

Private & Confidential

Date: April 20th 20210

To,

Adnan Khan

LETTER OF OFFER FOR EMPLOYMENT – Officer -Sales

Dear Adnan Khan,

Based on our recent discussions, we are delighted to offer you the position of 'Officer –Sales' with our Organization. Once you join our Organization, you will become part of the fast-paced and dedicated team, which works together, to provide our clients with the highest level of service and advice.

As a member of our team and the organization, we would ask for your commitment to deliver outstanding quality results, that exceeds our client's expectations. In addition, as a representative of our Organization, we expect your personal accountability in all the actions, advice and results. In return, we are committed to providing you with every opportunity to learn, to grow and stretch to the highest level of your ability & potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: 'Officer –Sales'

Start date: April 27th, 2020

Your training is scheduled to start effective from 27th April 2020 and you are entitled for the compensation of **Rs- 2,50,000 Annually**, after the successful completion of your training period of 1 year and based on your performance management will decide to keep you for the permanent role.

you need to submit your Bachelor degree before you get proceeds for the permanent role

Apart from the above stated annual earnings, variable of maximum of Rs 2 LPA is payable on the monthly achievement of targets. The actual payable amount will be subject to your performance solely judged by your manager and company management. Variable is subject to change at any point of time as per company policy. First month variable is not payable.

When you sign this offer letter document, it is assumed that you commit to stay with the Company for a minimum period of 3 years, unless your services are terminated by company on account of non-performance.

In case you wish to disassociate yourself from the Company before completing this committed three years period, you may do so, after completing your agreed term of the notice period and paying a compensation of INR 5 Lacs to the company on account of irreparable damages towards the cost of trainings, direct and indirect investments done by the company on your behalf and to prepare you for the delivery of the professional services.

Any violation of the provision of this clause may result in organization taking a suitable legal recourse, under various statutes that are prevailing under the law.

Notice Period on resignation: In event of your resigning from the services of company at any time during or after the probation period, you will be required to give a notice period of minimum of twelve weeks to the company. During this

notice period you are required to work diligently and carry out the activities as assigned to you and also complete a proper process of handing of the work, material, confidential documents & information to the person so assigned by the management of the organization

Probation Period: You will be on probation for a period of 6 months, which may be extended or reduced at the sole discretion of the management. During the period of probation, the appointment is terminable by the company without any notice or assigning any reason. The completion of initial probation period will be by way of a letter of confirmation issued to you after successful completion of your period of probation. Till such time that you are intimated in writing regarding your confirmation, you shall continue to be on Probation.

Your salary will be subject to all applicable taxes and other deductions as per Indian Tax Statutes.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

You are requested to bring documents listed below at the time of joining.

Documents (Original and Photocopy both) Signed

copy of offer letter


- Your education credentials – 10th, 12th, Graduation or PG.
 - Relieving/Experience/Appointment letter and last 3 salary slips and 3 months bank transaction from past organization (for experienced candidates only)
 - Receipted copy/Email resignation from current organization with acceptance (for experienced candidates only)
 - Address proof- current and permanent
- (AC/DL/PP/VC) and ID Proof (PAN Card)
- 3 Latest passport size photos with name and DOB on back side

With the signature below, I accept this offer for employment.

Name

Place

Date


Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly