



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)
Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion - V

Metric – 5.2.1



Criterion – V

5.2.1 Number of placements of outgoing students during the year 2023-24

Additional Information



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TRAINING AND PLACEMENT CELL

Date : 18-03-2024

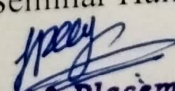
This is inform to all the Final Year B.Sc, B.Com, BCA, MCA and MBA students that, **Apex Solutions Ltd**, is going to conduct **Campus Placement Drive** in our campus on **22-03-2024** for the Designation of **E-Publishing Analyst** and **Jr. Formatting Analyst**. All the Final year students are advice to attend the campus placement drive without fail. Placement Cell requests all the students to cascade the information in your circle.

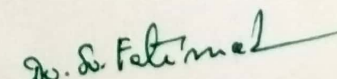
Company Name & Address	Apex Solutions Ltd, VCIL Building, Besides KKR Gowtham School, near Eenadu office, NH-16, Vengalayapalem, Guntur – 5.	
Designation	E – Publishing Analyst	Jr. Formatting Analyst
No. of positions	20	5
Job Description	<ul style="list-style-type: none">• Need to Tagging & Zoning in respective Job Tools.• Able to download publisher guidelines from websites.• Should be able to analyse the data which is in documents.• 100% quality is required in formatting word documents.	
Experience	<ul style="list-style-type: none">• Fresher with basic computer knowledge	<ul style="list-style-type: none">• Fresher with expertise in MS-Word.
Location	<ul style="list-style-type: none">• Guntur	
Shifts	<ul style="list-style-type: none">• Should be ready to work in the below shifts<ul style="list-style-type: none">○ 6:30 am to 2:30 pm○ 2:30 pm to 9:30 pm	<ul style="list-style-type: none">• Should be ready to work in the below shifts<ul style="list-style-type: none">○ 6:30 am to 2:30 pm○ 2:30 pm to 10:30 pm○ 9:30 am to 5:30 pm
Industry Type	IT Enabled Services, BPO, publishing	IT Enabled Services, KPO, publishing
Qualification	Graduates and above	M.Tech, MCA, M.Sc, B.Tech. & MBA
Salary	Rs8000/- + Incentives	CTC Rs.10,500/- + Incentives
Allowances	Hostel Allowance(Rs 1500/- For Non Local Candidates) and 2 nd Shift allowance for Female candidate etc.	

Selection Process : - 1. Written test

2. Technical and HR Rounds

Venue : Seminar Hall Date and Time : 22-03-2024 at 9.30 a.m


Training & Placement Officer
Training & Placement Cell
St. Ann's College For Women
Gorantla, Guntur-522 034.


PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034



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Job Description	<ul style="list-style-type: none">• Need to Tagging & Zoning in respective Job Tools.• Able to download publisher guidelines from websites.• Should be able to analyse the data which is in documents.• 100% quality is required in formatting word documents.	
Experience	<ul style="list-style-type: none">• Fresher with basic computer knowledge	<ul style="list-style-type: none">• Fresher with expertise in MS-Word.
Location	<ul style="list-style-type: none">• Guntur	
Shifts	<ul style="list-style-type: none">• Should be ready to work in the below shifts<ul style="list-style-type: none">○ 6:30 am to 2:30 pm○ 2:30 pm to 9:30 pm	<ul style="list-style-type: none">• Should be ready to work in the below shifts<ul style="list-style-type: none">○ 6:30 am to 2:30 pm○ 2:30 pm to 10:30 pm○ 9:30 am to 5:30 pm
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Qualification	Graduates and above	M.Tech, MCA, M.Sc, B.Tech.
Salary	Rs8000/- + Incentives	CTC Rs.10,500/- + Incentives
Allowances	Hostel Allowance(Rs 1500/- For Non Local Candidates) and 2 nd Shift allowance for Female candidate etc.	

Selection Process : - 1. Written test

2. Technical and HR Rounds

Venue : Seminar Hall Date and Time : 22-03-2024 at 9.30 a.m

E- Publishing Analyst:

Company Name & Address	Apex Solutions Ltd, VCIL Building, Besides KKR Gowtham School, near Eenadu office, NH-16, Vengalayapalem, Guntur – 5.
Contact Mail ID & PH. No	<u>venkat.gudapati@asp.apexcovantage.com</u> PH: 9392757696
Designation	E – Publishing Analyst
No. of positions	20
Job Description	<ul style="list-style-type: none">• Need to Tagging & Zoning in respective Job Tools.• Able to download publisher guidelines from websites.• Should be able to analyse the data which is in documents.• 100% quality is required in formatting word documents.
Experience	<ul style="list-style-type: none">• Fresher with basic computer knowledge
Location	<ul style="list-style-type: none">• Guntur
Shifts	<ul style="list-style-type: none">• Should be ready to work in the below shifts<ul style="list-style-type: none">○ 6:30 am to 2:30 pm○ 2:30 pm to 9:30 pm
Industry Type	IT Enabled Services, BPO, publishing
Qualification	Graduates and above
Salary	Rs8000/- + Incentives
Allowances	Hostel Allowance(Rs 1500/- For Non Local Candidates) and 2 nd Shift allowance for Female candidate etc.

MS-Word Formatting Analyst:

Designation	Jr. Formatting Analyst
No. of positions	5
Job Description	<ul style="list-style-type: none">• Need to format MS-Word documents as per publisher guidelines.• Able to download publisher guidelines form websites.• Should be able to read and understand publisher guidelines.• 100% quality is required in formatting word documents.• Should report to Team leader
Experience	<ul style="list-style-type: none">• Fresher with expertise in MS-Word.
Location	<ul style="list-style-type: none">• Guntur
Shifts	<ul style="list-style-type: none">• Should be ready to work in the below shifts<ul style="list-style-type: none">○ 6:30 am to 2:30 pm○ 2:30 pm to 10:30 pm○ 9:30 am to 5:30 pm
Industry Type	IT Enabled Services, KPO, publishing
Qualification	M.Tech, MCA, M.Sc, B.Tech.
Salary	CTC Rs.10,500/- + Incentives
Allowances	Hostel Allowance(Rs 1500/- per month for Non Local Candidates)



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CAMPUS PLACEMENT DRIVE BY APEX SOLUTIONS Ltd

Date : 22-03-2024

List of Enrolled and Participated Students to Written Test

Sl. No	Regd. No.	Name of the Student	Program & Course	Signature of the Student
1	Y217158028	Somavaram. Bhavana	B.com (Res)	S. Bhavana
2	Y212158008	Eedara. Akhila	B.com (Gen)	E. Akhila
3	Y217158015	Kondamudi. Sandhamini	B.com (Res)	K. Sandhamini
4	Y217158009	Imadabathuni. Geethamma	B.com (Res)	I. Geethamma
5	Y212158025	Pasupuleti Mary Hanila	B.com (Gen)	P. Mary Hanila
6	Y217158018	Manku. Lakshmi prasanna	B.com (Res)	M. Lakshmi prasanna
7	Y212158004	Betham. Najeer	B.com (Gen)	B. Najeer
8	Y217158024	Patibondla. Krishnaveni	B.com (Res)	P. Krishnaveni
9	Y213158146	Akkilagunta. Priyanka	Bsc (Mscs)	A. Priyanka
10	Y213158161	Domala. Alekhy	Bsc (Mscs)	D. Alekhy
11	Y213158212	Thumati. Rajeswari	Bsc (Mscs)	T. Rajeswari
12	Y213158114	Kumbha. Sanjana	Bsc (Mscs)	K. Sanjana
13	Y213158189	Medisetty. Hanika	Bsc (Mscs)	M. Hanika
14	Y213158214	VARAGANI. DEVI	Bsc (Mscs)	V. DEVI
15	Y213158207	Shank. Reshu	Bsc (Mscs)	Shank
16	Y212158020	Miriyala. Alekhy	B.com (Gen)	M. Alekhy



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17	Y213158113	Kukkupalli Lakshmi pavani	BSC - MPCs	K.L. pavani
18	Y213158108	Kalukurthi Divya	BSC - MPCs	K. Divya
19	Y213158116	Kurapati. Naga Lakshmi	BSC - MPCs	K.M. Lakshmi
20	Y213158096	Kuppa. Durgabharani	BSC - MPCs	K. Durgabharani
21	Y213158091	Challa. Vijaya Durga	BSC - MPCs	Ch. Vijayadurga
22	Y213158099	Gaddala. Prasanna	BSC - MPCs	G. Prasanna
23	Y213158105	Jallellamudi Nagamalleshwari	BSC - MPCs	J. Nagamalleshwari
24	Y213158128	PALLA. Keerthi	BSC - MPC's	P. Keerthi
25	Y213158087	Billa. Vasalli	BSC - MPC's	B. Vasalli
26	Y213158083	BALIJEPALLI. REMYA	BSC - MPC's	B. Remya
27	Y213158142	Vanga. Githika	BSC - MPC's	V. Githika
28	Y213158144	Veeraganti. Priyanka	BSC - MPC's	V. Priyanka
29	Y213158090	Challa. Vaishnavi	BSC - MPC's	Ch. Vaishnavi
30	Y212158001	Ayenaboin Shobharani	BSC - B.Com (A)	A. Shobha
31	Y213158206	Shankar. Ashashiny	BSC - MPC's	Sh. Ashashiny
32	Y213158152	Bathula. Sravani	BSC - MPC's	B. Sravani
33	Y213158126	Pogadala. Chamundabawasi Devi	BSC - MPC's	P. Ch. Devi
34	Y213158100	Gogulapalli Anitha Bai	BSC - MPCs	G. Anitha Bai
35	Y213158119	Modugula. Divya	BSC - MPCs	M. Divya



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36	Y213158123	Nandigama. Prasanna	B.Sc - MPCs	N. Prasanna
37	Y213158075	Syed. Suhana	BSC. MPC	Sd. Suhana
38	Y213158073	shaik. Nagasadhika	BSC - MPC	sk.nagasadhika
39	Y213158074	Sr. Neha	B.SC - MPC	Sr. Neha
40	Y217158008	Gorantla. Prasanna	B.Com (Res)	G. Prasanna
41	Y213158157	Cherukuri. Priya	BSc (MScs)	Ch. Priya
42	Y213158151	Bareddy. Sravani	BSc (MScs)	B. Sravani
43	Y217158035	Vodde. Venkata Sivanjali	B.com (Computer)	V.V. Sivanjali
44	Y212158033	Yenubarla. Ashala the	B.com (gen)	Y. Ashala the
45	Y217158004	B. Vijayamany	B.com (Res)	B. Vijayamany
46	Y212158005	B. Keerthi	B.com (Gen)	B. Keerthi
47	Y212158018	M. Sravani	B.com (Gen)	M. Sravani
48	Y212158006	Ch. Krishna Chaitanya	B.Com (Gen)	Ch. Krishna Chaitanya
49	Y217158023	P. Growthami	B.Com (Res)	P. Growthami
50	Y217158011	K. paithra	B.com (Res)	K. paithra
51	Y212158023	N. Apoorva	B.com (gen)	N. Apoorva
52	Y213158180	K. Divya Snehithe	B.Sc MSc's	K. Divya Snehithe
53	Y213158017	P. Kaviha	B.SC (BBC)	P. Kaviha
54	Y213158005	G.R.R. vijaya sai	B.Sc (BBC)	G.R.R. vijaya sai



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Website: www.stannscollgeforwomen.org

55	Y217158007	Gogi Reddy. Siva leela	B.com (comp)	Siva leela
56	Y212158024	PALLAPU. KAVYA	B.COM [Gen]	P. Kavya
57	Y217158032	Thotapragavallika	B.com[com]	T. Pravalika
58	Y217158006	Gulam. Bhargavi	B.com (Res)	G. Bhargavi
59	Y212158022	Nallagosta. Bhargavi	B.com (Gen)	N. Bhargavi
60	Y217158014	Komirisetty. Hemanjali	B.com (Res)	K. Hemanjali
61	Y212158003	B.R.C. MOUNIKA	B.com (g)	B.R.C. Mainika
62	Y214158025	R. Sushitha	B.COM (Res)	R. Sushitha
63	Y217158004	B. Vijayamary	B.com (Res)	B. Vijayamary
64	Y212158005	B. Keeslthi	B.com (Gen)	B. Keeslthi
65	Y212158018	M. Sravani	B.com (Gen)	M. Sravani
66	Y212158006	Ch. Krishna Chaitanya	B.com (Gen)	Ch. Krishnachaitanya
67	Y213158184	K. Ananda Jyothi	B.Sc (Mscs)	K. Anand jyothi
68	Y213158159	CHINTHABATTINA. MANJU PRIVA	B.Sc (MSc)	Ch. Manjupriya
69	Y213158093	chennupati. Sasi Rekha	Bsc (MPcs)	Ch. Sasi Rekha
70	Y212158032	Vutti. Anusha	B.COM (Gen)	V. Anusha
71	Y217158022	Alisarammetla. Nayya	B.com (CA)	N. Nayya
72	Y213158053	Yendrathi. Angel	B.sc (MBC)	Y. Angel
73	Y213158038	MUKKU. Pavithra	Bsc [MBC]	M. Pavithra



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74	Y213158192	MUDRABOINA NAGASINDHU	BSC [MScS]	M. Nag Sindhu
75	Y213158208	SRIPALASETTY NIHARIKA	BSC [MScS]	S. Niharika
76	Y213158170	GUNTARI SRAVANTHI	Bsc [MScS]	G. Sravanthi
77	Y213158202	PEDDI, HARIKA	Bsc [MScS]	P. Harika
78	Y213158187	Meda Lakshmi Tirapattanna	Bsc [MScS]	M. L. Tirapattanna
79	Y213158176	Kanatharapu. Mounika	Bsc [MScS]	K. Mounika
80	Y213158156	Burra. Bhanu Chandrika	BSC - MScS	B. B. Chandrika
81	Y213158199	Pagolu Sri Naga Durga	BSC - MScS	P. Sri Naga Durga
82	Y213158196	Neeladri. Monika	BSC - MScS	N. Monika
83	Y213158191	MD. Raisa kowal	BSC - MScS	MD. Raisa kowal
84	Y213158026	B. Hima Sri	BSC - MSc	B. Hima Sri
85	Y213158012	K. Asha Jayothi	BSC - BBC	K. Asha Jayothi
86	Y45158004	Ch. Niharika	B.C.A	Ch. Niharika
87	Y215158029	M.S. Achsa	B.C.A	M.S. Achsa
88	Y213158117	Mallela. Lakshmi durga	BSC - MPCs	M. Lakshmi durga
89	Y213158131	Remalla. Rajini	BSC - MPCs	R. Rajini
90	Y213158134	SHAIK HASEENA	BSC - MPCs	Sk. Haseena
91	Y213158136	Shaik. Shannee	BSC - MPC's	Sk. Shannee
92	Y213158098	Eda. Harika	BSC - MPC's	E. Harika



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93	Y213158204	Raja. Komali	B.Sc - MScs	R. Komali
94	Y213158171	IMADABATHINI. LAVANYA	B. SC - MScs	I. Lavanya
95	Y213158169	Gugulothu. Vijayalakshmi	B. Sc - MScs	G. Vijayalakshmi
96	Y215158001	Athota. Amulya	BCA	A. Amulya
97	Y215158036	Shaik. Shabana Azmi	BCA	SK
98	Y215158023	Kothuri Yamuna	BCA	Yamuna
99	Y215158022	Kommathoti Rajani	B.C.A	K. Rajani
100	Y215158040	Tupakula Nandini	B.C.A	T. Nandini
101	Y213158173	Jyothi Vijayalakshmi	BSc - MScs	J. Vijayalakshmi
102	Y213158082	AVULA. PALLAVI	BSc - MPE's	A. Pallavi
103	Y213158195	Namathoti. Supriya	Bsc - MScs	N. Supriya
104	Y213158185	Kuppala. Kavya	BSc - MScs	K. Kavya
105	Y213158109	Karubadhini Mounika	BSc - MPE's	K. Mounika
106	Y213158182	Kotagiri. Nagalalitha Devi	B.Sc - MScs	K. N. L. Devi
107	Y213158132	Repalle. Savani	B. Sc - MPEs	R. Savani
108	Y213158094	Chimata. Komali Divya	B. Sc - MPE's	Ch. Komali Divya
109	Y213158141	T. Gouthami	BSc - MPEs	T. Gouthami
110	Y213158103	HANSAVATHU Ramya Bai	BSc - MPEs	H. Ramya
111	Y213158062	Gi. Swarna Latha	BSc - MPE	Gi. Swarna Latha



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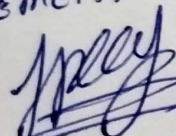
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Email: st_anns_coll@yahoo.co.in

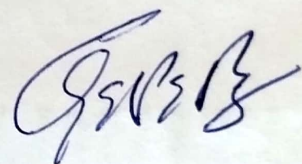
Website: www.stannscollgeforwomen.org

112	Y213158124	N. Sameeksha	BSc - MPCs	N. Sameeksha
113	Y213158110	K. Premajyothi	BSc - MPCs	K. Premajyothi
114	Y213158112	K. Amulya	B.Sc - MPCs	Amulya
115	Y213158122	N. Srilakshmi	B.Sc - MPCs	N. Srilakshmi
116	Y213158143	V. Anusha	BSc - MPCs	V. Anusha
—	—	—	—	—

TRAINING AND
PLACEMENT OFFICER


Training & Placement Officer
Training & Placement Cell
St. Ann's College For Women
Gorantla, Guntur-522 034.
9440542609

SIGNATURE AND MOBILE NO
OF HR-APEX SOLUTIONS LTD.



9392757676



INSTITUTE of LANGUAGE MANAGEMENT (P) Ltd.,
ILM/F/045/1.0

Date: 21-01-2024

Dear Mr Prathap Reddy

Greetings from ILM - Bangalore!

Further to our telephonic conversation we are pleased at your invitation to conduct campus interview in your college on **(01-02-2024)**. The schedule for the interview is as follows:

<u>(01-02-2024) (Thursday)</u> (11:30 am)	Addressing the students and briefing them about the Company Profile, Nature of the Job, Career Prospects etc.,
	<u>Round I</u> Presentation Skills , Group Discussion <u>Round II</u> Personal Interview (short-listed candidates only) Result announcement.

Our requirements:

- 2 mikes.
- 4 tables and 10 chairs.
- Spacious Hall / Auditorium / 2 GD Halls.
- A cab to pick-up and drop the HR Panel.

Kindly acknowledge this mail.

With Regards

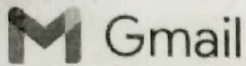
HR - ILM

Dr. S. F. Rama Rao

PRINCIPAL

St. Ann's College for Women
GORANTLA, GUNTUR-522 034

48 /49 /50, 'Ashok Plaza', 2nd & 3rd Floors, Gandhi Bazaar Main Road, Basavanagudi, Bangalore - 560 004.
Phone: 080-26606816, 26606846, 42181313 | E-mail : admin@ilmindia.com



Dr. J.P.Reddy <jpstatistics@gmail.com>

Campus Interview Proposal - ILM

1 message

HRD - ILM <hrd@ilmindia.com>

Mon, Nov 13, 2023 at 3:53 PM

To: "Dr. J.P.Reddy" <jpstatistics@gmail.com>, st_anns_college@yahoo.co.in

Dear Sir,

Greetings from ILM – Bangalore!

We have been conducting campus interviews in your esteemed institution to recruit final year students for the post of **Faculty –English / Communicative English**. This year also we propose to conduct the campus drive in your college. Please find the detailed proposal as an attachment.

We would like to conduct the recruitment drive between November 2023 and February 2024. We request you to kindly send us your acceptance so that we can work out the date/s for conducting campus interviews in your college.

We also request you to visit our website for more information. www.ilm-india.com.

With Regards
Ghouse Pasha

Institute of Language Management (P) Ltd.,

#48/49/50, 'Ashok Plaza', 3rd Floor

Gandhi Bazaar Main Road

Basavanagudi

Bangalore - 560 004

Phone: 080-26606816, 26606846, 26501313, 26501413

Mobile: +91-968 633 1413

Web: www.ilmindia.com / www.ilm-india.comE-mail: hrdilmindia@gmail.com

CIN: U22110KA2002PTC031097

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Campus Interview Proposal 2024 - 2025.pdf

410K

Proposal for Conducting Campus Interview 2024 -2025



Institute of Language Management Pvt Ltd

Registered Office: #48/49/50, 'Ashok Plaza', 3rd Floor, Gandhi Bazaar Main Road, Basavanagudi,
Bangalore - 560 004.

Contact: 080-26606816, 26606846, 26501313, +91-9686331413.

Email: hrd@ilmindia.com, Website: www.ilmindia.com, www.ilm-india.com

CIN: U22110KA2002PTC031097

Page 1 of 6



COMPANY PROFILE

Institute of Language Management (P) Ltd., is a Bangalore based ISO Certified 9001:2015 organization, which focuses on developing language skills in individuals, with special emphasis on Communicative English. Incorporated in the year 2002, today I.L.M has emerged as the pioneer English training institute in India in the field of promoting communication skills in English among school children & colleges as a part of their curriculum. I.L.M has a strong presence in 8 states viz., Karnataka, Kerala, Tamil Nadu, Andhra Pradesh, Telangana, Chhattisgarh, Maharashtra and Madhya Pradesh.

The contribution of ILM towards the cause of empowering the student community in the area of communication skills in English has been acknowledged and appreciated by innumerable schools / colleges.

I.L.M is headed by two Directors - Ms. Ronila Kalro and Mr. Sanjay Subramanya T.

Ms. Ronila Kalro is the Academic Director of ILM (P) Ltd., She has vast experience in English language teaching and course content development. Ms. Kalro has also been the local secretary for University of Cambridge for 5 years. She was the Operational Head of ILM-Scottish Qualifications Authority's project in India for 5 years. She has given lectures and talks at various conferences and has understood the requirements of individuals in enhancing their communication skills in English.

Mr. Sanjay Subramanya, with a law background, successfully manages and runs the organization. He hails from a legal background, having completed his law degree in Bangalore. He successfully manages the administrative responsibilities of the organization, with his expertise and profound knowledge of administrative matters.

He is the visionary behind ILM's rapid strides towards enabling young minds to imbibe the art of communication at very young age so that they become confident personalities at a later stage of their life.

Our Vision

- To empower individuals to confidently interact globally through that one vital link language - "ENGLISH".
- To train school students in the art of Communicative English as a 'part' of curriculum right from their young age.
- To spread the importance of Communicative English at the National level.

Achievements of ILM

- Pioneer and the largest institute in India, in the field of training school students in the art of communication.
- Operating in Karnataka, Kerala, Tamil Nadu, Andhra Pradesh, Telangana, Chhattisgarh, Maharashtra, Madhya Pradesh, Punjab and Rajasthan (Pre-Covid).
- Training students in over 400 educational institutions (Pre-Covid).
- ILM is an organizational member of Quality Council of India.
- ILM is a corporate member of ASSOCHAM India.
- With over 600 professionally equipped resource persons (Pre-Covid).

Why should freshers take up ILM'S Internship?

Today's employment situation requires candidates to have skills that make them employable and competitive at work place. One of the important, crucial and indispensable skills is communication skills in English. It is an integral part of today's work requirement and students lacking good communication skills will miss out on good opportunities despite having academic and technical qualifications. There are some select institutes which conduct courses for this purpose and charge a hefty fee. People spend a fortune at these institutes to acquire these skills.

During the campus interview many organizations offer employment but very few provide training to acquire and enhance communication skills, personality development, real life work experience, filling up the gap between student's life and a professional at work place. ILM is an organization where the students are offered both. We groom, polish and refine candidates during their stint with us. They gain the confidence to communicate and interact fluently in English. An opportunity with ILM transforms the personality of the students and gives them that cutting and competitive edge over others. ILM is the ideal place for students from different disciplines with ambitions of a dream job to realize it. While ILM offers a long term career growth for students with a passion for teaching, others can also immensely benefit even if it is for one academic year. After the internship when they decide to move from ILM to their dream fields/sector they will have a steady career unlike others who aimlessly move from one job to another.

Interview Procedure

The Interview process involves the following stages:

1. Candidates should fill-up the registration form and participate in a group presentation on a given topic. (Group presentation – Can be a group discussion/ a debate / enacting of a situation or an incident as per the topic given by the interviewer) and / or written test.

2. One to one personal interview with the Directors / Heads of ILM.

All the selected candidates will be given the offer letter.

ILM reserves the right to alter the procedure of the interview as it feels fit with or without notice.

3. Interviews can be Virtual or physical mode. ILM will coordinate with the colleges regarding the same.

ILM's Internship

Salient Features of the Internship

- a) This is an internship with ILM for 8-9 months (June - April). After the internship period, candidates can, if they desire, exercise the option to continue with ILM as a faculty/ senior faculty based on ILM's T&C.
- b) The selected candidates will be provided free preliminary training for a minimum of 4-6 weeks during April /May at Bangalore. Free (Standard) accommodation will be provided during the preliminary training. The training will focus on enhancing their language and communication skills in English. We also train them in etiquette, personality development, interpersonal skills, public speaking and teaching/training methodologies. No salary/stipend will be paid during the training period.

Financial Benefits:

Selected candidates will be paid a salary as per the details below.

CTC (Cost to the Company): `20,000/- Per Month.

Other Benefits:

1. Free accommodation (if required by the candidate) at the place of assignment outside their home town will be provided. However the candidates can also make their own arrangement for staying wherever they are based, in that case no staying allowance will be paid.
2. Performance based incentives.
3. Postings based Additional Mandatory Incentives.*
4. Travel Allowance (wherever applicable).

*Conditions Apply

CIN: U22110KA2002PTC031097

Career Benefits

ILM provides both short-term and long-term career benefits to the students.

Short-term:

ILM, through its Internship programme, provides students the platform to hone their communication skills. During the preliminary training for 6-8 weeks at Bangalore, they will be trained in the basics of English language, Interaction Process, Language Etiquette, Public Speaking, Body Language, Training Methodology etc.,

Long-term:

Students can also look for a long-term career option with ILM. They can look forward to a rewarding and satisfying career growth which is outlined below:

Professional Growth:

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

Academic Growth:

Faculty → Trainer's Trainer → Master Trainer

Note-1: If there is Covid or Covid type of situation during the preliminary training in Bangalore, the training will be suspended immediately and the candidates will be sent back home. The postings will be put on hold until everything normalizes.

Note-2: After the candidate joins your work place, If there is Covid or Covid type of situation or for any other similar reasons or unforeseen circumstances the school closes or stops ILM'S Services or ILM stop's the classes, then ILM will relieve the employees by paying seven working days' notice pay from the closing date.

Note-3: ILM reserves the right to cancel the interviews at any point of time.



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University, Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in

Website: www.stannscollegeforwomen.org

TRAINING AND PLACEMENT CELL ILM CAMPUS PLACEMENT DRIVE

Programme : III B.Sc, B.Com, BCA, MCA& MBA

Date : 01-02-2024

REGISTRATION FORM

SL.NO	NAME OF THE PARTICIPANT	PROGRAMME-COURSE	CONTACT NUMBER	SIGNATURE	QUALIFIED OR NOT
1.	Namathoti. SuPriya	III Bsc. Mscs	7842461666	N'suPriya	No
2.	Neeladri. Monika	III BSC. MSCS	8790706685	N. Monide	No
3.	Vadithe. Jyothi Bai	III BSC. MSCS	9014046301	V. Jyothi Bai	No
4.	Kokku. Houdaya pani	III BSC MSCS	7032942901	K. Houdaya Pani	Yes
5.	Vemu- Abhaya	III BSC MSCS	8179327081	Abhaya	Yes
6.	B. Sravani	III MSCS (Bsc)	6309807993	B. Sravani	No
7.	M. Sai Reddy	III MSCS (Bsc)	9032904127	M. Sai Reddy	No
8.	N. Hemalatha	III MSCS (BSC)	9390265967	N. Hemalatha	Yes
9.	SK Ashashiny	III MSCS (BSC)	8143406564	SK. Ashashiny	Yes

