



Subhaharini P

BCA

## Job offer

Dear prospective Trainer,

Greetings!

Hicitizen congratulates you for landing on the right destination for your all round personality development and career advancement. In the meanwhile we derive pleasure in welcoming you into our staff as a Trainer in Communication and Soft Skills.

1. Hicitizen offers you a consolidated pay between Rs. 10,000/- and Rs. 12,000/- based on the outcome of your training.
2. If you may prefer to stay in the school hostel, we offer you food and accommodation without charge and in reciprocation, you will handle the prep of the school.
3. The trainers shall attend our three week training program to be conducted in a residential school, in the month of May, 2021. Accommodation, Training and Materials are provided at Hicitizen's cost. However the candidates will have to pay for their food. The venue of training will be announced in the beginning of May 2021.
4. The training not only covers one's language skills but also interpersonal relationship, adaptability to the working environment etc. Therefore it is mandatory for them to stay in the hostel and not attend as day scholars.
5. The candidates may break away from the training if they do not find it suitable to them, within the first five days.
6. The Trainers shall attend Hicitizen's brush up training on two Saturdays every month.
7. The Trainers shall follow the time table given to them by the school and conduct the training in their given classes in a play way, making use of our materials.
8. The Trainers shall never use harsh words or physically punish the students in anyway. They are required to be friendly throughout, encouraging and motivating the students to speak English on the Campus and take part in the activities.