

OL No: AM2361**Date : 24 April 2023**Dear **ARCHANA POTNURU**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Academic Counsellor** and you will be reporting to the office on **16 May 2023**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 16 May 2023Training Period : **16 May 2023 to 25 May 2023**On the Job Training Start Date: **26 May 2023**On the Job Training End Date: **25 November 2023**

Your Location of Training is **Bangalore** and here is the breakdown of your stipend & incentives.

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6.5 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **16 May 2023**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10 th /12 th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____