Batch-II

Batch-4

10.	A. Pallavi	III BSC-MPC's	6303975154	A. Pallavi	Yes
11.	Likhitha.ch	III BSC-Biotechnology	9346712296	Likhitha.ch	Yes
12.	T.MOUNIKA	III BSC-Biotechnology	9848339967	T.Mounika.T	Yes
13.	K. Bhiny Joy	III BSC-Microbiology	6305522938	K. Bhiny Joy	Yes
14.	K. Bhagya Surekha	III BSC-Biotechnology	9398907806	Bhagya Surekha.K.	Yes
15.	K. Bhavana	III BSC-Microbiology	9491320350	K. Bhavana	Yes
16.	K. Nagalakshmi	III BSC-Computer (MPC's)	7893561718	K. Nagalakshmi	No
17.	Ch. Sowmya	III BSC-Computer (MPC's)	8688887518	Ch. Sowmya	No
18.	D. Akanksha	III BSC-Computer (MPC's)	7731816277	D. Akanksha	No
19.	K. Divya	III BSC-com(MPC's)	7702606144	K. Divya	Yes
20.	K. Sireesha	III BSC-com(MPC's)	8121048609	K. Sireesha	No
21.	Sd. Sulana	III BSC (MPC)	9543711106	Sd. Sulana	Yes
22.	D. Snathi	III BSC (MPC)	8688937933	D. Snathi	Yes
23.	SK. Neha	III BSC (MPC)	7013870705	SK. Neha	Yes
24.	R. Rajini	III BSC (MPC's)	9392835094	R. Rajini	Yes
25.	M. Blessy	III BSC (MPC's)	9908805585	M. Blessy	No
26.	J. Sravani Sandhya	III BSC (MPC's)	9030445593	J. Sandhya	No
27.	K. Sowjanya	III BSC (MPC's)	9182828948	K. Sowjanya	No

Batch-6

Batch-8

28	SK. Shannu	II BSc (mpce)	9014280491	SK. Shannu.	No
29	T. Gowthami	III BSc (mpce)	9491551865	T. Gowthami	No
30.	V. Koteswari	III BSc (mpce)	8333850379	v. Koteswari	No
31	ch. Meena Amrutha	III BCA	9390825929	ch. Amrutha	Yes
32	shaik Fazeela	III BCA	9390561779	shaik Fazeela	Yes
33	A. ShobhaRani	III Com (-gen)	7993555639	A. Shobha	No
34	T. Lakshmi Tirupatamma	II B.com (Comp)	7893177695	T. Lakshmi Tirupatamma	No
35	K. Vasundhara	III B.com (Comp)	6301922230	K. Vasundhara.	No
36	P. Kavya	III B.com (Gen)	8125985350	P. Kavya	No
37	I. Seethamma	III B.com (Comp)	7793997753	I. Seethamma	No
38	M. Sravani	II B.com (Gen)	9493445337	M. Sravani	Yes
39	E. Akhila	III B.com (Gen)	7893055644	E. Akhila.	No
40	M. Nandini	II MScs	8074240283	M. Nandini	No
41	M. Sravani	III B.com (Gen)	8121123533	M. Sravani	No
42	M. Krishna Veni	III BBC	7993751850	M. Krishna Veni	No
43	Ch. Manju Priya	III MScs	7386473374	Ch. Manju Priya	Yes
44	K. Nandhini	III MPC	6304870813	K. Nandhini	No
45	Ch. Priya	III MScs	9398186792	Ch. Priya.	No

Batch-10

[illegible]



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TRAINING AND PLACEMENT CELL ILM CAMPUS PLACEMENT DRIVE

Programme : III B.Sc, B.Com, BCA, MCA& MBA

Date : 01-02-2024

REGISTRATION FORM

SL.NO	NAME OF THE PARTICIPANT	PROGRAMME-COURSE	CONTACT NUMBER	SIGNATURE	QUALIFIED OR NOT
1.	K. Sgavani	III BSc .BBI	9392044713	K. Sgavani	Yes.
2.	Talasila. Devayani	III B.Sc- MSCs	8985288934	T. Devayani	Yes
3.	Kadapa Veplari Chandana ^{mallem}	III BSC - MBC	9014099320	Uo chandana	yes
4.	Imadabathini, Lavanya	II BSc. MSCS	7981882685	T. Lavanya	NO
5.	Gunjari, Saravathi	III BSc. MSCS	7013978972	G. saravathi	NO
6.	medisetty. Harika	III BSc mscs	9398353397	m. Harika	NO
7.	Doddi. Mahima Rechal	III BSc. MPE	9063958979	D.R.B	NO
8.	Kadasala. Sujatha	III BSc. BBI	9121981697	sujatha	NO
9.	Pagilla. Lakshmi	III BSc (MSCS)	9652324743	Lakshmi	yes

Batch-III

10.	Shaik. Fathima.	II BSC - BBC	9390850211	Shaik. Fathima	Yes.
11.	Soma Veda phani Sri	III BSC - MPC's	9390991863	S. Veda phani Sri	Yes.
12.	Balijepalli. Remya	III BSC - MPC's	7670883476	B. Remya.	Yes.
13.	chennupati. SasiRekha	III B.Sc - MPC's	7032108130	ch. SasiRekha	NO.
14.	Billa. Vasavi	III B.Sc - MPC's	9494302075	B. Vasavi	NO.
15.	palla. Keerthi	III B.Sc - MPC's	9676247728	P. Keerthi	NO.
16.	Jallellamudi Naganmalleeswari	III B.Sc - MPC's	9391279552	J. Naganmalleeswari	NO.
17.	Patcha. Preeti	III B.Sc - MSC's	8374762197	P. Preeti	Yes.
18.	Eda. Harika	III BSC - MPC's	9966416463	E. Harika	Yes.
19.	Shaik. Rukhsar	III - BSC - BBC	9381701357	SK. Rukhsar	Yes.
20.	K. Sindhura	III - BSC - BBC	7569749307	Sindhura K	Yes.
21.	Soripathi. Raja Rajeswari	MBA	6281155202	S. Raja Rajeswari	Yes.
22.	Gaddala. Prasanna	III BSC - MPC's	8317651232	G. Prasanna	Yes.
23.	Madugula. Divya	III BSC. MPC's	8328340769	M. Divya	NO.
24.	Athota Blaseena	III BSC. MPC's	8297161310	A. Blaseena	Yes.
25.	Ankam Blessy	III BSC. MPC's	8179250309	A. Blessy	NO.
26.	Mallela. Lakshmi durga	III BSC MPC's	9704623299	M. Lakshmi durga	NO.
27.	Hamsavathu Ramya Bai	III BSC MPC's	9084423213 7909156158	H. Ramya bai	NO.

Batch-IV

Batch-VII.

