

## Internship-cum-Offer Letter

Dear Jhanvi Khanna,

We are pleased to offer you the position of **Intern** in our Company.

After completion of your internship period, you will be designated as **Junior Associate Engineer**. Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. "Minimum Contractual Term" means the Internship Period i.e. (initial minimum 6(Six) Months which can be extended till the time you have not cleared for your final semester exams) and 1 year thereafter.

The date for commencement of your joining is 15<sup>th</sup> January 2025. You must report to the office at 10:00 AM at the given address.

Upon joining, you will be required to get signed copy of his letter along with the documents requested. Your compensation and internship process will be as follows:

- **Stipend** - With effect from your joining date, you will be entitled for the **monthly stipend of INR 10,000** per month during internship. If you do not submit internship request letter then there will be a deduction for Esi and PF, and you will get around **INR 8,400**.
- **CTC** - Post completion of internship, your salary will be **between CTC of 4.0L - 6.0L** depending on your performance. *Annexure is given assuming CTC @5 lac per annum*
- **Duration** - Internship period will be of 6 months and after that you will be chosen as FTE
- **Selection/Performance**: Depending on how you perform and how quickly you learn during your internship program, you will be selected as FTE



H18-21, Blessings Plaza, 1st Floor,  
Subash Nagar Shopping Centre,  
Jaipur, Rajasthan 302016



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### **Roles and Responsibilities: [ Business Analyst ]**

- Developing ideas in accordance with the demands and needs of the business
- Creating projects and monitoring their development
- Analyze and interpret data to understand business processes and needs
- To interact with customers to understand their requirements
- Author and update internal and external documentation, and formally initiate and deliver requirements and documentation
- Use various techniques such as brainstorming, use cases, and user stories to gather requirements
- Identify, document, and prioritize business requirements
- Evaluate, analyze, and communicate systems requirements on a continuing basis, and maintain systems processes, including the delivery of monthly status reports to all appropriate parties
- Excellent communication, aptitude, problem solving skills and client interfacing skills.

### **Documents Needed:**

- Original and 1 Photocopy of all marksheets of graduation and post-graduation till date.
- Original and 1 photocopy of marksheets and certificates of X and XII.
- Your original documents will be kept for the duration of your internship and thereafter for 1 year.
- Internship request letter from university/college (On letterhead)
- Training Certificate (if any)
- Original and 1 Photocopy of Identity Document (Driving License/Pan Card/Aadhar Card) etc
- 1 passport size photograph

**Note: Company can terminate this internship and offer if candidate delays in joining without prior information OR do any misconduct OR underperform during internship period.**



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## SALARY ANNEXURE

S.No	EMOLUMENTS	Yearly	Monthly
A	Basic Pay	2,00,000.00	16,666.67
B	House Rent Allowance	1,60,000.00	13,333.33
C	Other Allowance	18,400.00	1,533.33
D	Employer's Provident Fund Contribution	21,600.00	1,800.00
E	<b>FIXED PAY (A+B+C+D)</b>	<b>4,00,000.00</b>	<b>33,333.33</b>
F	<b>GROSS SALARY (E-D)</b>	<b>3,78,400.00</b>	<b>31,533.33</b>
G	Employee's Provident Fund Contribution	21,600.00	1,800.00
H	Health Insurance <i>(subject to change/optional)</i>	-	-
I	Gratuity <i>(subject to change)</i>	9,620.00	801.67
J	Paid Leaves	5,555.56	
K	<b>RETIRALS (G+H+I+J)</b>	<b>36,775.56</b>	<b>3,064.63</b>
L	<b>IN HAND (F-K)</b>	<b>3,41,624.44</b>	<b>28,468.70</b>
M	Previous Year Retention	-	-
N	Retention Bonus <i>(given over period of 4 years in different ratio, every year)</i>	60,000.00	-
O	Performance Bonus	20,000.00	-
P	Team Growth and Project Bonus	20,000.00	
Q	<b>VARIABLE PAY (M+N+O+P)</b>	<b>1,00,000.00</b>	<b>-</b>
<b>CTC(E+Q)</b>		<b>5,00,000.00</b>	<b>41,666.67</b>

With the signature below, I accept this offer for employment.

_____	_____	_____
(Name)	(Signature)	(Expected Joining Date)
_____	_____	_____
(Joining Location)	( Mobile Number )	( Email Address )