



Ref Code: ILM/CI/2023-2024/377

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Nagadampudi Hemalatha

Date: 20-02-2023

Further to the Campus Interview conducted in your college, we congratulate you on being selected as a **“Faculty – Communicative English”** under ILM'S Educate India Internship programme for the academic year June / July / August 2023 to February / March / April 2024 (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 prospects that lie ahead of you, when you join us. You are also requested to read and understand the terms and conditions governing your training, subsequent roles and responsibilities as a Faculty / Employee of ILM.

Professional Growth

a) Preliminary Training:

- 1) You will be required to undergo a preliminary online / physical training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2023. During the preliminary training no remuneration or statutory benefits will be paid, besides standard accommodation being provided free of cost. 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. Keeping in mind your learning abilities this preliminary training will equip you with the teaching knowledge and the skills required for your profession in ILM.



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b) Academic and Career Growth:

- 1) **ILM'S INTERNSHIP PROGRAM:** During the term of your assignment, to enhance your language skills and academic credentials, ILM will train you in becoming a professional Language Trainer. You can look at your career in ILM from a short-term (one academic year) to 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 your intent is a long term career, you can look at a professionally and financially satisfying career growth with us, too.
- 2) You shall conduct the classes in your designated school in physical mode or online mode or both if required depending on the situation. You will be duly intimated and authorised by ILM in writing, regarding the same.
- 3) **Upon Successful Completion of the ILM'S INTERNSHIP PROGRAM (Faculty), the following is the career growth path in ILM:**

Senior Faculty → Lead Faculty → Trainee Team Leader → Team Leader → Zone Head → Regional Head

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, while learning it.



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Financial Growth

Part - 1

1. You will be paid ₹ 21,000/- (Rupees Twenty One Thousand only) CTC-Cost to the Company per Month from the date of your reporting to the school. (See Annexure-1-CTC Breakup)
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 is completed, if you are posted outside your home town.
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home state. (Candidates can also opt to stay on their own at their own cost)
4. A) In case of Covid or Covid type of situation or for any other reasons the school temporarily closes or stops ILM'S Classes and restarts, the duration of those days is called as WAITING BENCH PERIOD with LOP.

B) In case of Covid or Covid type of situation or for any other reasons the school closes or stops ILM'S Classes or ILM stops the classes then ILM will relieve you by paying seven working days' notice pay from the closing date.

5. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.

Part - 2

1. Performance Based Incentives: Performance based incentives are variable components which you can earn every month based on your performance. The amount can vary from ₹ 500/- per month to ₹ 2,000/- per month or as decided by ILM.



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2. **Additional Mandatory Incentives:** If you get short listed and are willing to work in ILM'S notified North Indian states, an Additional Mandatory Incentive will be paid. You can earn from ₹ 2,000/- per month to ₹ 3,000/- per month or as decided by ILM depending upon the state you are posted to.

Our Requirements

1. During the preliminary training you will be required to sign an employment contract to work as a faculty with us for at least one academic year (8 to 9 Months). After the completion of one academic year you can, if you desire, exercise the option to continue as a faculty subject to meeting ILM'S performance criteria.
2. You will be required to work as per the ILM'S employment contract's terms and conditions and/or ILM'S service rules during your employment with us.
3. You should also submit your original 10th standard mark sheet to us at the start of the preliminary training.
4. After the preliminary training you should be ready to work anywhere in South India. You can also be short listed by ILM to work in North Indian states based on your performance during the training.
5. After the preliminary training if you do not report for your assignment, you will have to pay us One month's CTC plus applicable taxes if any, towards notice pay recovery. In case if you discontinue during the preliminary training notice pay recovery amount will be on a pro rata basis depending on the number of days you attend the training.



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You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2023** along with following documents: -

1. Your recent passport size photograph (2 nos).
2. Aadhaar Card copy.
3. Verification Form (Annexure-2).
4. Medical Certificate (Annexure-3).
5. PAN card copy.
6. Covid Fully Vaccination Certificate.

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 / 26606816 / 26606846**.

Note: Even though the last date for acceptance is set as **31-03-2023**, 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

Ghouse Pasha
HRD - Recruitment and Operations



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Annexure - 1			
CTC Breakup Per Month			
CTC		₹ 21,000	
Breakup of the Compensation		Deductions	
		Professional Tax	₹ 200
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
Basic + VDA	₹ 16,261	ILM's Contribution	
Special Allowance	₹ 946		
Performance Based Incentives *	₹ 0		
Gross Earnings (1)	₹ 17,207		
		ESI Contribution	₹ 560
		PF Contribution (Savings)	₹ 1,800
		Bonus (will be paid in / after April)	₹ 1,433
		Total (2)	₹ 3,793
Take Home	₹ 15,077	Total CTC (1) + (2)	₹ 21,000
Note:			
1. You will be provided free standard outstation accommodation at your place of posting.			
2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).			
3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)			
4. ** Additional Mandatory Incentives - For candidates who get selected and are willing to work in ILM'S notified North Indian states.(Between ₹ 2000/- & ₹ 3000/- per month)			

ILM/F/023/1.0

Annexure - 2

Application for Verification

To,

The Principal

Passport Size
Photo of the Applicant
and
Signature and seal of
the Principal across
the photo of the
Applicant

Sir / Madam,

**Sub: - Request to issue Verification / Clearance Certificate for the Purpose of my job in
Institute of Language Management (P) Ltd, Bangalore**

**With regard to the above following are the personal details for whom the PVC / PCC is
required.**

1. Name:

Father's /
2. Husband's
Name

3. Nationality

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4. Date of Birth

D	D	M	M	Y	Y	Y	Y

AGE

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6. Permanent
Address

Address needs to
7. be verified with
period of stay.

Period of Stay

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(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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9. Contact telephone Number

(a) Land line

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(b) Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The information furnished in this application is true to the best of my / our knowledge & belief.
No information has been suppressed. I have no record of any unlawful acts.

Thanking you

Yours faithfully

Date:

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Place:

Signature of the Applicant

Verification Certificate **COLLEGE USE**

This is to certify that _____ is / was a student of our college. The information provided above by him/her is true. His / Her conduct is good.

Date:

Place:

Signature and seal of the Principal



Annexure – 3
Medical Certificate

Format No: ILM/F/027/1.0

DATE : 31.10.2014

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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:

Affix your Photo

Pin code:

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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 ILM / CI / 2023 – 2024 / _____ 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
1. Your recent passport size photograph (2 nos).		
2. Aadhaar Card copy.		
3. Verification Form (Annexure-2).		
4. Medical Certificate (Annexure-3).		
5. PAN card copy		
6. Covid Fully Vaccination Certificate		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0