

Provisional Internship Letter



RELIANCE INDUSTRIES LIMITED

Divyansh Tiwari

divyanshtiwari7270@gmail.com

Date: 07 May 2025

Subject: Provisional Internship Letter for your Internship under the PM Internship Scheme

Dear Divyansh Tiwari,

This is with reference to your selection for internship under the PM Internship Scheme with RELIANCE INDUSTRIES LIMITED in the field of Customer Care / Service. We are pleased to share this provisional internship letter for you to read and understand all the relevant information and conditions.

2. This internship will provide you with valuable on-the-job training, exposure to real-life business scenarios, and the opportunity to enhance your skills as per industry standards. The details of your internship are as follows:

Name of Organization: RELIANCE INDUSTRIES LIMITED

Internship ID: PMIS-2025-20206

Details of Internship: About Reliance Jio:

Reliance Jio Infocomm Limited, a subsidiary of Reliance Industries Limited, is India's leading digital services provider. Jio has revolutionized digital connectivity in India by providing True 4G/5G services, high-speed internet, and cutting-edge digital solutions, driving a massive digital transformation across the country.

About Jio's Home Business:

Jio's Home Business is dedicated to delivering high-speed JioFiber and AirFiber services to homes, ensuring seamless internet connectivity and smart digital experiences. The Home Connect Team within the Home Business plays a crucial role in ensuring high-quality service delivery, installation, and customer support for Jio's subscribers.

About the Role of Home Service Intern:

As a part of the Jio's Home Connect Team, this internship provides a unique opportunity to develop industry-relevant skills, preparing individuals for a career in telecom infrastructure and broadband services. Interns will work closely with experienced home connect engineers, learning the technical and customer service aspects of fiber installation, maintenance, and support.

Key Responsibilities:

1. Technical Exposure & Installation Services

- a. Work with the Home Connect Team to provide JioFiber & AirFiber services to customers.
- b. Gain practical knowledge of fiber-optic installation, troubleshooting, and maintenance.

2. On-the-Job Learning & Customer Interaction

- a. Receive real-world exposure alongside experienced home connect engineers in fiber installation and servicing.

- b. Develop expertise in customer handling, product servicing, material management, and upselling.
- 3. Technical Skill Development
 - a. Learn crimping, connectorization, wiring, splicing, and cabling techniques essential for fiber-optic and wireless network setups.
- 4. Safety & Compliance
 - a. Gain proficiency in industry-best safety procedures and processes to ensure safe handling of equipment and tools.
- 5. Structured Learning
 - a. Participate in periodic classroom sessions and on-the-job learning interventions to enhance technical and service knowledge.

Internship Start Date: 02 Jun 2025

Internship Duration: 12 months

Location of Internship: To be communicated at the time of reporting

3. Subject to the fulfilment of terms & conditions of the internship offered, you will be provided with the following benefits during your internship:

One-Time Grant for Incidentals Rs. 6,000 to be paid by the government, on your joining the internship Monthly Assistance.

A stipend of Rs. 5,000 per month, with Rs. 500 provided by the company and Rs. 4,500 provided by the government.

Insurance Coverage: Coverage under the Pradhan Mantri Suraksha Bima Yojana and PM Jeevan Jyoti Bima Yojana, provided by the government.

4. Please note that this provisional internship letter is an offer for internship and will be confirmed upon:

- i. Your acceptance of the annexed terms and conditions of the internship and completing all required joining formalities.
- ii. Reporting to the work at Reliance Jio Infocomm Limited 3 rd and 4th floor trade tower, Near SBI Chowk Jabalpur 482008 482008 on June 2, 2025 at 10:30 with the following documents for verification.
 - a. Identity Proof (Aadhaar Card / PAN Card / Driving License) (Two Copies)
 - b. All Original Educational Certificates
 - c. Passport sized Photographs

5. If you have any questions or need further clarification regarding this offer, please do not hesitate to reach out to.

Name: Krishna Pawar

Email ID: KRISHNA1.PAWAR@RIL.COM

Contact No.: 7879163599

Alternate Contact No.: 9201597305

6. We look forward to welcoming you to our organization as part of the PM Internship scheme and are excited to see your contributions and professional growth throughout this period.

Congratulations once again on your selection!

Best regards,

Area HR Lead Jabalpur

Area HR Lead

RELIANCE INDUSTRIES LIMITED

Enclosure: Roles and responsibilities of the interns, Roles and responsibilities of the company, Terms and Conditions.

ROLES AND RESPONSIBILITIES OF THE INTERNS

Sr.No	Responsibility
1	Adherence to Office Timings: The interns are required to be punctual and maintain regular attendance according to the office schedule.
2	Code of Conduct: The interns are expected to adhere to the company's policies, rules, and professional ethics. Any misbehaviour or non-compliance may lead to termination.
3	Active Participation: The intern shall perform duties assigned by the company faithfully and to the best of their ability, complete assigned projects within the specified time frame, and participate in professional development activities.
4	Leave Policy: Interns are required to adhere to the company's leave policies and provide prior notice for any leave. Approval is at the company's discretion.
5	Emergency Leave and Sabbatical: In cases of emergencies, a sabbatical of up to two months may be granted, but financial assistance will not be provided.
6	Unauthorized Absence: If an intern is absent without approval and fails to rejoin despite two notices, the internship will be terminated.
7	This engagement is in the capacity of an intern and shall not be construed as employment for any intent and purposes. Moreover, the current engagement does not entitle the intern to claim permanent employment with the Company.
8	The intern shall not be entitled to any benefits and allowances applicable to the employees/ apprentices/ other interns of the company, engaged through any other scheme or otherwise.

ROLES AND RESPONSIBILITIES OF THE COMPANY

Sr.No	Responsibility
1	The company will update the PM Internship Portal upon the intern's successful commencement of the internship. This notification will initiate the release of one-time assistance for incidentals for Rs. 6,000 via Direct Benefit Transfer to the intern's bank account.
2	Mentorship and Supervision: The company shall assign a qualified mentor or supervisor to guide and support the intern throughout the internship period.
3	Training and Development: The company shall offer practical, hands-on training that aligns with the current industry standards. At least 50% of the internship duration must be dedicated to practical, hands-on work.
4	Workplace Exposure: The company shall provide the intern with real-life business experience by allowing them to work on actual projects. Further, it must be ensured that the intern has a clear understanding of the tasks and responsibilities assigned.
5	Safe and Professional Work Environment: The company shall maintain a safe and conducive work environment that supports the intern's learning and growth.
6	The company shall provide a minimum monthly stipend of Rs. 500 to the intern. After the payment of Rs. 500 by the company, the government will release the amount of Rs. 4500 through Direct Benefit Transfer to the intern.
7	The company will offer regular feedback on the intern's performance to foster growth and address any areas of improvement and conduct evaluations at different stages of the internship to track progress and provide guidance.
8	The company would establish a prompt grievance redressal system with support available through the PM Internship Portal.

TERMS AND CONDITIONS

Sr.No	Term Description
1	Stipend and Other Entitlements :- The stipend will be paid as per the government scheme by the government of India under direct benefit transfer. Stipend may be liable for prorated deduction in the event of you remaining absent. We advise you to keep your supervisor informed of your absence and seek his approval prior to proceeding on any leave.
2	Confidentiality/NDA :- All proprietary information and material of the Company that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the internship, use any such information / material.
3	Code of Conduct :- You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
4	Intellectual Property :- Any discovery, invention, process or improvement made or discovered by you during internship shall be sole and absolute property of the Company. In this regard you shall complete necessary documentation as may be required to secure company's intellectual property rights.
5	Termination :- Your internship is liable to be terminated as per the scheme if you are found engaging in any acts of misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency or any acts / omissions leading to breach of internship scheme.
6	Non-Compete :- In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of our client or any of its Group Companies.
7	Data Security and Privacy :- During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
8	Health and Safety :- You shall follow necessary safety protocols as may be required by the company / client and any deviation thereof will be treated as misconduct making you liable for suitable action.
9	Background Verification Checks :- The company require you to subject your credentials to background verification through third party. You hereby give your express consent to share your personal credentials for verification.
10	Police Verification :- The company requires you to provide Police verification certificate within 15 days from your date of joining. You hereby give your express consent to follow the necessary process, submit documents and obtain police clearance.
11	Equipment Usage :- All information, correspondence, documents, material, tools, tackles, IT and communication equipment or other items provided to you by the Company / client

are provided to you in trust and on completion of project / assignment or termination of the internship, you shall promptly return all such material to the Company, as the case may be.

- 12 Safety Protocols :- You shall participate in safety training and follow necessary safety protocols as may be required by the company and any deviation thereof will be treated as misconduct making you liable for suitable action.
 - 13 Medical Fitness :- The company also requires you to provide medical fitness certificate from any registered medical practitioner approved by the government on or before your date of joining. The company reserves the right to have you medically examined any time during the internship.
 - 14 Company Policies :- You shall follow all policies and procedures of the company / client not limited to medical fitness, working hours and work location, non-disparagement, media interaction including social media, engagement in political activities, non-solicitation, exclusivity and confidentiality.
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