



Guidance to issue Appointment Letter to DPAT Faculties:

In addition to normal employment terms, our Authorised Training Centers (ATC) are required to add following terms in appointment letter issued to DPAT Faculties. Non-compliance with this shall result in rejection of on-boarding application of faculties to our portal.

Mandatory terms to be added in appointment letter:

- 1) **Designation:** Faculty hired should be given designation of '**DPAT Faculty**' and nothing else.

Sample Clause: "You will be designated as **DPAT Faculty** to train students on DPAT courses certified by InPAT pro".

- 2) **Work Time:** ATC must specify the work timings of faculty hired in the appointment letter.

Sample Clause: "Your work timing will be from XX am to XX pm from XXXday to XXXday.

- 3) **Training:** DPAT faculty shall be trained by InPAT pro as per the rules and regulations set. ATC should make him/her available for the training programs scheduled on regular basis. No training fee shall be collected from the Faculty once they appointed as DPAT Faculty.

Sample Clause: "You will be given training on DPAT course by its certifying authority InPAT pro, therefore you are bound to follow rules and regulation of the same and attend training programs on regular basis till you get certified as **DPAT Certified Trainer**." You will be eligible to receive this training worth of Rs.50,000/- completely free of cost.

- 4) **Exclusivity:** DPAT Faculty hired should only be engaged for teaching of DPAT courses and no other similar courses in ATC location as well as in any other location/company during the tenure of his/her employment. ATC must also add penalty clause for the same.

Sample Clause: "During the period of your employment with us, you will be engaged in teaching of DPAT courses only and no other similar courses in commerce domain. Further, you are not allowed to engage in teaching of similar course in any other organisation during the tenure of this employment. Non-compliance with this clause, will result in immediate termination from the employment, as well as you will not be eligible to receive any certificate or experience letter. Further, we can claim monetary compensation for the estimated loss due to misuse of training taken."



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- 5) **Notice Period:** ATC must have a notice period policy for experienced candidates.

***Sample Clause:** You may resign from the position of DPAT Faculty with prior written notice of 60 days or till the last date to complete existing batch, whichever is later. When the agreed notice is not given, the unexpired notice to be paid based on monthly remuneration fixed. Failing which we can take disciplinary procedures and initiate the legal action.*

- 6) **Termination:** In case of fresher/inexperienced candidates, ATC must enter into a lock-in period agreement with the DPAT Faculty with penalty clause for termination before the lock-in period ends.

***Sample Clause:** You shall be in Lock-in period for a period of X year from the date of this appointment letter and shall not have right to terminate this agreement during this lock-in period. Failing which you are required to refund training cost of Rs.50,000/- incurred on you.*

Please note that Appointment Letter issued including above clauses only shall be approved by InPAT pro to onboard your candidate as DPAT Faculty. All other application shall be rejected.

