

December 31, 2017

Ref: Profinch/HR_T/2017/T0156

Harshita Jain
Bangalore
Email: 1996jainharshita@gmail.com
Tel: +91 9166445550

Sub: Offer for undertaking Training as an Intern

Dear Harshita,

This has reference to the various discussions you had with us and we are pleased to offer you a position as an Intern, for a period of 6 months, based at Bangalore.

This offer is subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the offer:

1. Pre-requisites

You will have to submit copies of the following documents, along with a verification against their respective originals at the time of joining:

- i. All educational qualifications/ certificates from Class 10 to your highest education
- ii. The detailed mark sheets for the last degree you acquired
- iii. Copies of your latest passport size colour photographs (in formal wear, on white background)
- iv. Your PAN card and passport (if available)

Your appointment will be subject to verification of your documents against the information provided by you in your resume.

Your appointment will be subject to your being found medically fit, including where necessary, a pre-joining medical check-up done by a medical panel appointed by us.

2. Joining Date

You are requested to report at our office in Bangalore, at the address mentioned on this letter for completion of joining formalities, on January 22, 2018.

3. Working Days

We work five days a week from Monday to Friday. The normal working time is from 9:00 A.M to 6:00 PM, with a lunch break of 60 minutes.

All interns are eligible for 1.5 calendar days leave for every month worked as an intern.



4. Benefits

During the period of your work as an intern, you are entitled for the following compensation:

Benefits	Revised (Rs.)
Stipend	5,000.00
City Allowance	5,000.00
Special Allowance	5,268.00
Gross	15,268.00
ESIC Contribution Employer	725.00
Total	15,993.00

These amounts will be payable at the end of each calendar month of work.

5. Confirmation for Employment and Termination of Employment

During the course of your tenure as an intern, your performance and work will be subject of evaluation.

Such evaluation will be undertaken by your supervisor(s) in Profinch periodically. Additional evaluation may be undertaken if deemed necessary by the company.

On completion of the evaluation and the minimum tenure of internship, one of the following may happen:

1. You could be confirmed as a regular employee at terms and conditions then prevalent in the company, and which will be notified to you at that time
2. You could be offered an extension of internship period
3. The internship period could be completed without any continuing obligation on either side

6. Abiding by the rules and regulations of the company

Please note that during the Internship Period you will have to abide by the Rules and Regulations of the Company notified from time to time, some key elements of which are as follows:

1. You are expected to devote your entire working time, energy, and attention exclusively to your duties in connection with the Company, and you shall not take up employment in, or be a consultant to, any other organization while undergoing Training with the Company.
2. You shall not, whether while under Training by the Company or otherwise, use or disclose to anyone, any of the trade secrets or confidential information of the Company.
3. All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" or in any other matter conceived/ created/ made fully or in part by you during your period of Training with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company.

This Internship Offer shall be governed and construed in accordance with the laws of India, and be governed under the sole jurisdiction of Courts in Bangalore, Karnataka.

If any of the clauses or sub clauses of this Internship Offer become invalid or be so judged, the remaining clauses or sub clauses shall remain in full force and effect.

If you agree to these terms and conditions, kindly return a duly signed copy of this letter within seven days of your receiving it.



If you require any additional information or clarification regarding the same please do not hesitate to contact us.

Yours sincerely,

For Profinch Solutions Private Limited



Jaskaran Singh Bhogal
Executive Director

I have read and understood the terms and conditions of the above internship offer and I unconditionally accept the same without any reservations whatsoever.

To be signed by the intern

Name:

Place and date:

