

**Letter of Internship – Samsung R&D Institute India – Noida****6<sup>th</sup> December 2023**

Dear Rohit Singla,

**Congratulations!**

The Management is pleased to offer you an assignment as an **Intern** with **Samsung India Electronics Pvt. Ltd.** at **Samsung R&D Institute India, Noida**; starting from **8<sup>th</sup> Jan 2024** for a period of approx. 06 months, on the following terms and conditions-

1. You will be paid a consolidated stipend of INR 45,000 per month Inclusive of applicable taxes.
2. You would be provided with Lunch (Company sponsored) & Local Transport (to/from Office) facility that is being extended by the company.
3. You will have access to gymnasium & library facility of the company.
4. You will do the projects assigned to you with complete efficiency and discipline.
5. You would observe same working hours as applicable to the employees of the organization.
6. Interns will be able to avail **One Leave per month** in case of any medical or personal emergencies. Any leave over and above this, shall be treated as leave without stipend.
7. You are being offered Internship on your request based on the particulars and information made available by you. In case, any of the said particulars/ information is found false or incorrect, your Internship will be deemed cancelled **Ab-Initio**.
8. The management reserves the right to terminate your Internship at any time without any prior notice, if the management is in receipt of unsatisfactory training report/ performance or any other gross misconduct.
9. You will not divulge or give out to anyone in any manner 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.
10. Please be advised that your acceptance to Internship neither confer any right for employment in the Company nor any other benefit as applicable to regular employees.

11. **You are required to report on 8<sup>th</sup> Jan 2024 at the following venue:**

SAMSUNG INDIA ELECTRONICS PVT. LTD,  
1st to 9th Floor, Tower 11, IT/ITES SEZ,  
CANDOR TECHSPACE, PLOT NO. 20 & 21, SECTOR - 135  
Noida, Uttar Pradesh

12. At the time of joining the Internship Program, please bring the following documents in original as well as their photocopies for submission/verification:-

**A. One Cancelled Cheque Leaf (Individual Bank Account)**

a) The Cheque leaf should have the Individual's name printed on it. In case the name is not printed, then you should bring either a Copy of Passbook (stamped & signed by Bank official) or an online Bank Account Statement.

b) IFSC Code should be clearly mentioned on the Cheque.

c) Bank Account should be under single name (i.e. Individual name) only.

**Note:** Joint Account will be not allowed.

d) Bank Account Number should be printed on the Cheque.

**\*\*In case of unavailability of bank account, the company would support you in creating a new bank account.**

**B. PAN (Permanent Account Number) Card**

In case, you do not hold a PAN Card yet, it is advised to apply for the same at the earliest, since it is a mandatory document required for joining.

**Note:** *Kindly ensure that both the above mentioned documents should be submitted on time for timely payout of stipend.*

**C. Identity Proof and Address Proof**

(Voter ID Card, Aadhar Card and Passport Copy) - All available documents

**D. Two Passport Size Photographs**

**E. Educational Certificates - 10<sup>th</sup> / 12<sup>th</sup> / Latest Semester of Graduation (One copy each)**

13. **Please note:** *This letter to be considered null and void if you do not meet the eligibility criteria specified during hiring, upon verification of documents.*

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