



# FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

July 22, 2021

Dear Km Arshiya Amin,

On behalf of Focus Edumatics Private Limited ("Company"), I am pleased to offer you the opportunity to work as a Content Writer on the CTC of Rs.2,50,000 Per Annum. In this regard, this letter sets out the terms and conditions of your Employment with the Company:

## 1. TRAINING

Your training with the Company shall be effective from August 9, 2021 and shall cease on November 6 2021, or such other date as may be decided by the Company, unless. Your supervisor during the Training Period shall be Mr.Arun kumar N. Your designation during the Training Period.

1.2. During the Training Period, you shall be working Remotely at your convenient location including your home. As part of your training, you may be required by the Company to travel within or outside your home state for Documentation and verification purpose only.

## 2. STIPEND AND EXPENSES

2.1. For the Training Period, you will be entitled to Rs. 15,000 as stipend, social security benefit, or contractual payment, from the Company,

2.2. All amounts received by you from the Company will be subject to tax deduction at source, if applicable, under the provisions of the Income-tax Act, 1961, and the rules made thereunder.

## 3. HOURS OF TRAINING

4.1. The hours of training shall be as prescribed by the Company. You are expected to adhere to the same during the Training Period.

## 5. COMPANY POLICIES

5.1. As a trainee of the Company, you must abide by the rules and regulations of the Company and applicable law, including without limitation to the Company's policies, to the extent applicable to you.

## 6. TERMINATION

6.1. Your training with the Company shall automatically terminate without any further act or obligation by the Company on completion of the Training Period or if you are unable to successfully complete the training assessment provided to you by the Company.

6.2. Your training can be terminated by the Company at any time during the Training Period by giving you 3 day's termination notice in writing or without prior notice, as the Company may deem fit.

Registrar  
Invertis University  
Bareilly

Sp. Power  
Director Corporate Relations  
Invertis University  
Bareilly



# FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

6.3. The termination of your training shall be without prejudice to any right that the Company may have in respect of any breach by you of any of the provisions of this letter that may have occurred prior to such termination.

6.4. Notwithstanding any other provision of this letter, the Company may terminate your training without prior notice at any time if you commit any act of dishonesty, misdemeanour, negligence, fraud, wilful disobedience, misconduct, or breach any Company policy.

Sincerely,

Namburi Manikanta

Head of Talent Acquisition

Accepted and Agreed By:

Signature of Km Arshiya Amin.....

Date July 22, 2021

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly