

**OL No: WSINT0879** 

**OFFER LETTER** 

12/09/2023

### Dear Nutangi Jyothi

We are pleased to offer you the position of **Business Development Trainee** at **WAYSPIRE ED-TECH PVT** LTD, "at will basis" which can be extended. Please find the following confirmation of your Training:

**Title: Business Development Associate** Training Date: 18/9/2023 to 25/9/2023

**Internship Start date: 26/9/2023 Internship End date: 25/1/2024** 

**Compensation:** (Subject to statutory deductions)

Stipend(Per Month): INR 15,000+ INR 10,000(Based on performance)

Target(Per Month): 1.5 Lakh

\*Salary will be calculated on the 20th of every month(i.e. 20 to 20) and will be credited to your bank account by 5th of every month.

#### Post Probation: 3 LPA to 4.5 LPA (Based on performance)

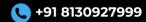
Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

You will not be eligible for any paid salary structure if you do not complete 45 days of your working period in the organization in total.

You are required to do WORK FROM OFFICE

Working Hours: 11:00 AM to 8:00 PM (Inc. 1 Hour Lunch Break)

Working Days: 6 days a Week (Sat and sunday mandatory working)









Please indicate your acceptance, by signing in the letter and mail the signed and scanned copy of the Training offer letter and the document mentioned below to Kanchan.bhadana@wayspire.in by 15th September 2023. The offer shall stand automatically withdrawn without further action on the part of Wayspire if we do not receive your acceptance as per the mentioned timeline.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 Wayspire, and will report on or before 18th October 2023.

SIGNATURE:	DATE	·
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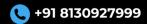
**Business Development Traince** - The roles and responsibilities of this position are:

- Work closely with the sales and marketing team in assisting the growth of the business by acquiring new business ideas.
- Pitch and promote WASYPIRE services to prospective clients.
- Career counseling of prospective students and understanding their learning objectives to offer relevant products to them. Build sales leads through referrals and cold calling to generate sales (monthly target/revenue oriented).
- Collaborate with the sales and marketing team to plan and oversee new marketing initiatives.
- Setup meetings to prepare and deliver pitches to prospective clients.
- Follow-up with team members to identify and manage risks.
- Work with the team members to identify and manage risks.
- Lead generation by own

#### **Notice Periods**

During the Probation Period, this Employment Agreement may be terminated by the Company by giving you not less than fifteen (15) days' notice in writing. During the Probation Period, if you wish to terminate this Employment Agreement, you can do so by providing the Company not less than Thirty (30) days' notice in writing.

**Termination and suspension** 









www.wayspire.in



The Company may also terminate this Employment Agreement immediately, and with no liability to make any further payment (other than in respect of amounts accrued due at the date of termination) to you, if you:

- I. Commit any serious or repeated breach of any of your obligations under this Employment Agreement.
- II. Are guilty of serious misconduct which, in the Company's reasonable opinion, has damaged or may damage the business or affairs of the Company.
- III. Wilfully cause damage to Company property.

### **Non-disclosure agreement:**

As per the legal obligation against the signed NDA between Wayspire and clients, we are not allowed to disclose any information pertaining to the confidentiality of the clients and the pointers that the company allows the intern to share have been included in the executive summary above.

## **Training Policy**

- By accepting this offer you agree to perform all the responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are required to substantially use all of your time and effort to perform these tasks during business hours.
- During the internship period you will not receive any of the employee benefits.
- 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 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 done through the company email of your manager only.
- Any of the original marksheet must be submitted with wayspire during tenure

The Company has adopted a **BYOD** framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.







We are delighted to have you as part of our team. To confirm your acceptance of this Employment Agreement on the terms and conditions specified herein, please sign in the space specified below.

SIGNATURE:		DATE:	
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If you have any query, please do not hesitate to contact us.

Yours Sincerely Kanchan Bhadana HR Manager WAYSPIRE ED-TECH PVT LTD





#### **ANNEXURE**

S.No.	Particulars
1.	Professional/Educational certificate and marksheet towards:  • 10th standard or equivalent examination  • 12th standard or equivalent examination  • Graduation  • Post-graduation/Doctorate(if graduated)  Other relevant educational or skill certifications
2.	Color scanned copy of your:  • Signed Offer Letter with passport signed photograph attached to it.
3.	PAN card, AADHAR card
4.	Bank Account Details:      Bank Passbook First Page     Bank Name, Your Name as per Bank records, Account Number, IFSC Code
5.	Any of the below mentioned original marksheet must be submitted for verification:  • 10th Standard Original marksheet  • 12th Standard Original marksheet  • Degree Consolidated marksheet  • Diploma Consolidated marksheet
6.	Mandatory RT-PCR report which should be taken 48 hours before reporting to the office OR Fully Vaccinated Certificate.







#### APPOINTMENT LETTER

#### Dear Ms. MG DEEPA

With reference to your application and subsequent interview we held with you, we are pleased to appointing you the position of "Success Executive - Sales & Marketing" in our organization and date of joining is 17<sup>th</sup> April 2023. We are very pleased to have you join with Enlight Cad Engineering and hope that you are equally pleased with this opportunity.

#### **Remuneration:**

You will be paid a total remuneration (Gross salary) of Rs.1,80,000/-+ Incentives(One Lakh and Eighty Thousand Rupees only) per Annum including all allowance.

Note: See Appendix - 1 for salary breakup

#### **Probation:**

You will be under probation period of **Three months** from the date of joining. Enlight Cad Engineering will monitor your daily activities. After the successful completion of probation period you will be considered as a Regular employee of Enlight Cad Engineering.

#### **Increments/Promotion**

Your increments/promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the organization.

#### **Punctuality**

Enlight Cad Engineering will strictly observe punctuality, however, in exceptional circumstances expressly explained by you, the management shall allow a grace period up to 10 minutes at the start of your duty period but you shall not be allowed to join duties later than one hours of the starting time and will be marked as absent. In case you will come later than 10 minutes on three days in a month, your one day leave shall be deducted for every such three days on which you will come late as aforesaid. The privilege of the grace period is not accumulative. Besides deduction as started hereinabove, disciplinary action for habitual late coming can also be initiated.

#### **General Conditions**

ADDRESS:- ETERNAL SAMYUKTHA ENCLAVE , NO:1-98/5/2/1, 2ND FLOOR, B- BLOCK, VITTAL RAO NAGAR,

NEAR VENKATASAI INDIAN GAS AGENCY, MADHAPUR, HYDERABAD, TELANGANA - 500081.



This appointment is based on the information given by you to us in your employment/personal data form and otherwise, and shall be considered null and void if a material error/suppression or false detail is discovered therein at any time. In that eventually, the management can recover the payment made to you towards your remuneration during employment.

Besides above conditions, you will abide by the service Rules/Regulations or standing as in operation besides office orders which are issued from time to time. The service Rules/Regulations can be modified/ replaced by the Certified Standing Orders which will be binding upon you.

### Resignation

In general, the employment can be terminated by employer if wanted at any time by giving one month of notice prior to the termination.

If the employee who resigns for his/her position should serve **Two month's** notice period after the submission of resignation letter to get relieved from his responsibilities.

That in case of resignation, the Management reserves the right to accept it with immediate effect. Whereas during that period candidate should not join other organization without any written permission of the Management.

#### **Termination**

If you fail/refuse/neglect to carry out and perform your duties assigned to you by the company.

For loss of confidence in you by the company for any of the act committed by you.

If you found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.

If your performance is below expected you will be terminated with one month notice period.

During the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.



#### **DECLARATION**

I have read and understood the above mentioned terms & conditions and accept the terms and conditions of employment agreement of Enlight Cad Engineering.

Please signify your acceptance of the above terms and conditions of this offer by signing the duplicate copy of this letter.

Wishing you all the best.

