

Date: 29-03-2022
RFH No: HEPLRFH00717

Dear Mr/Ms daharani,

OFFER OF APPRENTICESHIP UNDER NAPS

This has reference to your application for Apprenticeship Training with **Hema's Enterprises Private Limited** (hereinafter referred to as HEPL).

Subsequent to our discussions and assessments, we are pleased to confirm the Offer of Apprenticeship Training as **Sr. Accounts Executive** in IT Faculty/Specialisation under **NAPS (National Apprenticeship Promotion Scheme)** on the following terms and conditions:

1. You shall be eligible for an all-inclusive Stipend of **Rs 6,00,000 /- (Six Lakhs Indian Rupees only)** per month during the period of Training. Your Training will commence on **15-02-2022**
2. This offer of Apprenticeship shall stand automatically cancelled in the event of you failing to report for Training on the said date.
3. **Notice Period** for withdrawal from Apprenticeship shall be 45 days. The Company may at its discretion, discontinue the Apprenticeship engagement on account of non-performance of expectations as per the terms and conditions of Apprenticeship by the Apprentice. In such cases, the Company may extend a notice to the apprentice, 15 days in advance of the date of discontinuance of Apprenticeship.
4. **Alternate Engagement prohibited:** During the course of your apprenticeship training, you are not permitted to engage yourself in any full time or part time employment or Training or Apprenticeship or any such services that may directly or indirectly violate the rights of HEPL. In such circumstances of proven engagement, your apprenticeship engagement with HEPL shall be liable to be terminated at the discretion of HEPL.
5. **Policies:** During the course of engagement as Apprentice, you shall be governed by the people policies of HEPL and shall be duty bound to adhere to and abide by the provisions of the HEPL Code of Business Conduct and Policies related to Privacy, Confidentiality, Intellectual Property and Non Disclosure.
6. **Nature of Engagement:** The Engagement is purely Learning in nature and defined by the NAPS Framework. At no point during the engagement shall this relationship be construed as employer-employee relationship, The relationship as Apprentice shall cease to exist close of work hours of last day of engagement as Apprentice and no lien shall .

You may reach out to the appropriate Talent Acquisition Specialist / HR Business Partner for any clarifications about the offer of Apprenticeship Training. Please confirm your interest in the Offer of Apprenticeship by a reply mail to the Sender of this note, at the earliest.

We wish you the very best in your Learning Journey with HEPL.

For Hema's Enterprises Limited

Talent Acquisition Specialist

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