28.	G. Eunice	III BSc. B.B.C	8985617637	G. Eunice	NO
29.					
30.					
31.	Jammula. N.V.L. Bhargavi	III B.com. (Res)	9160597935	Bhargavi	NO.
32.	Polampalli Sarojini	II B.Sc.	9340303742	Sarojini	NO
33.	A. Jessy (Adisala)	III B.Sc.	7989909784	A. Jessy	NO
34.	Challa. Vijaya Durga	III B.Sc MPCs	7981175269	Ch. Vijayadurga	NO
35.	Kummothi. Jeevnapriya	III B.Sc MPCs	6301966968	K. Jeevnapriya	No
36.	PATEHALA. SINDHU	IV M.B.C	6305692324	Sundh. P	yes
37.	Yenchathi. Angel	IV M.B.C	9160089945	U. Angel	Yes
38.	Talathoti. Meghana	I. B.com (Gen)	79933768691	T. Meghana	Yes.
39.	MUKKU. Pavithra	IV M.B.C	7207377009	M. h.v.	Yes
40.	vanga. Githika	III MPCs	6303278116	V. Githika	Yes
41.	P. Gowthami pasupuleti	III B. Com (Res)	9399109514	P. Gowthami	Yes No
42.	B. Najee	III B.com (Gen)	8374187895	B. Najee	No
43.	Miviyala. Alekhya	III B.com (Gen)	6301949618	M. Alekhya	NO.
44.	Turaka. Malleswari	III B.com (Res)	8919155419	T. Malleswari	No.
45.	Gogi. Reethy. Siva leela	III B.com (Res)	9399396965	G. Siva leela	No

Batch-IX.

46.	Pulimi. Prasanna Bhargavi	II B.com	7396145979	Prasanna	Yes
47.	Syed. Shameh Kabeeza	III B.com (Res)	7671874687	Sp. Kabeeza	Yes
48.	Komirisetty. Hemanjali	III B.com (Res)	9390260218	K. Hemanjali	Yes NO
49.	Al. Alanya	III B.com (Res)	8008703644	Al. Alanya	Yes.
50.					
51.	Dasari. Durga Maureswari	III BCA	9502512538	D. Durga	Yes
52.	KOTHURI YAMUNA	III BCA	6281172821	Y. Yama	Yes
53.	Athota. Anulya	III BCA	6300901704	A. Anulya	No
54.	Shaikh. Shabana Azmi	III BCA	9502732150	SK. Shabana	NO.
55.	K. Tyothsna	III B.com (Res)	7035316817	K. Tyothsna	No
56.	M. Lakshmi prasanna	III B.com (Res)	8341828082	M. d. prasanna	No.
57.	Pasupuleti Mary Harila	III B.com (Gen)	9705480777	P. Mary Harila	Yes.
58.	M. Anusha	III BCA	9347832479	M. Anusha	Yes.
59.					
60.					

Batch-XI

Bar



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Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion - V

Metric – 5.2.1



Criterion – V

5.2.1 Number of placements of outgoing students during the year 2023-24

Offer Letters



Ref Code: ILM/CI/2024-2025/611

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Mukku Pavithra

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/611

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/611

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/611

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/611

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/611

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
		Basic + VDA	₹ 16,347														
		Special Allowance	₹ 860														
		Performance Based Incentives *	₹ 0														
		Gross Earnings (1)	₹ 17,207														
Professional Tax	₹ 0																
ESI Contribution	₹ 130																
PF Contribution (Savings)	₹ 1,800																
<div>Take Home</div> <table><tr><td>Take Home</td><td>₹ 15,277</td></tr></table>		Take Home	₹ 15,277	<div>ILM'S Contribution</div> <table><tr><td>ESI Contribution</td><td>₹ 560</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr><tr><td>Bonus (will be paid in / after April)</td><td>₹ 1,433</td></tr><tr><td>Total (2)</td><td>₹ 3,793</td></tr></table>		ESI Contribution	₹ 560	PF Contribution (Savings)	₹ 1,800	Bonus (will be paid in / after April)	₹ 1,433	Total (2)	₹ 3,793				
		Take Home	₹ 15,277														
		ESI Contribution	₹ 560														
		PF Contribution (Savings)	₹ 1,800														
		Bonus (will be paid in / after April)	₹ 1,433														
Total (2)	₹ 3,793																
		<div>Total CTC (1) + (2)</div> <table><tr><td>Total CTC (1) + (2)</td><td>₹ 21,000</td></tr></table>		Total CTC (1) + (2)	₹ 21,000												
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)																	

ILM/F/023/1.1

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

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(b) Mobile

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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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/603

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Patcha Preethi

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/603

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/603

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/603

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/603

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/603

Annexure - 1				
CTC Breakup Per Month				
CTC		₹ 21,000		
Breakup of the Compensation Basic + VDA ₹ 16,347 Special Allowance ₹ 860 Performance Based Incentives * ₹ 0 Gross Earnings (1) ₹ 17,207		Deductions		
		Professional Tax	₹ 0	
		ESI Contribution	₹ 130	
		PF Contribution (Savings)	₹ 1,800	
		ILM'S Contribution		
		ESI Contribution	₹ 560	
		PF Contribution (Savings)	₹ 1,800	
		Bonus (will be paid in / after April)	₹ 1,433	
		Total (2)	₹ 3,793	
Take Home		₹ 15,277	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)				

ILM/F/023/1.1

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

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(b) Mobile

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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:

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/604

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Talasila Devayani

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/604

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/604

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/604

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/604

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/604

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
		Basic + VDA	₹ 16,347														
		Special Allowance	₹ 860														
		Performance Based Incentives *	₹ 0														
		Gross Earnings (1)	₹ 17,207														
Professional Tax	₹ 0																
ESI Contribution	₹ 130																
PF Contribution (Savings)	₹ 1,800																
		<div>ILM'S Contribution</div> <table><tr><td>ESI Contribution</td><td>₹ 560</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr><tr><td>Bonus (will be paid in / after April)</td><td>₹ 1,433</td></tr><tr><td>Total (2)</td><td>₹ 3,793</td></tr></table>		ESI Contribution	₹ 560	PF Contribution (Savings)	₹ 1,800	Bonus (will be paid in / after April)	₹ 1,433	Total (2)	₹ 3,793						
ESI Contribution	₹ 560																
PF Contribution (Savings)	₹ 1,800																
Bonus (will be paid in / after April)	₹ 1,433																
Total (2)	₹ 3,793																
Take Home		Total CTC (1) + (2)															
₹ 15,277		₹ 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)																	

ILM/F/023/1.1

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

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

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:

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

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/605

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Pagilla Lakshmi

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/605

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/605

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/605

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/605

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/605

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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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)																	

ILM/F/023/1.1

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

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(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:

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/606

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Gaddala Prasanna

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/606

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.
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Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/606

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. (Candidates can also opt to stay on their own at their own cost)
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6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/606

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/606

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/606

Annexure - 1																	
CTC Breakup Per Month																	
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3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)																	

ILM/F/023/1.1

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

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

4. Date of Birth

D	D	M	M	Y	Y	Y	Y

AGE

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

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:

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

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/607

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Athota Blaseena

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/607

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/607

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/607

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/607

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/607

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
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ILM/F/023/1.1

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

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(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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/608

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Shaik Fathima

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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.

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- 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/608

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.
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Financial Growth

Part - 1

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Ref Code: ILM/CI/2024-2025/608

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Ref Code: ILM/CI/2024-2025/608

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2. Medical Certificate (Annexure-3).
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4. Aadhaar copy.
5. PAN copy.

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With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations



Ref Code: ILM/CI/2024-2025/608

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CTC Breakup Per Month																	
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ILM/F/023/1.1

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

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

(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:

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

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/609

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Pasupuleti Mary Havila

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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.

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Ref Code: ILM/CI/2024-2025/609

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/609

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. **(Candidates can also opt to stay on their own at their own cost)**
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/609

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/609

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/609

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
		Basic + VDA	₹ 16,347														
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Professional Tax	₹ 0																
ESI Contribution	₹ 130																
PF Contribution (Savings)	₹ 1,800																
<div>Take Home</div> <table><tr><td>Take Home</td><td>₹ 15,277</td></tr></table>		Take Home	₹ 15,277	<div>ILM'S Contribution</div> <table><tr><td>ESI Contribution</td><td>₹ 560</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr><tr><td>Bonus (will be paid in / after April)</td><td>₹ 1,433</td></tr><tr><td>Total (2)</td><td>₹ 3,793</td></tr></table>		ESI Contribution	₹ 560	PF Contribution (Savings)	₹ 1,800	Bonus (will be paid in / after April)	₹ 1,433	Total (2)	₹ 3,793				
		Take Home	₹ 15,277														
		ESI Contribution	₹ 560														
		PF Contribution (Savings)	₹ 1,800														
		Bonus (will be paid in / after April)	₹ 1,433														
Total (2)	₹ 3,793																
		<div>Total CTC (1) + (2)</div> <table><tr><td>Total CTC (1) + (2)</td><td>₹ 21,000</td></tr></table>		Total CTC (1) + (2)	₹ 21,000												
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)																	

ILM/F/023/1.1

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:

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/610

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Yendrathi Angel

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/610

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.
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Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/610

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. (Candidates can also opt to stay on their own at their own cost)
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B) In case of Covid or Covid type of situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/610

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year subject to meeting ILM'S performance criteria.
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Ref Code: ILM/CI/2024-2025/610

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
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With Best Wishes

Ghouse Pasha
HRD - Recruitment and Operations



Ref Code: ILM/CI/2024-2025/610

Annexure - 1			
CTC Breakup Per Month			
CTC		₹ 21,000	
Breakup of the Compensation Basic + VDA ₹ 16,347 Special Allowance ₹ 860 Performance Based Incentives * ₹ 0 Gross Earnings (1) ₹ 17,207 			

ILM/F/023/1.1

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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(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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

To,
The Director
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48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
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Respected Sir,

Sub: Letter of Acceptance.

Ref: Your offer letter with Ref code ILM / CI / 2024 - 2025 / _____ dated _____

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Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/613

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Murikipudi Samuel Achsah Florance Evangilin

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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.

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Ref Code: ILM/CI/2024-2025/613

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- 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.
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5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/613

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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<div>Note:</div> <div>1. You will be provided free standard outstation accommodation at your place of posting.</div> <div>2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).</div> <div>3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)</div>																	

ILM/F/023/1.1

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

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(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:

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

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/614

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Kokku Hrudayapani

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/614

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/614

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/614

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/614

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/614

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ILM/F/023/1.1

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

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

4. Date of Birth

D	D	M	M	Y	Y	Y	Y

AGE

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

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:

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/615

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Soma Veda Phani Sri

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/615

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/615

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. (Candidates can also opt to stay on their own at their own cost)
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6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/615

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/615

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
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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 **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/615

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
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Note:																	
1. You will be provided free standard outstation accommodation at your place of posting.																	
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ILM/F/023/1.1

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

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

4. Date of Birth

D	D	M	M	Y	Y	Y	Y

AGE

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

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:

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

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/616

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Balijepalli Remya

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/616

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/616

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. **(Candidates can also opt to stay on their own at their own cost)**
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/616

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/616

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/616

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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Total (2)	₹ 3,793																
Take Home		₹ 15,277	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)																	

ILM/F/023/1.1

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

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

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:

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/617

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Syed Shamsh Kabeera

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/617

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/617

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. (Candidates can also opt to stay on their own at their own cost)
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Ref Code: ILM/CI/2024-2025/617

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year subject to meeting ILM'S performance criteria.
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Ref Code: ILM/CI/2024-2025/617

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3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/617

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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<div>Note:</div> <div>1. You will be provided free standard outstation accommodation at your place of posting.</div> <div>2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).</div> <div>3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)</div>																	

ILM/F/023/1.1

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

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(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:

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

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/618

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Talathoti Meghana

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/618

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/618

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/618

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/618

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/618

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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Note:																	
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3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)																	

ILM/F/023/1.1

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

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

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:

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

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/619

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Shaik Asha Shiny

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/619

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.
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Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/619

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. (Candidates can also opt to stay on their own at their own cost)
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6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/619

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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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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 **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/619

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
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		Bonus (will be paid in / after April)	₹ 1,433														
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		<div>Total CTC (1) + (2)</div> <table><tr><td>Total CTC (1) + (2)</td><td>₹ 21,000</td></tr></table>		Total CTC (1) + (2)	₹ 21,000												
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)																	

ILM/F/023/1.1

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

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(b) Mobile

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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:

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/621

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Nagella Hemalatha

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/621

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/621

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. **(Candidates can also opt to stay on their own at their own cost)**
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/621

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/621

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/621

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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		PF Contribution (Savings)	₹ 1,800														
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Note:																	
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3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)																	

ILM/F/023/1.1

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

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(b) Mobile

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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:

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/622

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Chinthabattina Manju Priya

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/622

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/622

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/622

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/622

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/622

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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ILM/F/023/1.1

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

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(b) Mobile

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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:

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/623

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Thota Sandhya Rani

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/623

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/623

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/623

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/623

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/623

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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Total (2)	₹ 3,793																
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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)																	

ILM/F/023/1.1

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

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(b) Mobile

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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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/624

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Kalukuri Divya

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/624

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/624

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. **(Candidates can also opt to stay on their own at their own cost)**
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5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/624

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/624

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846**.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/624

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
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ILM/F/023/1.1

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

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(b) Mobile

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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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/625

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Syed Suhana

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/625

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/625

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/625

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/625

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/625

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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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)																	

ILM/F/023/1.1

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

--	--

6. Permanent
Address

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

Period of Stay

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

(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

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(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:

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/628

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Tulasi Mounika

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/628

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.
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Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/628

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. **(Candidates can also opt to stay on their own at their own cost)**
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6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/628

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/628

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/628

Annexure - 1																	
CTC Breakup Per Month																	
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ILM/F/023/1.1

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

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

4. Date of Birth

D	D	M	M	Y	Y	Y	Y

AGE

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

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:

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

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

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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/631

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Nelapati Eshcol

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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 / induction training for a period of minimum 4-6 weeks in Bangalore during April / May / June 2024. 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/631

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. (Online mode or a combination of 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:**

Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/631

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. **A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/631

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/631

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/631

Annexure - 1			
CTC Breakup Per Month			
CTC		₹ 21,000	
Breakup of the Compensation Basic + VDA ₹ 16,347 Special Allowance ₹ 860 Performance Based Incentives * ₹ 0 Gross Earnings (1) ₹ 17,207		Deductions	
		Professional Tax	₹ 0
		ESI Contribution	₹ 130
		PF Contribution (Savings)	₹ 1,800
		ILM'S Contribution	
		ESI Contribution	₹ 560
		PF Contribution (Savings)	₹ 1,800
		Bonus (will be paid in / after April)	₹ 1,433
		Total (2)	₹ 3,793
Take Home		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)			

ILM/F/023/1.1

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

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(b) Mobile

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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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

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I am enclosing the following Documents:

Documents	Yes	No
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2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/633

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Kema Bhagya Surekha

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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.

