



Ref Code: CI / 2017-2018 / 1516 / A / S

ILM / F / 45 / 1.1

OFFER LETTER

To,
Ms. Jalli Ushasree

Date: 23-01-2017

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **“Professional Faculty - Communicative English”** under ILM’s Internship programme for the academic year June / July 2017 to February / March 2018 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary training for 6-8 weeks in Bangalore during May / June 2017. **During the training only standard accommodation will be provided free. You will have to make your own arrangement for your food etc., (Candidates can also opt to stay on their own during the training at their own cost).**
- 2) The preliminary training will primarily focus on the methodology of language teaching and training. It is aimed at strengthening your basic knowledge of English and its usage. The training will cover areas ranging from basic conversation to public speaking skills in English. This preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.

b) Career Prospect:

- 1) You can look at your career in ILM as a short-term (one academic year) or a long-term growth perspective. A short term association with us helps you in acquiring the confidence to communicate in English with ease in any place and gives you an edge over others. If you intend a long term career, you can look at a professionally and financially satisfying career growth with us.



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- 2) The following is the career growth path in ILM:
Professional Faculty → Senior Professional Faculty → Team-Leader
→ Chief Co-ordinating Faculty → Group Head → Area Head.
- 3) You will also be made an ILM - SQA IAM-Independent Associate Member. The rules and regulations for the annual membership is governed by ILM-Exams an autonomous dept of ILM. By becoming an ILM - SQA IAM you will get an enormous opportunity to help the student community as well as earn an “unlimited income” for yourself.

c) Academic Growth:

- 1) During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. On successful completion of the course and the academic year assignment you will be awarded a certificate.
- 2) You can also become a trainer for ILM’s “English Today International” Exams. Candidates, who meet the minimum professional requirement set by ILM, can look forward to an exciting professional growth as “Assessors” for ILM’s “English Today International” Exams.
- 3) You will also be given an opportunity to take up ILM - SQA International Examinations under ILM’S SCHOLARSHIP PROGRAMME (ISP).

Personal Growth

We train you in life skills and not just for a job. One academic year’s stint with ILM will transform your personality and give you that cutting and competitive edge over others wherever you go. You will find a huge transformation in your communication skills, confidence, attitude, approach, personality and professional outlook. While people pay huge sum of money for a course in Communication Skills and Personality Development, you acquire these attributes through us and also get paid for, while learning it.



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Financial Growth

1. You are selected under **Category - A / S** and you will be paid **₹ 15,100/- (Fifteen Thousand One Hundred Only)** per month as **(CTC-Cost to the Company)** from the date of your reporting to the school.
2. You will be provided free standard accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable as per ILM's policy. (Candidates can also opt to stay on their own at their own cost.)
3. Besides the professional fee, you can also enhance your earning by becoming a Trainer / Assessor for ILM's "English Today International" Exams.

Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional faculty with us for at least one academic year. After the internship you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM's performance criteria.
2. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
3. After the preliminary training you should be ready to work anywhere in South India including your home state.
4. After the preliminary training, if you do not report for your assignment you will have to pay us **₹ 55,000/-** towards the cost of recruitment and training at Bangalore.



Ref Code: CI / 2017-2018 / 1516 / A / S

ILM / F / 45 / 1.1

You are required to send us your acceptance letter of the above terms and conditions on or before **28-02-2017** along with following documents:-

1. Your recent passport size photograph (2 nos).
2. Attested copies of your age proof.
3. Address proof.
4. Verification Form (Annexure-1).
5. Medical Certificate (Annexure-2).
6. PAN card copy.

The date of the preliminary training will be intimated to you once we receive your acceptance letter. For any further clarifications you can talk to our **HR-Dept** on **080 - 42181313 / 26601313 / 26606816**.

Note: Even though the last date for acceptance is set as **28-02-2017**, you are advised to send your acceptance letter as soon as possible. ILM reserves the right to decline acceptance letters received, once the targeted numbers of internship vacancies are filled up.

With Best Wishes

Sanjay Subramanya T
(Director - Administration)



Medical Certificate

Format No: ILM/F/027/1.0

DATE : 31.10.2014

PAGE : 1 of 1

INSTITUTE OF LANGUAGE MANAGEMENT (P) LTD.,

CIN: U22110KA2002PTC031097

CERTIFICATE OF MEDICAL FITNESS

(TO BE SENT ALONG WITH THE ACCEPTANCE LETTER)

To be obtained only from Gazetted Government Medical officer / Medical Officer of a Government Undertaking / private medical practitioners.

Name: _____
(In Block Letters)

Father's Name: _____

Blood group/Anemic (Blood Count): _____

Height: _____ Weight: _____

Vision: L: _____ R: _____

Colour Vision: _____

Hearing: _____

Hernia/Hydrocele/Piles: _____

Any other disease diagnosed in past: _____

Allergies, if any _____

List of prescribed medication, if any.....

1. _____

2. _____

3. _____

Any other Remarks: _____

I certify that I have carefully examined of Mr. / Ms. _____
son/daughter of Mr. _____ who has signed in my
presence. He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station: _____

Date: _____

Signature of the Medical Officer

with legible seal.

Letter of Acceptance To be sent by Registered Post Only

From,

Date:



Pin code:

Ref Code: CI / 2017 - 2018 / ____ / ____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore - 560 004.

Respected Sir,

Sub: Letter of Acceptance.

Ref: Your offer letter with Ref code CI / 2017 - 2018 / ____ / ____ dated _____

Further to your offer letter selecting me for the post of Professional Faculty - Communicative English, I have read and understood the rules and regulations of the terms of appointment. I am willing to abide by the rules and regulations of ILM. I hereby accept this offer.

I am enclosing the following Documents:

Documents	Yes	No
a) Recent passport size photograph (2 nos).		
b) Attested copies of the age proof.		
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d) Verification Form (Annexure-1).		
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f) PAN card copy.		

Yours faithfully,

Signature of the Applicant



Ref Code: CI / 2017-2018 / 1475 / A / S

ILM / F / 45 / 1.1

OFFER LETTER

To,
Ms. Dangidipalli Vineetha

Date: 23-01-2017

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **“Professional Faculty - Communicative English”** under ILM’s Internship programme for the academic year June / July 2017 to February / March 2018 (8-9 months). While welcoming you to be a part of the ILM family, we request you to go through and understand the Professional, Financial and Personal growth prospect that lies ahead when you join us. You are also requested to read and understand the terms and conditions governing your training and subsequent role and responsibility as a Professional Faculty.

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With Best Wishes

Sanjay Subramanya T
(Director - Administration)



Medical Certificate

Format No: ILM/F/027/1.0

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(In Block Letters)

Father's Name: _____

Blood group/Anemic (Blood Count): _____

Height: _____ Weight: _____

Vision: L: _____ R: _____

Colour Vision: _____

Hearing: _____

Hernia/Hydrocele/Piles: _____

Any other disease diagnosed in past: _____

Allergies, if any _____

List of prescribed medication, if any.....

1. _____

2. _____

3. _____

Any other Remarks: _____

I certify that I have carefully examined of Mr. / Ms. _____
son/daughter of Mr. _____ who has signed in my
presence. He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station: _____

Date: _____

Signature of the Medical Officer

with legible seal.

Letter of Acceptance
To be sent by Registered Post Only

From,

Date:



Pin code:

Ref Code: CI / 2017 - 2018 / ____ / ____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
Basavanagudi, Bangalore - 560 004.

Respected Sir,

Sub: Letter of Acceptance.

Ref: Your offer letter with Ref code CI / 2017 - 2018 / ____ / ____ dated _____

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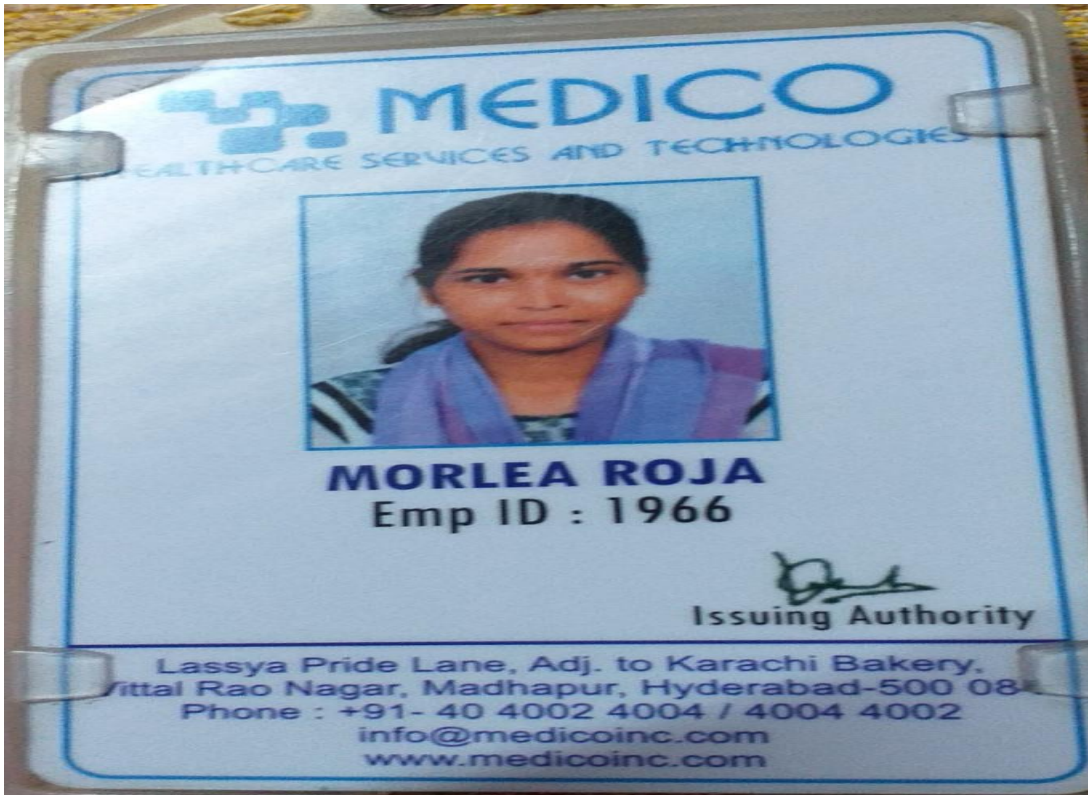
I am enclosing the following Documents:

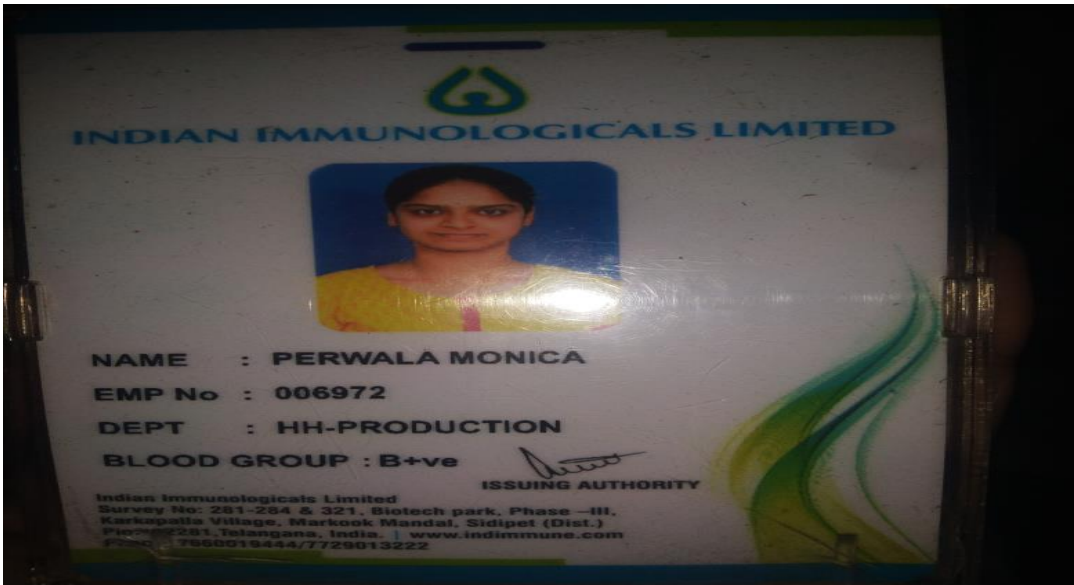
Documents	Yes	No
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c) Address proof.		
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f) PAN card copy.		

Yours faithfully,

Signature of the Applicant

ID Cards/ Joining Report





GlobalLogic



Pulipalupula Shradha

Emp. Code : 326084
 Blood Group : B+

గమ్యాసైక్ స్టడీ సర్కిల్
 uniquestudycircle@gmail.com



Name: Anitha
 Father's Name: Shankar
 Course: SNRATY
 Batch: 17
 Medium: T1M
 Timing: 8.am to 8.pm
 Date: 28/10/2021
 ID No: SUSC-2021 3360

Student's Sign. _____
 Director Sign. _____

Prashanth Complex, 3rd Floor, Opp. Venkatadri Theatre, D. K. Nagar, Hyderabad. Ph: 9492459622, 9059942607

 **dhana**
Crop Sciences Limited



Guttula Sree Laxmi
Accounts Dept.

ASR
Issuing Authority

Dhana Crop Science Ltd.

#9-1-119/1, Amsri Eden Square
Flat No : 710, 7th Floor
St. John's Road, Secunderabad - 500 003



**GOVERNMENT OF TELANGANA
HIGHER EDUCATION DEPARTMENT
INDIRA PRIYADARSHINI
GOVT. DEGREE COLLEGE FOR WOMEN, NAMPALLY
(Accredited with 'B' Grade by NAAC)**

IDENTITY CARD

Name : S. Mamatha
Designation : Guest Faculty (Mathematics)
Date of Birth: 29-05-1996




