



Date:22/07/2021

Dear Candidate,

Sub: Provisional Offer letter for Trainee Tutor position

We are pleased to offer you the provisional position for a “**Trainee Tutor**” on the following Terms and conditions and your date of joining is 26/07/2021.

1. You are entitled to a 30-45 day Online Training and Certification program after boarding, the start date of which will be confirmed upon consultation with your Placement department.
2. Please note that your confirmation of this ‘Work-from-home’ (WFH) Employment with us would be subject to your successfully completing your certification at the end of your 30-45 days of Online ‘Training and Certification’ and also subject to your being awarded your Degree this year in your respective course.
3. 100% attendance is compulsory during the Online ‘Training and Certification’ Program.
4. You will be eligible for stipend of Rs. 6000/- P.M during this ‘Training and Certification’ Program which will be paid after your successful completion of the same.
5. Prerequisite for the above ‘Training and Certification’ program & WFH Employment: Trainee should have Laptop or Desktop with UPS + Broadband Internet.
6. Internet reimbursement will be provided to you by the Company after your successful completion of Certification with us and start WFH.
7. Your WFH employment option would continue for a few months in view of the ongoing COVID Pandemic, but you may be asked to Work-from-office once this situation improves and as per the MH&FW guidelines. You can continue to work-from-home if you are interested and the approval is based on your performance.
8. Cab pick-up & drop from office to common bus / railway-stations and Cafeteria facilities would be provided by the Company once you start working from our Coimbatore / Bangalore office only for Female Employees.
9. You would be required to visit our Bangalore or Coimbatore offices for Finger-printing process immediately after your successful completion of ‘Training & Certification’ and before you get absorbed by us as a Full-time employee. This is as mandated by the US government policy.

Trainee Tutor Responsibilities:

- Following the Training schedule strictly.
- Responding to the trainer’s emails, messages and calls.
- Completing the assigned tasks and assignments daily before the deadline.
- Attending webinars and practice mock sessions as per the training schedule.
- Improving typing skills by practicing daily.
- Getting the required help from the Trainers at any point during & after the training period without any hesitation.
- Clearing the certification process by mastering all the key tutoring skills during the training period.

Work-from-Home Employment Terms & Conditions

- a) Your total annual compensation package will be Rs. 1,80,000/- (Rupees One Lakh Eighty thousand Only) per annum on Cost to the Company. You will be receiving the salary breakup from the finance team on the date of your joining us.
- b) Your take-home salary may vary at the time of joining as well as during the course of your employment with us, depending on the revisions in the PF / ESI statutory regulations set by the State / Central Government from time to time.

FOCUS EDUMATICS PVT. LTD.

1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264



- c) Your services are liable for transfer/deputation to any place in India /Abroad. In case of your transfer/ deputation, a separate letter of deputation will be issued.
- d) Your probation period will be for a period of six months. You automatically get confirmed after 6 months unless you are intimated in writing about the extension of your probation period. During the period of your probation, this contract can be terminated by the company without any notice and by you with one-month notice. After the completion of Probation, the notice-period would be two-months. The Company reserves the right to extend the probation period.
- e) During the period of your tenure with the company, you will not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the company. You will not make any statement to the press or media or contribute article/s to the press or media without prior permission of the company.
- f) You would be required to work with our Company for a minimum period of 1 year. In the case of earlier separation, the Company reserves the right to recover the training cost and damages suitably from you. This cost could be maximum up to or equivalent to your notice-period gross salary.

You would also be required to submit your original marks card, which will be in our safe-custody during the agreed-upon lock-in period of 1-year and returned to you after the term expires. A receipt of acknowledgment to this effect will be given to you once you submit your above documents, which you would be required to produce at the time of redeeming your original documents.

The “Rules of Employment” and “Code of Conduct” of the company will govern you, currently in force and as amended from time to time. You will sign a “Confidentiality Agreement” and be bound by the same during the period of your employment with the company. Any disclosure of confidential information will be considered as a criminal breach of trust. You shall be entitled to leaves as per company policy. The Company at its discretion reserves the right to amend, abolish whole or part of this letter with/without assigning any reasons thereof.

Important Notes:

- The duration of the training may vary from 30-45 weekdays based on the trainee’s performance and there will be no change in the training salary.
- A trainee is eligible to attend certification only if he/she shows consistent performance improvements during the training.
- Failure in completing the assigned tasks before the deadline will result in termination.
- Absence in webinars & practice mock sessions will result in termination after a warning.
- The certification results will be declared based on the trainees’ performance during the certification process solely.
- Training salary will be paid only to the Trainees who clears the certification process.
- Training salary will be paid only after an employee completes 1 month of service in the production as a Tutor from the date of certification.

The discretion of Focus Edumatics Pvt. Ltd. is final and binding.

We look forward to welcoming you into our family for a long, mutually beneficial, and enriching experience.

Thanking you,
Yours sincerely,
For Focus Edumatics Pvt. Ltd,

Authorized Signatory

FOCUS EDUMATICS PVT. LTD.

1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264

www.focusedumatics.com



Kindly do read the terms and conditions as per the 'Provisional Offer Letter' issued to you and accept the same and the joining with effect from 26, July 2021..

With regards,
Sudharsana
Human Resource
Focus Edumatics Pvt. Ltd.
Coimbatore.

FOCUS EDUMATICS PVT. LTD.

1605, 3rd Floor, BMH-Srinivas Complex, Trichy Road, Coimbatore - 641 018.

Reg. Office: #401, 405, 4th Floor, Dalamal House, J. Bajaj Road, Nariman Point, Mumbai - 400 021.

CIN : U85110MH2004PTC263264