



March 02, 2017

Ms Manpreet Kaur Plaha
At Plaha Niwas, Sawari,
Post - Jawahar nagar,
Bhandara.

Dear Manpreet Kaur Plaha,

Further to our interactions with you, we are pleased to offer you an **Internship** position in **Training Department** at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

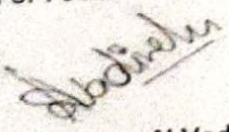
In addition to the duties that were outlined during your interview, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closer to your joining.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

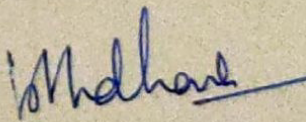
Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd


Arumugam N Vadivelu
Manager-Human Resources


In-Charge
Training & Placement
MIET, Bhandara


Principal
M. Patel Institute of Engg. &
Tech. Shahapur, Bhandara

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance