



**DYNASTYMART RETAIL
(OPC) PRIVATE LIMITED**

CIN: U50100UP2022OPC174208



06392188079



dynastymartretail.pvt.ltd@gmail.com



Devvapur, Lakhimpur Kheri,
Uttar Pradesh, India 262701



<https://gostore.app/a2zsupermarket>

Ref.: DMRPL/HR/032023/I111

Date: 19/03/2023

INTERNSHIP OFFER LETTER

Dear **Om Anand**,

I am delighted & excited to welcome you to **DYNASTYMART RETAIL (OPC) PRIVATE LIMITED** as a **Human Resource Intern**. At DYNASTYMART RETAIL (OPC) PRIVATE LIMITED, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with **DYNASTYMART RETAIL (OPC) PRIVATE LIMITED**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Hardik Srivastava
Founder & Director





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Duration: 45 Days (20th Mar. 2023 – 04th May. 2023)

Roles & Responsibilities:

1. Design and post job ads to attract qualified candidates.
2. Execute process of recruitment.(Sourcing, Shortlisting)
3. Conducting Telephonic Interviews/Orientation Programs.
4. