



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

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