

Date: 29th Dec 2022

To: Konsam Devkanta Singh

Dear Konsam,

This has reference to your application and subsequent interview you had with us. We are pleased to offer you the position of **Project Trainee** for our **Shillong Office** at the below address. **Medusind Solutions, Shillong Technology park Umsawli, New Shillong, Meghalaya – 793012. Landmark – NIFT Campus.**

The internship period is for 6 months from the DOJ & your stipend for the internship period will be Rs. 15,000/- (Rupees Fifteen Thousand only) per month.

You are required to join the Organization for your internship on or before **08th Feb 2023**. On joining please hand over copies of your age proof, qualification certificates, three passport-size photographs, cancelled cheque of your personal bank account, and a letter from your institute for enrolling for the internship. You are required to produce a letter from your Supervisor/Head of Department/Principal/ Institute, indicating your status in the Institution and "No Objection" for allowing you to undergo an Internship program for a period of six months.

On completion of the internship program, your performance will be reviewed by your Supervisor. If the performance is found to be satisfactory, and there are positions vacant for your roles, you will be considered for regular employment with the Company.

You will have to abide by the Company's code of conduct during your internship period.

Kindly sign the duplicate copy of this letter as a token of having received its original and acceptance of the same.

We warmly welcome you and hope that you make this period beneficial. If you are unable to join on the said date, the offer for the internship will stand null and void.

*Please ensure to bring your Original Documents on the Date of Joining for the verification.

Yours sincerely,

FOR MEDUSIND SOLUTIONS INDIA PRIVATE LIMITED

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Kranti Munje

Chief Human Resources Officer