

Ref. No.: SHI/HR/APPT/2023/0198

Date: 2023- December-14

Mr. Hemant Kumar
B.Tech (Final Year): Electronics & Communication
Delhi Technological University
Enrolment No.: 2020/EC/96
Permanent Address: 1285/439,
West Moti Bagh, Sarai Rohilla
Delhi-110035

Subject – Offer of Internship (Duration Approx 6 Months, w.e.f. January 02, 2024)

Dear Mr. Kumar,

This is with reference to your application for "Internship Program" at **Samsung Heavy Industries Industries India Pvt. Ltd. (SHI-I, Noida, referred as 'Company')** and the subsequent selection tests / discussions you had with us. The Management is pleased to offer you an assignment as an Intern with Samsung Heavy Industries India Pvt. Ltd., Noida, on the following terms and conditions:

1. Period: effective from **January 02, 2024 to June 30, 2024**. During this period Intern should undergo Internship for at least 5 months (i.e. min. 22 Calendar Weeks). Intern may avail time-off from Internship for max. 3 weeks for attending to academic needs of his/her ongoing B.E. / B.Tech course (e.g. appearing in practicals, exams, etc) with prior permission, in writing, from Company.
2. Stipend & Taxes
 - a. The Intern will be paid a **Consolidated Stipend** of **Rs.22,000/- p.m.** payable every month.
 - b. During the Internship tenure, if the Intern's performance meets or exceeds performance standard, in addition, Intern would be eligible for **Performance Incentive** of **Rs.5,500/- p.m.** payable on completion of Internship period.
 - c. Taxes, if any taxes will be borne by the Intern.
3. Intern shall make arrangement for his/her boarding (meals) and lodging (accommodation) by himself/herself.
4. Intern may request for permission to use Cab Support, on sharing basis, provided by SHI-I, on deduction of subsidised charges @ **Rs.1,000/- p.m.** from his/her monthly stipend.
5. The intern will do the jobs assigned to him/her with complete efficiency, discipline and within the assigned schedule.
6. The interns would observe same working hours and working days, as applicable to the employees of the organization. However, Intern may be required to work beyond normal working hours and/or on weekend / holidays, with no extra compensation.
7. Intern is expected to maintain decorum, respect and co-operate with the company employees in an amicable manner so as to secure harmony and smooth working, which matches with his/her responsibility or capacity for work and dignity of his/her position.



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8. Generally, Interns are discouraged from availing leaves during Internship Program, but in case of personal exigency / sickness, they may avail Casual / Sick Leave @ 1.0 working day per month, during the said period. This leave shall be duly prorated based on period of Internship. Any leave availed over and above this and period of absence approved (as allowed under clause 1 above), will be treated as "Unpaid Leave" and payments mentioned under clause 2 above shall be proportionately deducted.
9. The interns are being offered Internship, based their request and the particulars/ information made available by them / their Engineering Institute to Company. In case, the said particulars/ information is found false or incorrect, their Internship will be deemed cancelled Ab-Initio.
10. The Internship may be terminated by either party by giving 7 calendar days' notice in writing.
11. The Management reserves its right to terminate the Internship at any time without any prior notice, if the Management is in receipt of "unsatisfactory training / performance report" or any gross misconduct by Intern.
12. The interns will not divulge or give out to anyone, in any manner, the particulars or details of any of the trade secrets, manufacturing or research process, financial, administrative and /or organizational matter or any transaction or affairs of the company of confidential nature or details of its employees.
13. Upon cessation of this Internship with the Company for any reason whatsoever, Intern shall return to the Company all documents, data, materials, equipment of the Company which may be in the possession of Intern.
14. Intern will report to the "Head of Department" to which he/she is assigned for all technical matters and to "HR Lead" for all administrative matters pertaining to Internship.
15. Please be advised that Intern's acceptance to Internship neither confer any right for employment in the Company nor any other benefit, as applicable to employees of the company.
16. At the time of joining the Internship Program, the Interns will have to bring the following documents (original and copies) for submission / verification:
 - a) Original and copies of the Educational Certificates (Class 10th, Class 12th, Diploma, B.TECH, all completed Semesters) : Certificates & mark-sheets
 - b) Proof of Date of Birth
 - c) Three passport size color photographs
 - d) Copy of College ID Card
 - e) Copy of PAN Card (if available)
 - f) Copy of Aadhaar / Passport (for proof of address).



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Please sign and return the duplicate copy of this letter to signify your acceptance of the above terms & conditions and return back to Company for office records.

Thanking you,

Yours faithfully,

For **SAMSUNG HEAVY INDUSTRIES INDIA PVT. LTD.,**

Youngmin Lee
Director

