

OL No: WSINT0223

**OFFER LETTER**

26/06/2023

Attach/Paste  
your Photo  
here

Dear **Deeksha Sharma**

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 Trainee**

**Training Date: 3/7/2023 to 9/7/2023**

**OJT Start date: 10/7/2023**

**OJT End date: 9/11/2023**

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

**Stipend(Per Month) : INR 15000+ INR 10000(Based on performance)**

**Target(Per Month) : 1.8 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 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 24 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](mailto:Kanchan.bhadana@wayspire.in) by 1 July 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 The offer shall stand automatically withdrawn without further action on the part of Wayspire if we do not receive your acceptance as per the mentioned timeline.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 3 July 2023.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

**Business Development Trainee** - 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

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:

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

### 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: \_\_\_\_\_

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



: [www.wayspire.in](http://www.wayspire.in)



: [contact@wayspire.in](mailto:contact@wayspire.in)

Regd Office :  2491, Sector - 65  
Faridabad, HARYANA - 121004, INDIA

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"> <li>10th standard or equivalent examination</li> <li>12th standard or equivalent examination</li> <li>Graduation</li> <li>Post-graduation/Doctorate(if graduated)</li> </ul> Other relevant educational or skill certifications
2.	Color scanned copy of your: <ul style="list-style-type: none"> <li>Signed Offer Letter with passport signed photograph attached to it.</li> </ul>
3.	PAN card, AADHAR card
4.	Bank Account Details: <ul style="list-style-type: none"> <li>Bank Passbook First Page</li> <li>Bank Name, Your Name as per Bank records, Account Number, IFSC Code</li> </ul>
5.	Any of the below mentioned original marksheet must be submitted for verification: <ul style="list-style-type: none"> <li>10th Standard Original marksheet</li> <li>12th Standard Original marksheet</li> <li>Degree Consolidated marksheet</li> <li>Diploma Consolidated marksheet</li> </ul>
6.	Mandatory RT-PCR report which should be taken 48 hours before reporting to the office OR Fully Vaccinated Certificate.