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- 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 / induction training will try to equip you with the teaching knowledge and the skills required for your profession in ILM.



Ref Code: ILM/CI/2024-2025/633

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.
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Ref Code: ILM/CI/2024-2025/633

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. **(Candidates can also opt to stay on their own at their own cost)**
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4. **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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B) In case of Covid or Covid type of situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/633

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year subject to meeting ILM'S performance criteria.
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4. **After the preliminary training you should be ready to work anywhere in South India or North India.**
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6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/633

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/633

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
		Basic + VDA	₹ 16,347														
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PF Contribution (Savings)	₹ 1,800																
<div>Take Home</div> <table><tr><td>Take Home</td><td>₹ 15,277</td></tr></table>		Take Home	₹ 15,277	<div>ILM'S Contribution</div> <table><tr><td>ESI Contribution</td><td>₹ 560</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr><tr><td>Bonus (will be paid in / after April)</td><td>₹ 1,433</td></tr><tr><td>Total (2)</td><td>₹ 3,793</td></tr></table>		ESI Contribution	₹ 560	PF Contribution (Savings)	₹ 1,800	Bonus (will be paid in / after April)	₹ 1,433	Total (2)	₹ 3,793				
		Take Home	₹ 15,277														
		ESI Contribution	₹ 560														
		PF Contribution (Savings)	₹ 1,800														
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3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)																	

ILM/F/023/1.1

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

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

9. Contact telephone Number

(a) Land line

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(b) Mobile

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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:

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

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

To,
The Director
Institute of Language Management (P) Ltd.,
48, 49, 50, III Floor, "Ashok Plaza",
Gandhi Bazaar Main Road,
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Respected Sir,

Sub: Letter of Acceptance.

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3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo



Ref Code: ILM/CI/2024-2025/635

ILM'S Educate India Internship (IEII)
OFFER LETTER

To,
Ms. Bhavana Kaladurgi

Date: 08-02-2024

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 2024-2025 from June / July / August 2024 to February / March / April 2025 (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.

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Ref Code: ILM/CI/2024-2025/635

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Faculty L 1 → Faculty L 2 → Faculty L 2 A → Senior Faculty L 3 → Senior Faculty L 3 A → Team Leader L 1 → Team Leader L 2 → Zone Head L 3 → Regional Head L 4

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.



Ref Code: ILM/CI/2024-2025/635

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. (Candidates can also opt to stay on their own at their own cost)
3. Travelling allowance (wherever applicable as per ILM'S policy) will be given for those candidates who get placed outside their home town.
4. **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
5. A) In case of Covid or Covid type of situations 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 situations 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.
6. This CTC may be revised / rearranged at any time based on any changes in the applicable laws.



Ref Code: ILM/CI/2024-2025/635

Our Requirements

1. During the preliminary / induction 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 for the subsequent academic year 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 or North India.**
5. After the preliminary training if you do not report for your assignment, you will have to pay us 45 days (Forty-five days) CTC 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.
6. After the preliminary training and reporting if you wish to discontinue you will have to pay 30 days (Thirty days) CTC along with one month's notice period or 45 days (Forty-Five days) CTC without serving one month's notice period towards notice pay recovery/Early exit penalty.



Ref Code: ILM/CI/2024-2025/635

You are required to send us your acceptance letter of the above terms and conditions on or before **31-03-2024** along with following documents: -

1. Verification Form (Annexure-2).
2. Medical Certificate (Annexure-3).
3. Your recent passport size photograph (2 nos).
4. Aadhaar copy.
5. PAN 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 / 26606816 / 26606846**.

Note: “Even though the last date for acceptance is set as **31-03-2024**, 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



Ref Code: ILM/CI/2024-2025/635

Annexure - 1																	
CTC Breakup Per Month																	
CTC		₹ 21,000															
<div>Breakup of the Compensation</div> <table><tr><td>Basic + VDA</td><td>₹ 16,347</td></tr><tr><td>Special Allowance</td><td>₹ 860</td></tr><tr><td>Performance Based Incentives *</td><td>₹ 0</td></tr><tr><td>Gross Earnings (1)</td><td>₹ 17,207</td></tr></table>		Basic + VDA	₹ 16,347	Special Allowance	₹ 860	Performance Based Incentives *	₹ 0	Gross Earnings (1)	₹ 17,207	<div>Deductions</div> <table><tr><td>Professional Tax</td><td>₹ 0</td></tr><tr><td>ESI Contribution</td><td>₹ 130</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr></table>		Professional Tax	₹ 0	ESI Contribution	₹ 130	PF Contribution (Savings)	₹ 1,800
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<div>Take Home</div> <table><tr><td>Take Home</td><td>₹ 15,277</td></tr></table>		Take Home	₹ 15,277	<div>ILM'S Contribution</div> <table><tr><td>ESI Contribution</td><td>₹ 560</td></tr><tr><td>PF Contribution (Savings)</td><td>₹ 1,800</td></tr><tr><td>Bonus (will be paid in / after April)</td><td>₹ 1,433</td></tr><tr><td>Total (2)</td><td>₹ 3,793</td></tr></table>		ESI Contribution	₹ 560	PF Contribution (Savings)	₹ 1,800	Bonus (will be paid in / after April)	₹ 1,433	Total (2)	₹ 3,793				
		Take Home	₹ 15,277														
		ESI Contribution	₹ 560														
		PF Contribution (Savings)	₹ 1,800														
		Bonus (will be paid in / after April)	₹ 1,433														
Total (2)	₹ 3,793																
<div>Total CTC (1) + (2)</div> <table><tr><td>Total CTC (1) + (2)</td><td>₹ 21,000</td></tr></table>		Total CTC (1) + (2)	₹ 21,000														
Total CTC (1) + (2)	₹ 21,000																
<div>Note:</div> <div>1. You will be provided free standard outstation accommodation at your place of posting.</div> <div>2. Travelling allowance will be paid wherever applicable as per ILM'S policy. (At the place of posting).</div> <div>3. * Performance Based Incentives - Variable component based on your performance. (Between ₹ 500/- & ₹ 2000/- per month)</div>																	

ILM/F/023/1.1

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

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

4. Date of Birth

D	D	M	M	Y	Y	Y	Y

AGE

--	--

6. Permanent
Address

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

Period of Stay

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

(Enclose additional sheet for more than one address)

8. Name of the Jurisdiction Police Station

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

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:

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

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
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

From,

Date:

Pin code:

Ref Code: ILM / CI / 2024 - 2025 / _____

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 / 2024 - 2025 / _____ dated _____

Further to your offer letter selecting me for the post of 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. Verification Form (Annexure-2)		
2. Medical Certificate (Annexure-3).		
3. Your recent passport size photograph (2 nos).		
4. Aadhaar copy.		
5. PAN copy.		

Yours faithfully,

Signature of the Applicant

ILM/F/020/1.0

Affix your Photo