

SUBJECT: INTERNSHIP LETTER

Dear Vicky

CONGRATULATIONS!

1. With reference to our discussions, we are pleased to make an offer of internship to you with Innovins Softtech Solutions Private Limited **20th May 2019**.

2. You will be designated as **"Web developer Intern"**. During your intership period, your stipen would be Rs. 6000 per month.

3. The internship period will be for 3 months where you undergoing training, certifications etc and evaluated on your performance.

4. You will be bound by all the existing rules and regulations of the Company and those that may be framed and incorporated from time to time. These policies are available with the Human Resources Dept. and you are expected to familiarize yourself with those.

Leave Policy:

- i. Total Paid Leaves: 4 Paid Leaves classified as follows:
 - a) Sick Leaves (SL) - 2 Days
 - b) Casual Leaves (CL) - 2 Days
- ii. Sick Leave can be uninformed, But sick leaves more than 2 days needs to be accompanied with a doctor's certificate. It can be taken on a Friday/ Monday. SL is not allowed if CL is taken on previous day.
- iii. Casual Leaves have to be informed in advance (2 days in advance). It can be taken on a Friday/ Monday. If a Casual Leave is taken Friday to Monday at a stretch, it is considered as a sandwiched leave and the person is entitled for a leave deduction of 4 days.

Please Note:

- i. Leave policies will be applicable right from the date of joining
- ii. Any half day/ early leave application for a day should be applied, one day in advance so the schedule can be planned accordingly. Any such instant applications stays automatically disapproved.

- iii. In case if all the paid leaves are exhausted and you apply for any more leaves, it automatically gets disapproved. You are expected to abide by this rule and kindly do not re-request further leaves.
- iv. Disapproved leaves if taken may also lead to immediate termination on grounds of misconduct.
- v. The paid leaves policy is not applicable while serving the notice period on resignation/termination. The employee is expected to serve the entire notice period for the satisfactory handover, in case of failure to do so, the notice period shall be extended further for the days absent if required.
- vi. The leave policies are subject to change in the interest of the company, but shall be informed orally or in written.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance of this Offer of Internship.

At the time of reporting for work, please ensure you bring two copies of the following:

- Photocopy of proof of date of birth and educational qualifications together with the originals.
- Photocopy of Address Proof.
- (Any one of the following – Passport / Ration Card / Electricity Bill / Phone Bill / House Agreement Copy)
- Two (2) Passports sized photographs.
- Photo ID (Any one of the following – Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID)

Welcome to Innovins Softtech Solutions Private Limited and we wish you a rewarding career.

For Innovins Softtech Solutions Private Limited,

For INNOVINS SOFTTECH SOLUTIONS PVT. LTD.
Ashwathi Pilankar
Director, Authorised Signatory

Ashwathi Pilankar
Director