

To
Kuldeep singh
Subject: Internship Offer Letter

Date: 13th January, 2025

Dear Kuldeep singh

In reference to your application, we would like to congratulate you on being selected for an internship with the JIET medical college & hospital. Your work is scheduled to start on **20th January, 2025** for a period of 6 months. During this period, you will get paid **Rs. 25,000/month** (Rupees Twenty-Five Thousand Only) and you will be working as a **‘Computer hardware & networking engineer’**. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is **6** days a week.
- Your first month salary (30 days) will be on hold and released along with your fourth month salary.
- Examination form needs to filled before on boarding.
- Please note exam leaves will not be provided in the first 3 months from the date of joining, also if leaves are availed before the dates mentioned in the exam form (salary for first month KT- will not be provided because we have to give again KT due to GAP or Breaks) or will not continue internship due to wrong information.
- As per your KPI, you will be expected to have a minimum of 3 hours of call time. Failing to meet your KPI, will automatically fall into absenteeism.
- During this Internship, you are eligible to get up to Rs. **2, 00,000/-** as an incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at JIET medical college & hospital.

- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve **30** days of notice period without fail, or else the management of JIET medical college & hospital can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including break.
- After the successful completion of 6 Months Internship period total CTC would be upto Rs **6,00,000** INR based on the performance.
- If the college/university exams are pending then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.
- No leaves would be allowed during 1st month of your employment (allowed only if it is genuine). If you are taking leaves we would be requiring supporting and admissible documents for the same

Yours truly,

JIET MEDICAL COLLEGE & HOSPITAL



Deependra singh
Manager- Human Resources