



February 23, 2019

Mr Sameeraj Bejjanki

Flat no G-13, Gurga Enclave, Rocktown colony, Hyderabad, 500068

Dear Sameeraj Bejjanki,

Further to our interactions with you, we are pleased to offer you the position of Associate (Training) at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement). Your joining letter, which will be issued closer to the date of joining, will have details regarding the location of induction training; location of posting, and supervisory arrangements. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, 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 will initially be on probation for 3 months. During this period you will be paid a stipend of Rs 10,000/ out of which Rs.8000 will be fixed and Rs 2000 will be performance based pay plus an accommodation allowance of Rs.2,500 to Rs.5,000 depending on location of posting. The probation period above may be cut short based on your performance. The same can also be extended to 6 months, if your performance is not deemed satisfactory.

Upon successful completion of probation, you will be inducted as an Associate (Training) with an Annual CTC of Rs.2,88,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of start of probation. You will be required to submit your along with the signed copy of this letter as an acknowledgement of acceptance, at the start of probation. Upon commencing the commitment of service of 2 years, any requests to be relieved of duties cannot be submitted before the end of the service period.



This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 4 days from the date of offer.

You will also be contacted by one of our current associates / senior associates in the next few months to facilitate your pre-joining learning. These associates will mentor you in the learning of specific topic areas and to ensure a smooth transition from college to workplace. Satisfactory completion of pre-joining learning modules will contribute to better performance during probation. This is a mandatory requirement as part of the induction.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Yours sincerely
For Focus 4 – D Career Education Pvt Ltd

A handwritten signature in dark ink, appearing to read "Arumugam N Vadivelu", is written over a horizontal line.

Arumugam N Vadivelu
Manager – (HR Ops & Strategy)



Annexure I: Compensation Structure			
Name	Sameeraj Bejjanki	Position & Department	Associate - Training
#	Components of Total Fixed Pay		Per Annum (in INR)
1	Basic Pay		96,000/-
2	House Rent Allowance		38,400/-
3	Medical Allowance		15000/-
4	Conveyance Allowance		19200/-
5	Special Allowance		71400/-
	Total Fixed Pay per annum		2,40,000/-
	Annual Performance Linked Pay (Maximum)		48,000/-
	Total Cost to Company		2,88,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000) and Medical Cover (Rs.1,00,000 per annum). The premium for the same will be borne by the company.

*If the employee opts for availing the Provident Fund facility, the Contribution to the same shall be appropriately adjusted from the Total Cost to Company

Thank you
Yours sincerely
For Focus 4 – D Career Education Pvt Ltd

Arumugam N Vadivelu
Manager – (HR Ops & Strategy)

ACCEPTANCE OF OFFER

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

SAMEERAJ BEJJANKI

Name & Signature of the candidate with date of acceptance

28/02/19

February 23, 2019

Ms Sandhya Reddy

Suryapet, Hyderabad, 500070

Dear Sandhya Reddy,

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 announced shortly.

This internship is strictly full-time. During your internship, you will be paid stipend of Rs.10,000/- out of which Rs.8000 Fixed and Rs.2000 will be performance based plus an accommodation allowance (In the range of Rs.2500 - Rs. 5000, depending upon your base location). A full time offer of employment with CTC of Rs.2.88 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

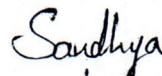

Arumugam N Vadivelu

Manager- (HR Ops & Strategy)

ACCEPTANCE OF OFFER

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

GADDAM SANDHYA REDDY


28/02/19

Name & Signature of the candidate with date of acceptance