

OL No: WSINT0211

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OFFER LETTER

19/06/2023

Dear **Arun Gupta**

We are pleased to offer you the position of **Business Development Associate** with **WAYSPIRE ED-TECH PVT LTD** with the underlined terms and conditions. We hope you will enjoy your role and make a significant contribution to the future success of the business.

Internship period is 2-4 Months.

Joining Date: 21/06/2023

Stipend(Per Month): RS 15,000 + RS 10,000 Incentives (Depends on performance and target completion).

*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.

Target of **1.8Lac/month**

Post Probation: 3 LPA to 5 LPA (Based on performance)

You are required to do **Work-From-Office**.

Working Hours: 10:30 am to 7:30 pm (Inc. 1 Hour Lunch break)

Working Days: **6 days a Week**

SIGNATURE: _____

DATE: _____

Business Development Associate - 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.

Corporate Office :  225, Udyog Vihar, Phase - IV
Sector 18, Gurugram, HARYANA - 122001, INDIA

- Follow-up with team members to identify and manage risks.
- Work with the team members to identify and manage risks.
- Lead generation by own

As an intern, you will not be a company employee, therefore, you will not receive a salary, wages or other compensation apart from your Stipend. In addition, you will not be eligible for any benefits that company offers to its employees. You understand that only after successful completion of the internship you are entitled to become an employee of the company.

During the probation period you are entitled to 1 paid leave per month apart from national holidays.

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.
- During the internship period, the company will have all the rights to terminate your services without offering any reason.
- At the time if you wish to discontinue the internship due to personal reasons, you will have to serve a notice period of 1 month.
- 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**

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 20th June 2023.

We request you send a signed copy of this letter to <hr@wayspire.in> along with the documents mentioned in the annexure. We sincerely hope that you will accept this appointment and look forward to having you onboard.

SIGNATURE: _____

DATE: _____

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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Signed Offer Letter with passport signed photograph attached to it.
3.	PAN card, AADHAR card
4.	Bank Account Details: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.

