

GEMS OF JCI PRIVATE LIMITED

F-42B, STREET NO. 13, LAXMI NAGAR DELHI-110092

CIN:- U63122DL2023PTC410549

Email- gemsfjci@gmail.com, Ph- +91-7065566467

Internship Joining Letter

Dated: - 01st May, 2025

Dear Mohit,

We are pleased to inform you that you have been selected to join GEMS OF JCI PVT. LTD. as an intern for **Software Development, Content Writing, Research & Data Analysis**. We believe your skills and enthusiasm will be a great addition to our team.

Your internship start date is 1st May 2025 and your internship will last for 4 Months with a probation period of 15 days. You will be reporting to Mr. Ankush Jain, Tech. and R & D Head of our company, who will provide guidance and support during your time here. During your internship you need continuously submit your research data, reports and complete task or assignment provided in time and your work location will be hybrid and you need to be present in the company meetings as when called for which prior intimation will be given.

Additionally, as part of your onboarding, you will be required to review and sign our Non-Disclosure Agreement (NDA). The NDA outlines your commitment to maintaining the confidentiality of GEMS OF JCI PVT. LTD's sensitive information and intellectual property. This agreement is a crucial aspect of your engagement with us, and compliance with its terms is mandatory. A copy of the NDA will be provided to you on your first day for your review and signature.

We are excited to have you on board and look forward to your contributions.

Please bring the following documents on your first day:

- Proof of identification (e.g., passport, driver's license)
- Any other relevant documentation as previously requested

Feel free to reach us out, if you have any questions before your start date.

We are excited to welcome you to the GEMS OF JCI PVT. LTD. team and believe this will be a mutually beneficial learning experience.

Congratulations once again

Best regards,

For GEMS OF JCI PVT. LTD.

Ankush Jain

(Director)

Director/Auth. Sign.

Gems of JCI Pvt. Ltd.