

19th December 2020

Sreelekha Nossam
D.No 2/239
Eswar Reddy Nagar
Somulavaripalle
Proddatur
Kadapa

R151157

Reg: Internship Offer

Dear Sreelekha

Congratulations!

With reference to your application and the subsequent discussions you had with us, we have pleasure in engaging you as an **Intern** on the following terms and conditions

1. **Period of Engagement:** The assignment will be for a period of 6 months commencing from your date of joining 19th December 2020 till 19th June 2021

2. **Place of Posting:** Your initial place of posting will be at our registered office at 6th Floor, C-Block, Anjaneya Towers, Ibrahimpattam, Krishna (Dt.), Andhra Pradesh 521456. Due to the nature of the business and your job duties, you may be required to travel within the Amaravati Capital region and outside of the region.

You are requested to report at Head Office to complete the joining formalities.

3. **Compensation:** You will be paid a stipend of Rs.10,600/- (Rupees Ten Thousand Six Hundred Only) and Statutory deduction viz ESI etc will be deducted from your monthly stipend payment during the period of your internship. You will not be eligible for any other benefits offered by the company to its regular employees.

As part of your assignment, you may be required to travel to different Units, customers, etc. at various locations across the country.

4. **Employment offer:** Your performance would be assessed from time-to-time. Upon satisfactory completion of the training and submission of the qualifying degree/final semester mark sheet you will be provided with an offer letter confirming your position as "Trainee" as per the company norms.

5. **Extension/Termination:** Your internship period may be extended for further period (s) as the management may deem fit or can be terminated without any notice / compensation or assigning any reasons thereof at the discretion of the management.

6. **Transfer:** You will be liable to be transferred to any location / Business Unit as may be found necessary from time to time.