



Site Guru Private Limited
CIN: U62012UP2024PTC210446

43, Jayantipur, Sulem Sarai

Prayagraj - 211011

SG/Letters/2024-25/178

Dated: 24.03.2025

Appointment Letter

Dear Dinesh Pawar,

We are pleased to offer you the role of "Full Stack Developer" internship at Site Guru Pvt. Ltd.. A detailed description of your duties and responsibilities will be provided during your induction program.

Internship Terms and Conditions

- **Internship Duration:** The internship will initially last for a minimum of six months. However, the duration of the internship may be revised based on your performance and the needs of the company.
- **Performance Review:** Your performance will be reviewed after 60 days. Based on your performance during this review, we will consider offering you a permanent job position or stipend increment.
- **Stipend Payment:** Your first stipend will be paid after 45 days of your start date. Subsequent stipend payments will be made at regular intervals of 30 days. As per our company policies, 15 days payment will be retained by us until internship completion or promotion for job.

Work Schedule

- **Working Hours:** You will be working six days a week with working hours from 10:00 AM to 6:30 PM. Lunch time is from 02:00pm to 02:30pm. Working 7.5 hours is mandatory every day. In case of some important / urgent other works, you can take prior permission from your manager for hours off during day and cover those same working hours during evening / night. You are expected to work 45 hours in a week and 180 hours in a month.
- **Reporting Requirement:** You are required to report your work done to your supervisor / manager every day.
- **Mandatory Meetings:** You are expected to attend all meetings as required by your role. These meetings will be scheduled as needed and may include team meetings, project updates, and other relevant discussions. Meetings with clients may happen outside working hours and you need to report about those meetings if they exceed 10mins.
- **Work Location:** You agree to work from the office as required by the company. Work from home will not be permitted unless specifically authorized by the company. If you are permitted to work from home, you are strictly prohibited from working for any other company or engaging in any other employment or business activities. Violation of this condition will result in immediate termination of your internship.

Compensation and Benefits

- **Internship Stipend:** Your stipend during first month of the internship period will be ₹8,000 per month, plus performance-based incentives. After first month, it will be increased as per your performance.
- **Post-Internship Review:** Upon successful completion of the internship and based on performance, we will discuss and revise the salary for a permanent role, if offered.

Attendance, Absence and Leave Policy

- **Absence Without Information:** Any absence without prior information or approval will result in a loss of payment for the hours missed.
- **Salary Deduction:** If you are absent without valid reasons or prior approval, your stipend will be deducted proportionately for the days/hours absent.
- **Sundays & Lieu Leave:** You can choose to work on Sunday and take leave on any other day in next week. You need to inform about this on Friday.
- **Casual & Sick Leave:** You can take 1 day Casual Leave and 1 day sick leave in every month.

Employment Terms

- **Exclusive Employment:** While employed with Site Guru Pvt. Ltd., you agree not to work for any other company or engage in any other employment or business activity that may conflict with your duties or affect your performance with us.
- **Document Accuracy:** You are required to provide accurate and truthful information and documents. Any falsification or misrepresentation of documents will result in strict action, including possible termination of your internship and legal consequences.
- **Adherence to Company Policy:** You are expected to adhere to all company policies and procedures. Failure to comply with these policies will result in strict action, which may include termination of your internship.

Notice Period and Resignation

- **Notice Period:** In the event that you wish to resign from your position, you are required to serve a notice period of two weeks and complete the project assigned to you. If you choose not to serve this notice period and complete the project, you will be required to pay an amount equivalent to two week's stipend.
- **Full and Final Settlement:** In the event of resignation or termination, your full and final settlement will be processed within four weeks from the date of occurrence. However, if you are terminated within the first three weeks due to absence, policy violations, failure to complete required working hours, or non-completion of assigned tasks, no payment will be issued.

We are confident that you will be a valuable asset to our team and look forward to welcoming you to Site Guru Pvt. Ltd. By accepting this offer you agree to follow the company policies as amended from time to time.

Candidate Sign

Please sign and return a scanned copy of this letter to acknowledge your acceptance of this position. Your first day of work will be 1st April 2025.

If you have any questions, please do not hesitate to contact Sawan Saras at hr@site.guru

You have been permitted to work from home.

Sincerely,

Harshita Kushwaha

[Director, Site Guru Pvt. Ltd.]

SITE GURU PVT. LTD.

Harshita **DIRECTOR**

Candidate Sign

Sawan



भारतीय विशिष्ट ओळख प्राधिकरण

Unique Identification Authority of India



पत्ता:

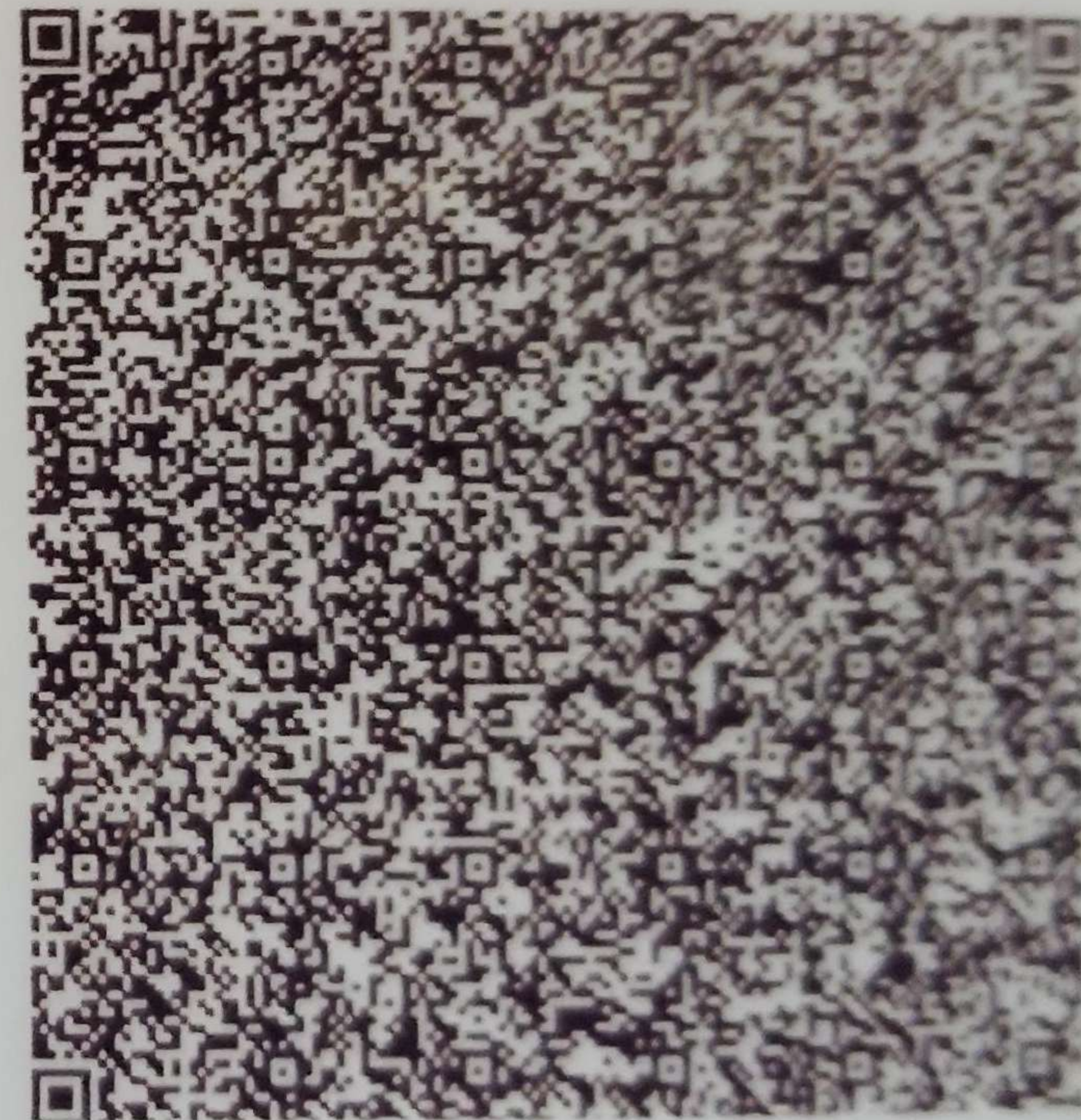
कोरडगाव, शिवार, औरंगाबाद,

महाराष्ट्र - 431116

Address:

Koradgaon, PO: Shivar, DIST: Aurangabad,

Maharashtra - 431116



4370 8335 2076

VID : 9116 7072 5656 0708



1947



help@uidai.gov.in



www.uidai.gov.in

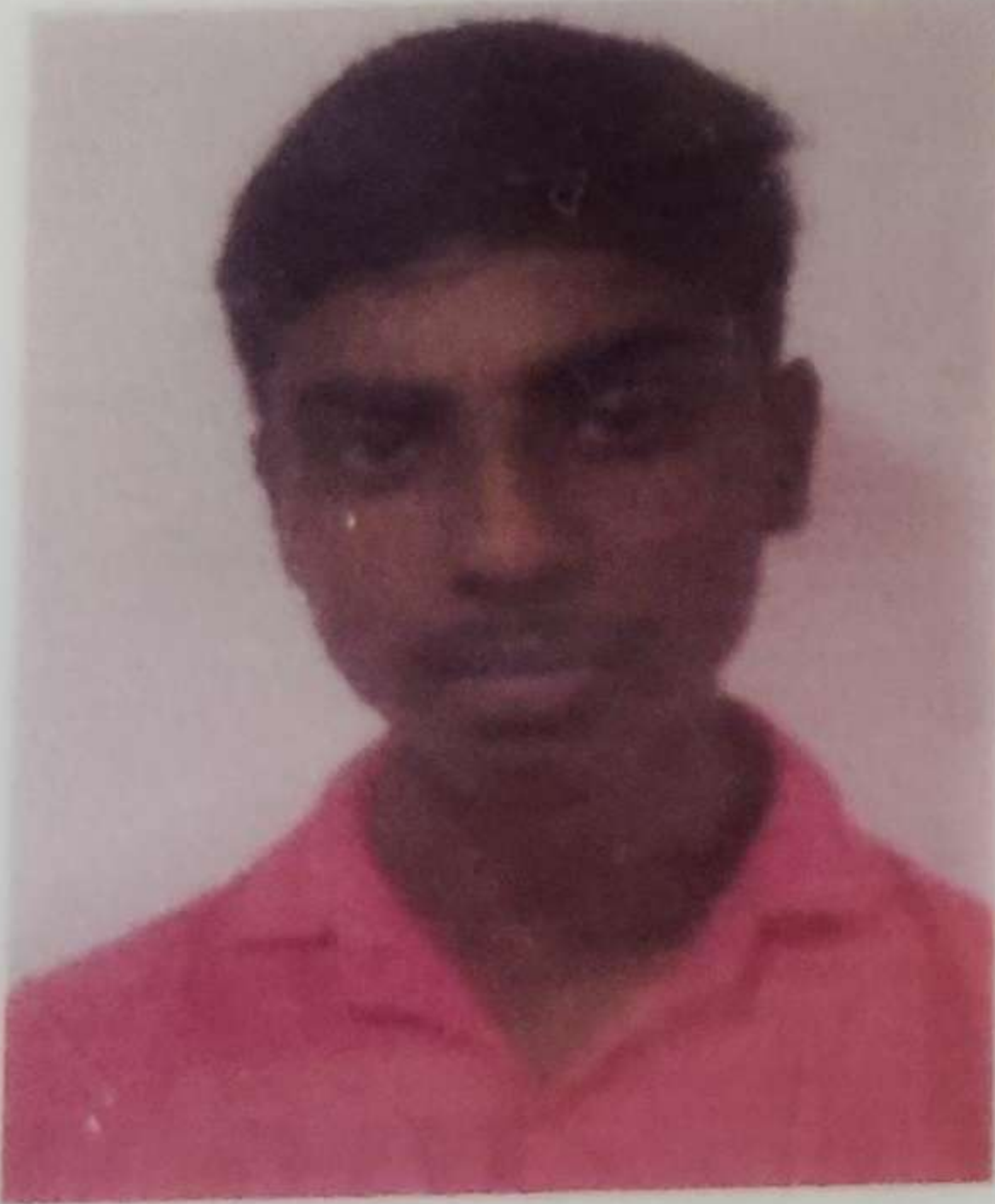
Details as on: 10/08/2024



भारत सरकार
Government of India



Aadhaar no. issued: 01/08/2015



दिनेश संजय पवार
Dinesh Sanjay Pawar
जन्म तारीख/DOB: 07/07/2004
पुरुष/ MALE

आधार हा ओळखीचा पुरावा आहे, नागरिकत्व किंवा जन्मतारखेचा नाही.
हे फक्त पडताळणीसाठी वापरले जावे (ऑनलाइन प्रमाणीकरण किंवा Qr कोडचे
स्कॅनिंग/ ऑफलाइन XML)

**Aadhaar is proof of identity, not of citizenship
or date of birth.** It should be used with verification (online
authentication, or scanning of QR code / offline XML).

4370 8335 2076

माझे **आधार**, माझी ओळख

आयकर विभाग
INCOME TAX DEPARTMENT

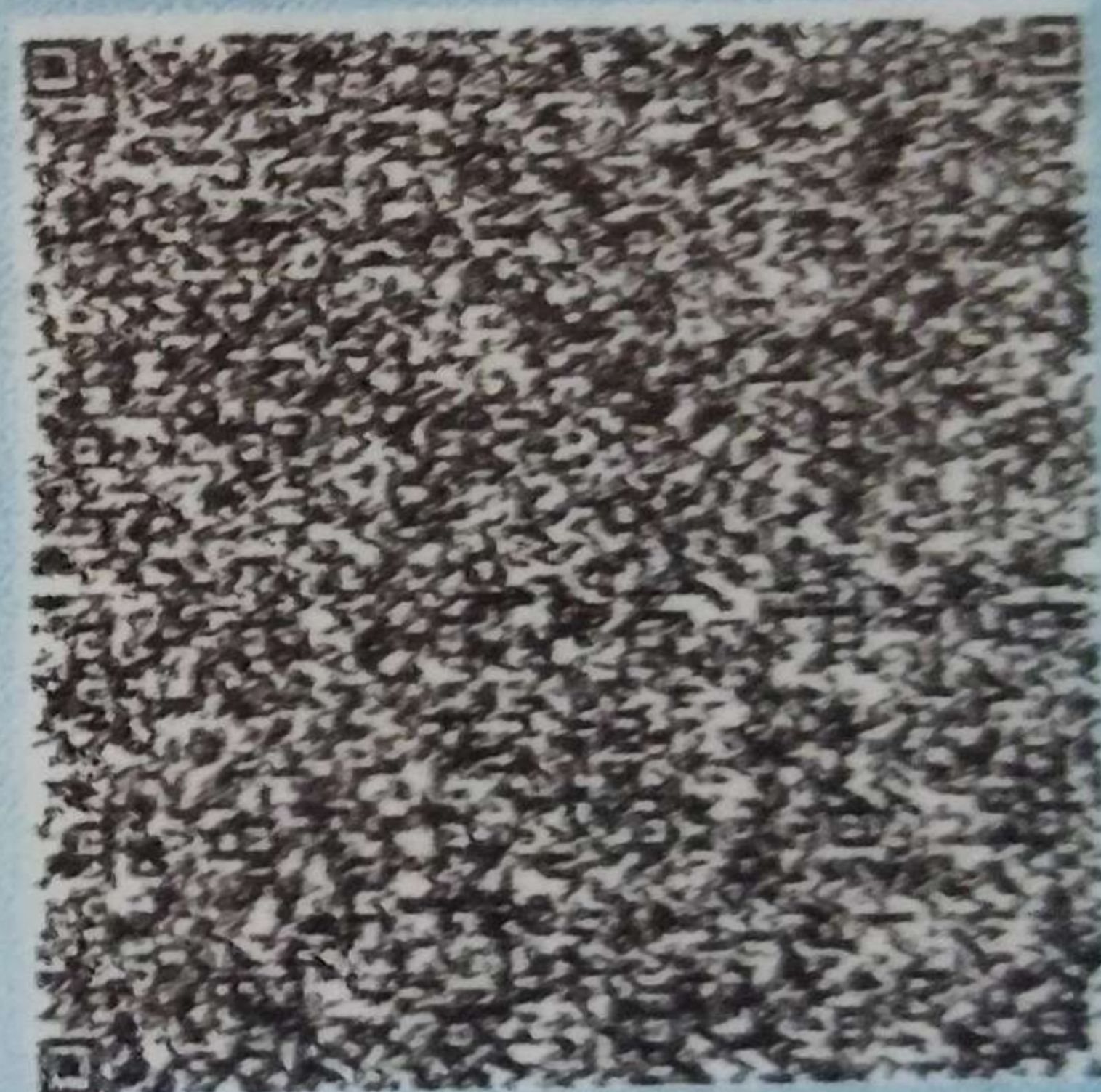


भारत सरकार
GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड
Permanent Account Number Card

MINOR

GRJPP6010H



नाम / Name

DINESH SANJAY PAWAR

पिता का नाम / Father's Name

SANJAY PANDHARINATJ PAWAR

जन्म की तारीख /
Date of Birth

07/07/2004

संजय पंधरनाथ पवार

हस्ताक्षर / Signature

इस कार्ड के खोने/पाने पर कृपया सूचित करें/लीटाएं:

आयकर पैन सेवा इकाई, एन एस डी एल
5 वीं मंजिल, मंत्री स्टर्लिंग,
प्लॉट नं. 341, सर्वे नं. 997/8,
मॉडल कालोनी, दीप बंगला चौक के पास,
पुणे - 411 016.

*If this card is lost / someone's lost card is found,
please inform / return to :*

Income Tax PAN Services Unit, NSDL
5th Floor, Mantri Sterling,
Plot No. 341, Survey No. 997/8,
Model Colony, Near Deep Bungalow Chowk,
Pune - 411 016.

Tel: 91-20-2721 8080, Fax: 91-20-2721 8081
e-mail: timinfo@nsdl.co.in





Bhartiya Gramin Punarrachana Sanstha'S.

HI-TECH INSTITUTE OF TECHNOLOGY.

P-119, Bajajnagar, Midc Waluj, Chhatrapati Sambhajinagar,
Maharashtra, India - 431136

ADMISSION FEE (ADMISSION RECEIPT)

Rec. No. : C1/ADMISSION FEE/A/2024-2025/365 Adm. No.:9 Date : 04/09/2024
Class : FINAL YEAR B.TECH COMP SCI ENG SEM Section : Student Id. : 4975007
VII
Category : OBC Roll No: 4109 Fee Type : OEO
Name : MR DINESH SANJAY PAWAR

Received the following	(₹)Amount
TUTION FEE	10,000.00

Total : ₹ 10,000.00

In words : Ten Thousand Only

Med : ENGLISH, Subject : BTCOC701, BTCOC702, BTCOE703, BTCOE704,
BTCOE705, BTHM706, BTCOL707, BTCOL707, BTCOS708, BTCOF608, LIBRARY,

UPI Amount : 10000.00 Bank Info = Transaction ID : 424892201920, Date : 04/09/2024,

Bank Name : INDIAN OVERSEAS BANK-1208, Location : CHH. SAMBHAJINAGR

Remarks : Outstanding Fees : 60000

RECEIVER'S SIGNATURE

N1-RAHUL NANDKUMAR PAWAR04/09/2024



BGPS'

HI-TECH INSTITUTE OF TECHNOLOGY

P-119, Bajaj Nagar, MIDC Waluj, Chhatrapati Sambhajinagar.

Tel. / Fax : (0240) 2552240 / 2553495, 2553496

NO DUES CERTIFICATE

Date. 21.03.2025

Roll No.	Name of Student	Class / Branch	Address
3109	Dinesh Sanjay Pawar	IT (CSE)	Bajaj Nagar
Sr. No.	Department	Dues / Remark	Signature
1.	Head of the Dept.		
2.	Account Dept.	ebc-31818	(R)
3.	Bus Pass		
4.	Hostel / Mess		
5.	Library		
6.	W. Shop Dept.		
7.	Student Section		
8.	Stores		

Total outstanding Amount Rs.....

Principal



Bhartiya Gramin Punarrachana Sanstha'S.

HI-TECH INSTITUTE OF TECHNOLOGY.

P-119, Bajaj Nagar, Midc Waluj, Chhatrapati Sambhajinagar,
Maharashtra, India - 431136

OTHER FEE (OTHER FEES RECEIPT)

Rec. No. : C1/OTHER FEE/O/2024-2025/651 Adm. No.:9 Date : 30/08/2024
Class : FINAL YEAR B.TECH COMP SCI ENG SEM Section : Student Id. : 4975007
VII
Category : OBC Roll No: 4109 Fee Type : OEO
Name : MR DINESH SANJAY PAWAR

Received the following	(₹)Amount
MISC FEE	3,000.00
ADMISSION FORM	200.00

Total : ₹ 3,200.00

In words : Three Thousand Two Hundred Only

Med : ENGLISH, Subject : BTCOC701, BTCOC702, BTCOE703, BTCOE704,
BTCOE705, BTHM706, BTCOL707, BTCOL707, BTCOS708, BTCOF608, LIBRARY,

UPI Amount : 3200.00 Bank Info = Transaction ID : 424353486378, Date : 30/08/2024,

Bank Name : INDIAN OVERSEAS BANK 1207, Location : CHH. SAMBHAJINAGR

Remarks :

RECEIVER'S SIGNATURE

01-RAHUL NANDKUMAR PAWAR30/08/2024