

Date: 03rd October, 2023

Ritika Jose,

### **Re: Pre-Placement Offer at SkillForge**

We are pleased to offer you an opportunity at SkillForge, Bangalore. The position is for **Intern-Talent Acquisition**. Your probation shall commence on **10 October, 2023** for 3 Months and shall continue up to **10 January 2024**.

During the period, you will get a stipend of upto **INR 15,000 per month** (Refer to Annexure 1 for the detailed breakup).

- Working Hours: 9 Hours a day (Inc. Lunch Break)
- JobType: Pre-placement Offer
- Location: Bangalore
- Number of working days is 6 (Monday to Saturday)

During your probation, you will not be receiving any of the employee benefits including, but not limited to, health insurance, vacation, or sick-pay that the Company offers to its permanent employees.

You are required to submit the following documents at the time of joining:

- Photocopies of PAN Card and address proof. You are required to carry original documents at the time of joining
- Academic Certificates (10th, 12th, Graduation)



It is understood that your probation is voluntary and treated as 'at-will'. Further, please note that your offer will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is incorrect, misrepresented or fabricated, the Company shall have the right to terminate you without any notice or compensation.

During your employment with SkillForge, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of the company. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from SkillForge.

During the term of your employment, you may create work reports, summaries, synopsis, projections among others for the Company, and all such work that is reduced to fixed form or is otherwise capable of any intellectual property protection will be the absolute property of the Company. You agree not to make claims over the same and to further do all acts, deeds or things as the Company may desire to enable the Company to have such rights over the works and or the work products.

If the above terms and conditions are acceptable to you, please sign and return the scanned copy of this letter by 05 Oct, 2023 as a token of your acceptance, and arrange to report for work on the date mentioned above, failing which this offer shall automatically stand canceled without any further information to you.

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Signature:

Date:

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**SKILLFORGE E- LEARNING SOLUTIONS PRIVATE LIMITED**

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## ANNEXURE - 1

- **Stipend Structure**

Break-Up Amount

<b>Stipend</b>	<b>₹15,000</b>
Fixed	₹10,000
Variable	₹5,000

- **Variable & Incentives**(if any) will be paid as per performance
  - **Fixed** – Fixed components will be paid as per attendance.
  - **Variable** – Calculated as per the monthly target of atleast 20 hires per month

Day	Amount
Day 31	Rs. 250
Day 91	Rs. 250

- **Pre Placement Offer-** A Package of 3-5 LPA will be offered on completion on your probation