

OFFER LETTER

May 17th, 2024

Dear Arti Kumari,

Congratulations, you have successfully made it through the selection process. We are pleased to offer you the role of **Business Development Trainee** with **PLACIFY TECHNOLOGIES PVT. LTD.** We are excited to have you onboard with us. We believe that you are a 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 **PLACIFY**.

Please find the following details:

Job Title: Business Development Trainee

Duration of Internship: 4 Months

Training Date: 20th May to 27th May 2024

OJT Start Date: 28th May 2024

OJT End Date: 29th September 2024

Reporting Date and Time: 11:30 AM, 20th May 2024

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

Target: The target will be discussed and assigned during the induction. Full-time will be after the successful completion of the probation period.

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 the mentioned timeline. 7 days training period will be unpaid.** 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 **Placify**, and will **report on 20th May 2024.**

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

+91-8920736774

Greetings@placifytechnologies.com

Unit no. 207, Vipul Business Park, Sector 48, Gurugram, Haryana, 122018

CIN: U62099RJ2023PTC089872, PAN: AAOCP0686Q

TRAINING POLICY

- By accepting this offer letter, you are agreeing to carry out all the tasks and responsibilities assigned to you during your working hours in accordance with our company's management guidelines.
- We kindly request that you focus on your job during your designated working hours and put in your best effort. You are not permitted to engage in any other employment activities during this time, except for those related to your college commitments.
- During your internship, you will be entitled to one paid sick leave. To avail of this sick leave, you will need to provide the necessary documentation to support your illness or medical condition.
- In addition to the one paid sick leave, please note that you will not be eligible for any other employee benefits during your internship period.
- During your internship period, the company reserves the right to end your internship if there is unsatisfactory performance, a breach of the code of conduct, or any misconduct within the organization.
- If you decide to discontinue your internship for any reason, it's important to formally inform the HR department and your managers through email. Additionally, you will be required to serve a notice period of 15 days. Once this notice period is completed, your full and final settlement will be processed.
- It's essential to adhere to all the rules, regulations, the code of conduct, and other policies established within the organization.
- Upon successfully completing your internship, you may be considered for a full-time job offer from the company, contingent on your consent & your performance during the internship period.
- **Working Hours:** 9 hours including Lunch break of 1 hour.
- **Job Type:** Full Time
- **Location:** Gurgaon
- **Office Time:** 11:00 AM TO 08:00 PM.

DATE: _____

Best Regards



SIGNATURE: _____

(Candidate's Signature)

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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)• Post-graduation / Doctorate Other relevant educational or skill certifications (If any)• Graduation
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy
4.	Bank Account Details with Scanned Copy: Bank Name as per Bank records, Accounts Number, IFSC Code

Best Regards



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