

Monday, 8 March 2021

Ref. No. 2021/MAR-SPGIOP/480

**CANDIDATE ONBOARDING LETTER
INDUSTRY ORIENTED PROGRAM – 2021**

Dear Harshitha Amin,

Greetings from SilverPeak Global!!!

Congratulations on being selected for the "Industry Oriented Program (IOP)" leading to a Career in Japan!

We welcome you to take the first step towards your career in Japan. Learning the Japanese Language opens career opportunities in Japan and Japanese Organisations across the globe. Kindly note that this is a "Candidate Onboarding Letter" for the "Industry Oriented Program" which includes the Japanese Language Program – Levels N5, N4 and N3 and Technical Training. Entry into the program is subject to you successfully clearing your registration process and documentation as stipulated. Please note that this offer is open for a period of 10 days only from the date of issue of the same.

The registration process for the Industry Oriented Program is as below –

1. The duration of the program shall be for 9 (Nine) months in India and shall include training in the Japanese Language & Culture and Technical Training. The start date of classes will be conveyed. Candidates are required to clear their N3 level (JLPT/ NAT Exam) to be eligible for final Job Interview. Candidates failing to clear a particular level will be permitted to retake the level by paying the requisite fees.
2. Candidates will be expected to have 95% or above attendance in their Japanese Language and Technical Training classes.
3. Your final placement is subject to your proficiency of Japanese Language i.e., your ability to speak & read Japanese Language with required level of N3, you clearing Japanese Language Certification – N3 Level and clearing the Technical Job Interview. Interviews for the Final job shall be arranged with potential hiring companies. Your final Job may require you to work in Japan/ Japanese organisation anywhere in the world.
4. The total fee for the program is - JPY 3,10,000/- and INR 4,05,000/- (+ 18% GST)*
5. The registration fee for the program is – INR. 45,000/- (+ 18% GST) payable to Silver Peak Global Pvt. Ltd. This amount is to be paid within 7 days from issue of this offer letter.
6. The "Conditional Letter of Offer" will be made to you by the Hiring Company.
7. The applicant needs to fill-up the application form, read and understand the "Memorandum of Understanding" and thereby sign and accept the terms and conditions at the time of application (candidate and parent/ guardian).

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

24-Sep-21

HARSHITHA AMIN

AJIET

Dear HARSHITHA AMIN,

We are pleased to offer you the position of **Associate Technical Trainer** at our Hyderabad office. The first 3 months will be your training and observation period. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects. During this period, you will be designated as Trainee.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Attached are the specific terms and condition of the offer.


Acceptance and Commencement

Your joining is 01st Oct 2021.

To confirm your acceptance of this offer, you are required to respond via email to aijaz@talentio.in to communicate acceptance of the offer and to confirm your joining date.

On your joining date (i) 2 self photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Adhaar card and PAN card.
- Proof of address. Bring one of the following documents: passport, driving license, voter's identification card.


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Appendix I

Confidential

Below is the breakup of the compensation offered for the position of Associate Technical Trainer.

Compensation Component	Monthly (INR)	Annual (INR)
Basic	10000	120000
HRA	5000	60000
Special Allowance	8200	98400
PF Employer Contribution	1800	21600
Total CTC	25000	300000

Your compensation during the training period will be INR 15000 per month.

The other terms and conditions of the offer are mentioned in Appendix II

Appendix II

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 A.J. Institute of Engineering & Technology
 Mangaluru - 575 006

Terms and Conditions

1. You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.
2. Your Annual Cost to Company and its breakup is provided in Appendix 1 for your reference. Your compensation will be reviewed as per Talentio's review cycle. Your Annual CTC will be subject to deduction of tax at source as per applicable law. Talentio assumes no responsibility for your tax affairs and your tax liability in respect of your remuneration is entirely your responsibility.
3. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. Any breach of this confidentiality shall be deemed as misconduct.
4. Your working hours and weekly offs will be advised by the reporting manager. You will be expected to work beyond standard working hours to achieve the results whenever your role requires.
5. Your probation will be for 3 months. During this period, you will undergo an extensive training program. Your confirmation of employment will be based on your performance, as per the process of the company, during and at the end of the training period
6. Your role may require you to travel and stay outside your place of posting. All expenses related to work during your official travel will be borne / reimbursed by the company as per the company policy.
7. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
8. Your employment will be subject to termination on two months' notice on either side or salary in lieu thereof.
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
11. Upon leaving the Company, you will not take with you any material or its reproduction, document or any other writing or copy of writing of any nature, property, whatsoever pertaining to the business of the Company or any of its subsidiaries.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
13. You acknowledge and agree that the intellectual property rights of all existing and future materials, information and technology of any nature created by you during this course of your employment, either singly or jointly with other persons, are the exclusive properties of Talentio with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Talentio can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform during the course of your employment with Talentio shall be sole and exclusive property of Talentio. You hereby grant and assign to Talentio all rights, title, and interest in any and all intellectual property that you develop while you are employed with Talentio and waive any rights therein

14. Information pertaining to Talentio operations, online or print materials, and any other intellectual property is confidential and you will sign a confidentiality/non-disclosure agreement.
15. In the event you are in material breach of your duties, obligations, or commit breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out instructions, or commit breach of Talentio policies or any of the terms and conditions set forth therein. Talentio reserves the right to immediately dismiss you from your services / terminate your services without any notice and without any obligation to pay notice pay. Talentio further reserves the right to other legal course as it deems fit to protect its legitimate interest.
16. To confirm your acceptance to this agreement, please put your signature on all the pages of the offer letter including the appendixes and return to us the duplicate copy duly signed
17. By signing this offer letter & agreement, I hereby acknowledge and agree that
18. I have carefully read and understood this appointment letter and the terms and conditions enclosed and accept the same unconditionally. I will make myself fully aware of, and be bound by , the rules and policies of Talentio as amended from time to time

NOTE: Your onboarding will be depending on the lockdown or any restrictions from the govt is subject to change

Sincerely,



T Arvind Kumar
Director
Talentio Solutions India Pvt. Ltd

ACCEPTANCE OF APPOINTMENT LETTER:

I agree that I have read, understand, and accept employment with Talentio Solutions India Pvt. Ltd. under the terms and conditions stated above.

Signature:

Printed Name:

Date:

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006