



Extramarks Education India Private Limited  
D-130, Sector-63, Noida, U.P. - 201301, India  
Ph. : +91-120-4175300

Date : 23-May-2023  
Name : Muskan Gupta

Dear Muskan,

Subject: Provisional Offer letter of employment as **Business Development Executive**.

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive ("BDE")**. You will be part of the sales team which focuses on business development and you will be equipped technologically to approach and engage with potential customers whilst working from home. The job demands your active engagement with the potential customer by calling or demonstrating company's products through Video Conferencing solutions. With a view to safeguard your own health, the company has strictly prohibited physical contact with the prospects and expects you to engage with prospects telephonically or through virtual meetings.

You will be given virtual trainings on Sales Skills and Customer Engagement techniques, technology tools and company's products which will enable you to use the tools and software in approaching a prospect and closing the sale. During the period of training of 15 days, you will be given a stipend of Rs.15000 (Rs Fifteen Thousand Only). Upon successful completion of training, you will be inducted as BDE at a yearly remuneration of Rs. 3,50,000 (Rupees Three Lakh Fifty Thousand Only). Other than the remuneration, you will also be entitled to attractive incentives based upon your performance as per the company policies.

The company has implemented work measurement parameters for employees who are working from home which define how the time spent on work will be measured for fixed salary payout. You may enquire about these metrics and parameters before or after joining the services of the company and the same is also annexed (Annexure -1)

Your employment is liable to be terminated at any time during the training or prior to confirmation of your employment in writing, without citing any reasons. In case you decide to leave the training program at any time after your induction, you will not be paid any stipend, which will only be paid on the successful completion of training, and after your joining in the company as a BDE.

We would expect you to join as early as possible but no later than **17-June-2023**, beyond which the offer will stand withdrawn, unless a new date is mutually agreed upon and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/NjA1NTYwNzQ=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

Registered Office : 506, Surya Kiran Building, 19 Connaught Place, New Delhi - 110 001. Invertis University  
Ph. : +91-011-40392333 / Fax : +91-011-2373331 / Bareilly  
U80900DL2015FTC283323 / [www.extramarks.com](http://www.extramarks.com)

Registered  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before 17-June-2023.

Accepted

**Annexure - 1**

Salary Payout Matrix for BDE					
Average Number of Audio Call Recordings from system (Min. 5 Minutes)	Average of VC Recordings/screenshots				
		3+	2-3	1-2	1-0
20	100%	100%	90%	65%	
15	100%	85%	75%	55%	
10	75%	70%	60%	50%	
5	50%	40%	30%	0%	
0	0%	0%	0%	0%	
If Invoiced Revenue for the month is 1 Lacs+ 100% Salary is paid					
In Case Revenue Criteria is not met then Input Criteria to be applicable and Salary will be paid as % given in the grid + Leave Days					
Connected call of 5 minutes or more will only be considered from the system					
Video Conductions will only be counted with recording or screenshot					
Only working Days to be considered					
Territory Head - GM/AGM will have authority to Grant upto 30% of pay on their discretion					

*CS*  
 Director Corporate Relations  
 Invertis University  
 Bareilly

Registered  
 Invertis University  
 Bareilly