



**GKIndex**  
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202103/ITN/1001

Date: 25th March 2021

To, Mr. Anandu B.S,  
TKMCE,Kollam

Sub: Internship with GkIndex

Dear Student,

With reference to your Application, we are pleased to invite you for the internship at our office in Bangalore Location. You are requested to report on or before 5th April 2021 at 9.30 AM in our office premises and report to the HR department. Kindly communicate your acceptance of the internship by email confirmation to [gkindex@gkindex.com](mailto:gkindex@gkindex.com) and returning it to us. The details of policies and procedures that need to be adhered during internship are provided in the Annexure A

For GKIndex  
G Anil Kumar  
C.E.O

## Annexure – A

**Office Timings:** We follow the working hours on all weekdays i.e., Monday to Friday. The office hours are between 9.30 AM till 7:00 PM Weekly Off: Saturdays and Sundays.

**Stipend:** You will be paid a stipend of Rupees Ten Thousand for your expenses during the internship period.

**Leave Policy:** You shall be entitled to 1 leave per month, during your internship period. Prior sanction of leave from Project Manager and communication of the same to the HR department is a must. Any additional leave taken will have deduction in stipend.

**Holidays:** GKIndex follows a standard list of Public Holidays throughout the year. List of the same will be available in the Leave Management System of the company.

### Duties and Responsibilities:

- The company expects you to work with a high standard of initiative, efficiency, and economy. You will perform, observe, and conform to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- You shall neither divulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise particulars or details of the company's technical know-how, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our intern.
- It is a condition that during the continuance of your internship you shall not disclose to any person, without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealing, transactions, or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the company includes information concerning client lists, business, databases, marketing plans and strategies.
- You will not enter any commitments or dealings on behalf of the company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the company or exceed the authority or discretion vested in you without the previous sanction of the company or those in authority over you.
- You will be responsible for the safekeeping and return in good condition and order all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages from you and take such other action,



as it deems proper in the event of your failure to account for such material or property to its satisfaction.

**Termination of internship:** In the event of your decision to discontinue your internship with us, you shall give 1-week notice.

**General:**

1. You shall maintain proper documentation of all the projects in which you are involved for the work done by you directly or under the supervision of a senior company person.
2. You will be covered by the service rules and regulations including conduct, discipline, and administrative orders any such rules or orders of the company that may be in force from time to time.
3. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be conclusive proof of your date of birth.
4. You must intimate the management of any change in address within a week from the change of same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
5. During the tenure of your internship, you will have to be regular in attendance and punctual in reporting to duty.
6. Dressing sense should be decent (We follow casual and professional dresses).
7. You will not disclose any information regarding the affairs, or products dealt by the company, which has come to your knowledge during your tenure of service; the disclosure of which is likely to be prejudicial to the interest of the company.
8. You will be required to abide by the rules and regulations of the company, and you will carry out such duties as are assigned to you from time to time by the company management.
9. You will not be allowed to use the company-owned computer systems with computer software that is not approved by the company management.
10. You will adhere to the general company guidelines that are followed by the full-time employees.