

Internship offer letter

Ref No.: LDSL/HRD/2021/08/033

Date: 31st August 2021

To,
Ms. Aditi Jain,
Udaipur, Rajasthan

Dear Ms. Aditi Jain,

We would like to congratulate you on being selected for the educational internship programme based on the campus drive which was held at Techno NJR institute, Udaipur on 19th August 2021. we are pleased to offer you the position of **INTERN** on the following terms and conditions:

1. Your Internship will be in the department of **"DESIGN FACTORY" (Software section)** at **"UDAIPUR"** with effect from **01st September 2021 and will be valid** for the period of One Year till **31st August 2021** unless and otherwise renewed in writing.
2. You will be paid a consolidated internship stipend of **Rs.10000/- per month, (Rupees Ten Thousand Only)** during the period of your Internship. Security deposit amount of Rs. 2000/- (Rupees two thousand only) shall be deducted from your per month stipend which would be paid to you only after successful completion of two years.
3. On completion of your internship period, your performance shall be reviewed. Accordingly, you will be accommodated as **GRADUATE ENGINEER TRAINEE** on the payroll of Lipi Data Systems Ltd.
4. Absence for a continues period of seven days before without prior approval of your superior, would result in losing your lien on the internship and the same shall automatically come to an end without any notice or intimation.
5. During the course of your internship with the company, either party can terminate the terms of employment by giving one month notice or stipend in lieu thereof by either side.
6. You will not be eligible to any other benefits which are applicable to the other regular employee of the company.

7. During the period of your internship engagement with the company, you will devote full time to the internship.
8. During your internship, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind otherwise, without the prior written permission of the company.
9. You will be required to maintain utmost secrecy in respect of official documents, commercial offer, Technology, Software packages license, company's policies, company's patterns & trademark and company's human assets profile.
10. If at any time in our opinion, which is final in this matter you are found non performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your internship may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
11. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having dealt with the company and if you are offered any, you should immediately report the same to the management.
12. This internship letter is being issued to you on the basis of the information and particulars furnished by you in your application (Including bio data), at the time of your interview and subsequent discussions. If, it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this engagement, the management may take such action as it deems fit in its sole discretion, including termination of your trainee engagement.
13. You will be responsible for safekeeping and return in good condition and order of all company property, including hostel/accommodation which may be in your use, custody or charge.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this letter and return to us.

FOR LIPI DATA SYSTEMS LTD.



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AVP – HUMAN RESOURCES

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