

Ref No. BSPL/HR/ APP-Trainee/35/2022

Date:10.03.2022

To,

Ms.Sudha Rani Veera

**Sub: OFFER LETTER**

Dear Sudha,

With reference to your application for the position of intern in our organization and your subsequent interview, we are pleased to offer you the position of INTERN (TRAINEE) in our company on the following terms and conditions: -

1. With effect from 21.03.2022, you will be on INTERNSHIP TRAINING for a period of six Months. This period may be extended for further six months at the discretion of the company.
2. You will be based at our Hyderabad office, Dallas Center, 8<sup>th</sup> Floor, Survey No.83/1, Hitech City, Hyderabad-500032.
3. While on Internship/Training you will be entitled for an all-inclusive stipend of Rs. 22000/- per month.
4. On satisfactory completion of your Internship/Training, you will be placed in appropriate grade, if found suitable.
5. You will adhere to instructions of your superiors and abide by the training schedules and rules of discipline either existing or enforced from time to time.
6. During your Internship/Training, your performance will be under review and assessment by the management and if management is not satisfied with your ability or performance, your Internship/Training is liable to be terminated without notice or without assigning any reason.
7. You will adhere to regularity, punctuality and shall learn trade/work diligently.
8. In order to give you wider exposures, during training, you may be transferred to any other section or department or you may be transferred to any other establishments (Existing or which may be setup in future) under the same management anywhere in the country.
9. You will undergo all kinds of tests/exams-written, oral or practical during training. Unless you pass these tests and exam, you will not be declared having successfully completed the training.

10. You shall not divulge to any person/company/firm/establishment any knowledge, information, processes, technology, ideas etc. concerning the company, which you might acquire during Internship/Training.
11. While undergoing Internship/Training, you will not take up any other job or business, part time or full time, without written permission from the management.
12. In the event of your resignation from service of the company during the internship/Training period, you will have to serve 30 days of notice.
13. Your notice period after complete your internship period will be of 3 months (or the wages/salaries in lieu) in writing.
14. You are required to submit following documents on the date of your reporting for Internship/Training, without which, you may not be considered: -
  - I-Educational & Professional Qualification Certificate's. (10<sup>th</sup> & 12<sup>th</sup>- Original and one copy)
  - II. 5 Passport Photographs.
  - III. Physical Fitness certificate.
  - IV. PAN Card, Aadhar Card. (Original and one photocopy).

If the above terms & conditions are acceptable to you, please send your acceptance through return mail as token of having accepted the same.

Bharuwa Solutions Pvt. Ltd.

  
Authorized Signatory

