if you can't reach your targets. Then we will send one warning message about your target.
 - ◆ After warning day, you will be having 15 days of time to reach your month targets. In any case if you can't reach that targets. Then company have right to terminate in that month.
 - ◆ 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 notice period of 15days which is (unpaid) and Full and final settlement will be done.
 - ◆ All the rules, regulations and code of conduct and other policies need to be followed at organization.
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- ◆ Working Hours: **9 hours including Lunch break of 1 hour.**
 - ◆ Job Type: **Full Time**
 - ◆ Location: Gurgaon (Spaze-I-Tech Park Sector-49)
 - ◆ Office Time: **10:30 TO 07:30 PM.**

DATE: _____


SIGNATURE: _____
(Candidate's Signature)

With Regards,

**INTERNSVEDA EDUTECH
PRIVATE LIMITED**

INTERNSVEDA EDUTECH PVT. LTD.

 admin@internsveda.com

 **8847010952**

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ANNEXURE

SI.NO	PARTICULARS
1.	Professional/Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10-standard or equivalent examination (Original MS for Verification)• 12-standard or equivalent examination (Original MS for Verification)• Graduation• Post-graduation/Doctorate• Other relevant educational or skill certifications
2.	COLOR SCANNED COPY 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

DATE: _____

SIGNATURE:

(Candidate's Signature)