Name: Ms. MG DEEPA [HR Manager]

Signature: Name: KARTHIK.M

Date: Signature: M Pot Signature:

Date: 12-04-2023



- **9** +91 9666000104
- © +91 8746066699
- sales@enlightcad.com
- www.enlightcad.com

#### Confidential

## Appendix - 1

EARNINGS	Amount Per Month	Amount Per Annum
BASIC	6,750.00	81,000.00
HRA	3,375.00	40,500.00
CONVEYANCE ALLOWANCE	1,687.50	20,250.00
MEDICAL ALLOWANCE	1,687.50	20,250.00
SPECIAL ALLOWANCE	1,500.00	18,000.00
TOTAL EARNINGS (A)	15,000.00	1,80,000.00
DEDUCTIONS	Amount Per Month	Amount Per Annum
LOSS OF PAY	0	0.00
OTHER DEDUCTIONS	0	0.00
TOTAL DEDUCTIONS (B)	0.00	0.00
NET SALARY (A) - (B)	15,000.00	1,80,000.00
Note: Take Home Salary Per Mon	th = Gross Salary(Excluding	P.Tax& I.Tax

Note: Take Home Salary Per Month = Gross Salary(Excluding P.Tax& I.Tax Deduction)+Incentives



04 August 2023 OL No: SHC22958

Dear < Gurram Kavya >

Greetings from Skillhacc!

We congratulate you for being selected for a **3 Months** Training with Skillhacc EdTech Pvt. Ltd.

**Title: Business Development Intern** 

Training Date: 13 September 2023 to 22 September 2023

OJT Start Date: 23 September 2023 OJT End Date: 24 December 2024

Location of Training: Bangalore

Stipend: INR 18000 Per Month + INR 10000 as incentives (Subject to statutory deductions)

Target: 150000 INR per month

Pre – Placement Offer: - 4 to 6LPA (After Completion of Training)

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 <a href="mailto:killhacc.com">killhacc.com</a> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of SKILLHACC EdTech 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 his offer, as set forth above, with Skillhacc EdTech, and will report on or before **13th September 2023.** 

SIGNATURE:	DATE:	
(Candidate's Signature)		

**Address**:- #391, 1st Floor, Dwarakanagar, BDA Link Road, Channasandra, Near Uttarahalli main road, RR Nagar, Bangalore 560098

## **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. LunchBreak).

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 reserves the right to terminate your services based on your performance, and you are required to provide a 15-day notice.
- If you wish to resign in the middle of the training, you are required to provide a notice period of 15 days.
- All the information acquired during the internship shall be strictly confidential, and you are expected to refrain from using it for personal purposes or disclosing it to anyone outside 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:(Candidate's Signature)	DATE:	

## **ANNEXURE**

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards:  • 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 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.



# RAYALASEEMA UNIVERSITY (UGC 2 (f) & 12B, Accredited by NAAC with 'B' Grade) KURNOOL

No/ RUK/ Registrar office / circulars /2022

Date 05-09-2022

Smm

REGISTRAR

Kurnool (A.P.)

## **CIRCULAR**

I am by direction to inform that, all the concerned principals of constituent colleges that following staff members have been nominated for Faculty Development Programme on Entrepreneurship – ACHARAYA being organized by Academic partner AIC(Attal Incubation Centre), SKU, Sri Krishnadevaraya University, Ananthapuram, A.P from 5<sup>th</sup> sep to 7<sup>th</sup> sep-2022 at AIC, SKU offline.

## List of Participants

S.No	Name of the Faculty Member	Department
1,	Dr. B. Kavitha	Botany
	Dr .M. Yugandharudu	Commerce
3	Dr. B. Sainath	OR and SQC
4	Mr .K. Venkatesh	Civil Engineering
5	Dr. G. Aruna	Telugu
6	Dr . K. Monika	Bio Chemistry

Hence all the concerned principals are requested to direct concerned heads and coordinators to relieve the selected faculty to attend the above FDP.

Copy to.

The Rector, RU, KNL

The principal, College of science RU, Kurnool

The Principal, College of Arts, Commerce & Management RU, Kurnool

PA to the Vice- Chancellor, RU Kurnool

C.E.O AIC SKU, Sri Krishnadevaraya University, Ananthapuram ,A.P



## RAYALASEEMA UNIVERSITY

(A STATE UNIVERSITY ESTABLISHED BY THE GOVT. OF A.P.)
Kurnool- 518007

Prof.S. Madhusudana Verma Registrar (FAC) Cell No. 9494410216 Email ID: registrarru @ gmail.com

Date: 08.12.2022

No.RUK/Registrar Office/Circulars/2022

## CIRCULAR

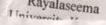
I am by direction to inform all the faculty members, scholars and first year students of RU constituent colleges that "Entrepreneurship as carrier opportunity" workshop being organize by Centre for Innovation, Incubation and Entrepreneurship Development RU (CIIED) in association with AIC-SKU, Anantapuram on 12th December 2022 at senate hall at 9.30 AM.

