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WINSPARK INNOVATIONS LEARNING PVT LTD.
1108-1109, 11th floor, JMD Megapolis, Sohna Road, Gurgaon
<http://www.planetspark.in>

Offer Letter

Date: 06/04/2022

To

Sakshi kumari.

Employee Code: _PS09819

Dear Sakshi kumari,

Sub: Offer Letter

We are pleased to appoint you in our organization as a **Business Development Counsellor** with effect from **12th April 2022**. You will be working from home for domestic process.

You will be paid gross emoluments and incentives as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Yours truly,

For WINSPARK INNOVATIONS LEARNING PRIVATE LIMITED.

AUTHORIZED SIGNATORY

Encl.: As above



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INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Sy. No.88, Chembanshalli, Near Dommasanadra Circle,
Sarjapur Road, Bangalore 562 125 INDIA

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15600	187200
House Rent Allowance	7800	93600
Medical Allowance	2000	24000
Supplementary Allowance	2000	24000
Gross Salary	27400	328800
*Performance Linked Incentive based on Individual Target	20000	240000
Employer PF Contribution	1800	21600
Total CTC		590400

During first month fixed component will be 21,428 INR and second month onwards CTC will be revised according to annexure A.
PF deductions are applicable from the first month onwards.

Annexure – B

1. **Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**

You will be in probation period of 21 Days from the date of joining and will not be confirmed if you are unable to get license to sell i.e. successfully complete the training within 21 days of joining.

3. **Nature of Work:**

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Counsellor** will be assigned and explained to you from time to time.

4. **Training:**

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

5. **Intellectual Property Right:**

If during the period of your employment with us you achieve any invention,


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assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. Annual Leave:

You will be entitled to 4 annual leaves for every completed quarter at the company.

8. Termination of Service:

Either party can terminate this employment by serving a notice of one week on the other. The Full and Final settlement will be processed after 45 days from the last working date.

9. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Sincerely,

For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



[Handwritten Signature]
PRINCIPAL

INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE
Sy. No.88, Chembanahalli, Near Dommasandra Circle,
Serjapur Road, Bangalore 562 125 INDIA



"I hereby accept this offer and I Confirm that I have signed out of the placement process"

to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall

assign all rights in and to the company for the purpose of seeking any patent rights for any invention. The company shall have the sole ownership of all the intellectual property rights that you may create during the course of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Confidentiality:
You will not during the course of your employment with the company at any time thereafter disclose or disclose to any person whatsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company of any information or knowledge obtained by you during your employment as to the business or affairs of the company, including development, in secret reports and meeting systems and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

7. Annual Leave:
You will be entitled to 4 annual leaves for every completed quarter in the company.

8. Termination of Service:
Either party can terminate this employment by serving a notice of one week or the other. The full and final settlement will be processed after 45 days from the last working date.

9. Appointment in Good Faith:
It must be specifically understood that this offer is made based on your proficiency or technical/professional skills you have declared to possess as per your application for employment and you will be treated as an employee of the company independently.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in force and are subject to amendments and adjustments from time to time to all matters including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Secretary
[Signature]
[Stamp]

I hereby accept the offer and I confirm that I have signed out of the document properly.