

www.sirocotech.com
sales@sirocollc.com
US: (844) 708-0008
IND: (996) 258-7975



NOW PART OF



Prepared for

Internship and salary structure

Statement of Confidentiality

This proposal has been distributed on a confidential basis for your information only. By accepting it, you agree not to disseminate it to any other person or entity in any manner and not to use the information for any purpose other than considering opportunities for a cooperative business relationship with the owner of this portfolio.

Internship and salary structure

Photo

Dear Harish ,

1. **Internship Period:** Upon acceptance of the offer, the initial (3) months shall constitute an unpaid internship
2. **Training Period:** Upon successful completion of the internship, you will enter a (3)-months training phase with a stipend of 7000.
3. **Probation Period:** After the training, you will proceed to a ()-months' probation period with a salary of .
4. **Post-Probation Period:** Upon successfully completing probation, your salary will increase to for the following months.
5. **Performance-Based Hike:** After completing one year with the organization, a salary hike will be decided based on your performance.
6. **Working Hours and Location:** Initially, your working hours will be from **11:00** to **21:00**, and it will be a work-from-home setup; however, you may need to work from the office if required. Any changes will be communicated in advance.
7. **Work and Leave Policy:** You are required to work on all Saturdays and will not be eligible for any paid leave until confirmation of your probation period.

Intern Resignation Policy

Early Resignation (before 11 months):

- The intern must pay a penalty of 3 months' last drawn salary.
- The intern must serve a 90-day (3 months) notice period.



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Intern Resignation Policy (contd.)

Failure to Serve Notice Period:

- If the intern does not serve the full 90-day notice period, they must instead pay a penalty of 5 months' last drawn salary.
- Immediate relieving will be granted after payment.

Example Cases

- Intern resigns after 12 months: → Eligible, no penalty, standard resignation process.
- Intern resigns after 8 months, serves 90-day notice: → Must pay 3 months' salary penalty, serve 90 days, then relieved.
- Intern resigns after 8 months, refuses 90-day notice: → Must pay 5 months' salary penalty, then relieved immediately.

Progression to each subsequent stage is contingent upon your performance. Please find the attachment for more details. As part of the onboarding process, please:

- Reply with your confirmation.
- Attach a recent passport-sized photograph.
- Send a copy of your ID proof and signed agreement.
- Provide your educational certificates.

Regards,
HR – Director
VTAB Square Pvt Ltd (Now Part of Siroco)

Contact Us

USA

Corporate Office

6800 Weiskopf Avenue,
Suite 150 McKinney,
TX 75070 USA

Phone: (844) 708-0008

Email: sales@sirocollc.com

Regional Offices

Atlanta

Houston

Jacksonville

San Diego

Orland Park

India

Development Innovation Center

Module 12, Thejaswini Building,
Technopark, Kovalam – 695581
Kerala, INDIA

Phone: +91 80868 00199

Email: info@sirocotech.com

IT DEVELOPMENT CENTER

17/99, 5th Street 2nd Floor, Iyappan Nagar,
Vijayalakshmi Mills, Kuniamuthur, Palakkad
Main Road, Coimbatore 641008, Tamil
Nadu, India

Mail id: information@vtabsquare.com

MENA

Regional Office

Amman, Jordan

Phone: +962 65373421

Email: sales@sirocomena.com



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