

INTERNSHIP ACCEPTANCE

This is to inform you **Miss. Afeefa Batool** that the management of **Prosigns**, has found your application for the position of **Developer (Internship)** to be satisfactory, leading us to believe that our decision to offer you internship in our company shall be an appropriate one. We congratulate you on your selection.

TERMS & CONDITIONS:

- **Joining Date:** **14th March, 2022**
- **Shift/Timing:** **1:00PM to 9:00PM (Minimum 40 Hours per Week)**
(Note: You have to complete 40 Hours per week from Monday to Saturday)
- **Work Days:** **Monday to Friday**
(Saturdays are on-call depending on the workload & client meetings)
- **Stipend:** **10,000Rs (Ten Thousand Only) + 5% Per Sale Revenue**
(Note: Stipend shall start from second month of internship only 5% percent per sale commission shall be given in first month, after 4 month Internship period, based on the performance you shall be hired on permanent basis with fixed salary starting from 20,000 to 35,000 with benefits).
- **Probationary Period:** First 7 Days shall be probationary. In probation we will check your learning capabilities.
- **Leaves:** **Two Leaves Each Month (6 Leaves)**
(Note: More than Two Leaves shall be deducted from the stipend)
- **Early Resignation:** If you resign/quit from your position/job before completing **20 Days** in your first month of internship after joining, stipend shall not be claimable by you.
- **Notice Period:** **15 Days (As Intern)**
(Note: Completing Notice Period is mandatory to fulfil before leaving the internship, if notice period is not completed by you in internship, One month Stipend shall be retained and shall not be claimable by you)
- **Resignation:** In case of termination or resignation, remaining stipend or balance shall be dispersed/transferred after 30 days of cool-off period from the date of termination or resignation as per the HR and Admin Policies.
- **Fine / Penalties:** Late arrival and uninformed leaves shall be deducted from your stipend.
- **Trainings:** Complete training shall be provided on all our services and products.

YOUR JOB DUTIES ARE AS FOLLOWS:

(Employment Contract & HR Policies shall be furnished after joining the job)

- Assist in writing well designed, testable, efficient code by using best software development practices.
- Assist in creating website layout/user interface by using standard HTML/CSS practices.
- Assist in integrating data from various back-end services and databases.
- Assist in gathering and refining specifications and requirements based on technical needs.
- Assist in creating and maintaining software documentation.
- Assist in maintaining, expanding, and scaling sites.
- Keep up to date into emerging technologies/industry trends and apply them into operations and activities.
- Collaborates with web designers to match intent of visual design.

We thus welcome you to the fold, **Congratulations!**

Regards, 

Nayab Raheel (Chief Executive)