

07 August 2021

OL No: VZC528

Dear **Kavya H S**,

We congratulate you for being selected for a **3 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **21 August 2021** to **31 August 2021**

OJT Start Date: **1 September 2021**

OJT End Date: **30 November 2021**

Location of Training: Bangalore

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Target: **220000** INR per month.

Please indicate your acceptance, by signing in the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail. The offer shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **21 August 2021**.

SIGNATURE: _____ DATE: _____
(Candidate's Signature)



support@verzeo.in



+91 8360682123

#675, 3rd Floor, 9th Main Rd, Opp HDFC Bank, Sector 7,
HSR Layout, Bengaluru, Karnataka 560102.



Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training

Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 Days notice should you wish to terminate your training before the end of your tenure.
- At any time if you wish to discontinue the training due to personal reasons , you will have to pay a compensation equal to 1 month stipend.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)



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ANNEXURE

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
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.



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