S. Mamatha
Principal

 **dhana**
Crop Sciences Limited

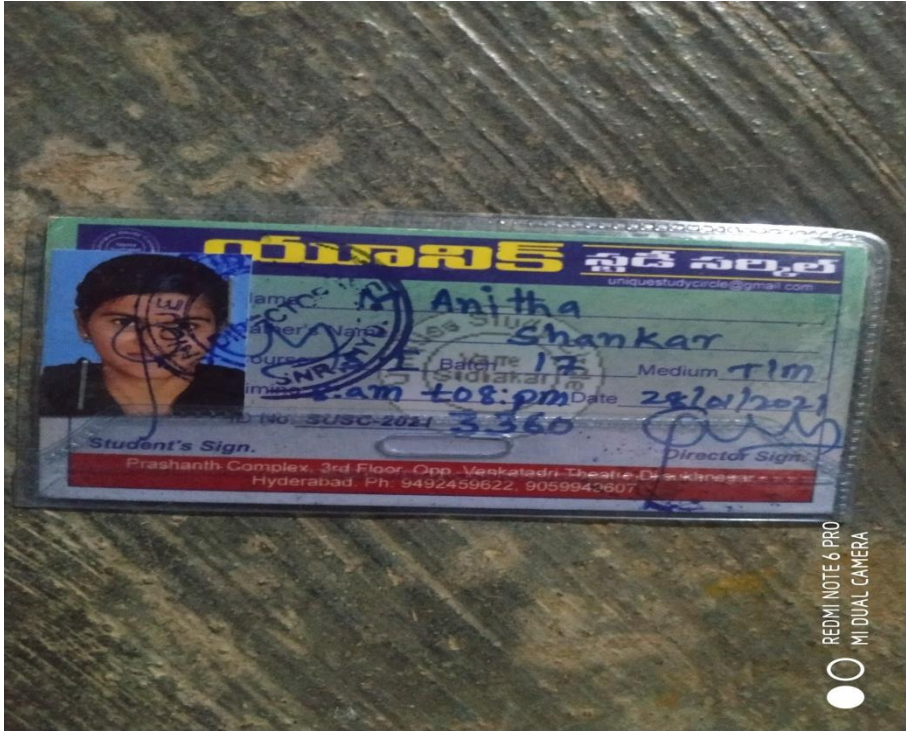


Guttula Sree Laxmi
Accounts Dept.


Issuing Authority

Dhana Crop Science Ltd.

#9-1-119/1, Amsri Eden Square
Flat No : 710, 7th Floor
St. John's Road, Secunderabad - 500 003



C



LT NO E 9604

K Aishwarya

LTHP840G515120152796

RESUME

Akshaya G

Mobile: +918367743762

Email: akshayachitti19@gmail.com

CAREER OBJECTIVE:

- ▶ I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.
- ▶ Self-motivated, innovative, Hard working nature, Dedication and relocate and ability to learn new things and flexible.

EDUCATIONAL QUALIFICATION:

EDUCATION	UNIVERSITY	INSTITUTION	YEAR	%
DEGREE (BSC)	OSMANIA	GOVERNMENT DEGREE COLLEGE FOR WOMEN	2018	7.5 (CGPA)
INTER (MPC)	BOARD OF INTERMEDIATE EDUCATION	SRI GAYATRI JUNIOR COLLEGE	2015	7.1 (CGPA)
SSC	BOARD OF SECONDARY EDUCATION	ST. ALPHONSUS HIGH SCHOOL	2013	5.8 (CGPA)

STRENGTHS:

- ▶ Ability to work individually and closely with others to accomplish assigned goals.
- ▶ Can handle any kind of Responsibilities with care.
- ▶ Ability to learn new Technologies and techniques.
- ▶ Easy learner and have the zeal to work hard and satisfy superiors.

SKILLS:

- ▶ Good Communication Skills
- ▶ Ability to work under pressure
- ▶ Good understanding and problem solving skills

TECHNICAL SKILLS:

- ▶ MS OFFICE WORD, EXCEL, POWERPOINT



EXPERIENCE:

► FRESHER

PERSONAL INFORMATION :

Name : AKSHAYA G
Father Name : LAXMAN
Date of Birth : 19-04-1996
Gender : FEMALE
Marital Status : UNMARRIED
Nationality : INDIAN
Languages Known : ENGLISH, TELUGU, HINDI

DECLARATION:

I hereby declare that all the above said information is true to the best of my knowledge and belief.

Date:

Place: Hyderabad

(AKSHAYA G)



Date: 17th January 2017 _

Dear: A PADMA HARSHINI

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be **Rs.1,80,000/- p.a.** Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **Hyderabad**. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
 - (ii) Reporting Time: To be updated as per process requirements
 - (iii) Reporting Location: 14-45 IDA Uppal, Opp NGRI; Habsiguda Hyd.
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) **You're clearing the Ops. Interview & Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).**
 - (iv) You're successfully completing the reference check.

Date: 17th January 2017

Dear: SONAL SHINDE

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** Subject to following terms and conditions;

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2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **Hyderabad**. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
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GENPACT

Dear: SATAKURI PRASANNA

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