Hon'ble Vice-chancellor, RU Prof. A. Ananda Rao, shall be the Chief Guest. Prof. K. Nagabhushnam Raju, Director, AIC,SKU- Anantapuram will be the resource person.

REGISTRAR REGISTRAR Rayalaseema University KURNOOL-518007 (A.P.)

## Copy to:

The Rector, RU, Kurnool
The Principal, Colleges of Science, RU, Kurnool
The Principal, College of Arts, Commerce & Management, RU, Kurnool
The Principal, College of Engineering, RU, Kurnool
All the Dept. Heads/Coordinators, RU, Kurnool
PA to the Vice-Chancellor, RU, Kurnool.





# RAYALASEEMA UNIVERSITY

(A State University Established by the Govt. of A. P.)

KURNOOL - 518007, Andhra Pradesh

Prof. S. Madhusudana Verma Registrar (FAC) registrarru@gmail.com

Ph: 08518 - 272600

Email:

No. RUK/Registrar Office /Circulars/2022

Date: 21-09-2022

## CIRCULAR

I am by direction to inform all the students of RU constituent colleges that, Entrepreneurship Readiness Camp (Srujana Shibhir) being organized by Entrepreneurship Development Cell, Rayalaseema University in association with AIC –SKU, Anantapur on 26<sup>th</sup> September 2022 at Senate Hall, RU, as detailed.

Time Slot	Target Students
10.00 AM to 11.00 AM	II sem and IV sem students of RU College of Sciences
11.00 AM to 12.00 Noon	II sem and IV sem students of RUCACM
12.00 Noon to 01.00 PM	VI sem students of RUCE
2.00 PM to 3.00 PM	Closed room discussion with students and faculty
3.00 PM to 3.30 PM	Closed room discussion with Co-Ordinators

Hon'ble Vice Chancellor, RU, Prof. A. Ananda Rao, shall be the Chief Guest. Dr. Shiva Kiran M.S., CEO, AIC-SKU confederation will be the Resource Person. Inauguration will be held at 09.30 AM.

REGISTRAR

Copy to:
The Rector, RU, Kurnool
The Principal, College of Science, R U, Kurnool
The Principal, College of Arts, Commerce & Management, R U, Kurnool
The Principal, College of Engineering, R U, Kurnool
All the Dept. Heads/Coordinators, RU, Kurnool

PA to the Vice-Chancellor, R U, Kurnool





## RAYALASEEMA UNIVERSITY

(A State University Established by the Govt. of A. P.) KURNOOL - 518007, Andhra Pradesh

Prof. S. Madhusudana Verma Registrar (FAC)

Ph: 08518 - 272600 Email: registrarru@gmail.com

No. RUK/Registrar Office /Circulars/2022

Date: 02-09-2022

## CIRCULAR

I am by direction to inform all the Heads, Co-ordinators or In-charges of various departments that Academic Partner AIC (Attal Incubation Centre), SKU, Sri Krishnadevaraya University, Ananthapuram, A.P. is conducting a certificate Faculty Development Programme on Entrepreneurship - ACHARYA from 5th September to 7th September 2022. All the faculty members who are willing to attend the programme should give their names to Dr. G. Renuka, Assistant Professor (on Contract) & Coordinator of IICED on 02.09.2022 before 5.00 PM.

> RECRESTIBAR Rayalasseema University Kuntoepi (APP.)

Copy to:

The Rector, RU, Kurnool

The Principal, College of Science, R U, Kurnool V Lows 3 9 21 The Principal, College of Arts, Commerce & Management, R U, Kurnool

The Principal, College of Engineering, R U, Kurnool - Plane 1/22

All the Dept. Heads/Coordinators, RU, Kurnool

PA to the Vice-Chancellor, R U, Kurnool

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# RAYALASEEMA UNIVERSITY KURNOOL

Prof. S. Madhusudana Verma REGISTRAR (FAC)

Date: 01-08-2022

## **CIRCULAR**

Rayalaseema University, Kurnool, in association with Sri Guru Raghavendra Banking Coaching Centre, Nandyal, is organizing an "Awareness Program on Competitive Examinations" at Senate Hall, RU campus. Free study material will be distributed to all the participants. All the students of the RU constituent colleges (RU College of Sciences, RU College of Arts, Commerce and Management and RU College of Engineering) are informed to attend the program as per the schedule given below.

Batch	Day & Time	Students to attend
Batch 1	Date: 04-08-2022 (Thursday)	RU College of Sciences –
	Inauguration and Session 1 10.30 AM to 01.00 PM	IV semester students
Batch 2	Date: 04-08-2022 (Thursday) Session 2 2.30 PM to 04.00 PM	RU College of Sciences – First year students
Batch 3	Date: 05-08-2022 (Friday) Session 3 10.15 AM to 11.45 AM	RU College of Engineering – IV semester students
Batch 4	Date: 05-08-2022 (Friday) Session 4 12.00 Noon to 01.30 PM	RU College of Engineering – VI semester students
Batch 5	Date: 05-08-2022 (Friday) Session 5 & Valedictory 02.30 PM to 04.30 PM	RU College of Arts – IV semester students & First year students and RU College of Engineering – II semester students

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Copy to the Principals of RU constituent colleges for information.

Copy to Rector, R.U., for information.

Copy to P.A. to V.C., R.U., for information.

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# RAYALASEEMA UNIVERSITY KURNOOL

Prof. S. Madhusudana Verma REGISTRAR (FAC)

Date: 01-08-2022

## **CIRCULAR**

Rayalaseema University, Kurnool, in association with Sri Guru Raghavendra Banking Coaching Centre, Nandyal, is organizing an "Awareness Program on Competitive Examinations" at Senate Hall, RU campus. Free study material will be distributed to all the participants. All the students of the RU constituent colleges (RU College of Sciences, RU College of Arts, Commerce and Management and RU College of Engineering) are informed to attend the program as per the schedule given below.

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Batch 4	Date: 05-08-2022 (Friday) Session 4 12.00 Noon to 01.30 PM	RU College of Engineering – VI semester students
Batch 5	Date: 05-08-2022 (Friday) Session 5 & Valedictory 02.30 PM to 04.30 PM	RU College of Arts – IV semester students & First year students and RU College of Engineering – II semester students

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Copy to the Heads / Coordinators of the Departments of RU constituent colleges for University KURNOOL 518007 (A F information and necessary action.

Copy to the Principals of RU constituent colleges for information.

Copy to Rector, R.U., for information.

Copy to P.A. to V.C., R.U., for information.

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## RAYALASEEMA UNIVERSITY KURNOOL

Prof. S. Madhusudana Verma REGISTRAR (FAC)

Date: 10-08-2022

## **CIRCULAR**

Rayalaseema University, Kurnool, is organizing "Training Classes for Group I and Group II examinations" for the students of Rayalaseema University College of Sciences and Rayalaseema University College of Arts, Commerce and Management for six days (daily from 9.30 AM to 5.30 PM) from 16<sup>th</sup> to 21<sup>st</sup> August 2022. Students interested to undergo training should register their details with Placement Cell, Building -IV, RU, before 4.00 PM on 12-08-2022.

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Rayalaseema University

Copy to the Heads / Coordinators of the Departments of RU College of Sciences for information and necessary action.

Copy to the Heads / Coordinators of the Departments of RU College of Arts, Commerce and Management for information and necessary action.

Copy to the Principal, RU College of Sciences, RU, for information.

Copy to the Principal, RU College of Arts, Commerce and Management, RU, for information.

Copy to Rector, R.U., for information.

Copy to P.A. to V.C., R.U., for information.

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## RAYALASEEMA UNIVERSITY, KURNOOL

RU College of Arts, Commerce and Management

Date: 24-05-2023

## CIRCULAR

Rayalaseema University, Kurnool, is organizing an "Awareness Program on Competitive Examinations" at Senate Hall, RU campus. Free study material will be distributed to all the participants. All the students of the RU College of Arts, Commerce and Management are informed to attend the program on 26th May 2023 from 9.00 AM to 01.00 PM.

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Copy to the Heads / Coordinators of the Departments of RU Conteges of Aris E MANAGEMENT and Management for information and necessary action and Management for information and necessary action. KURNOOL - 518007 (A.P.)

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b) Economics: Bloom,
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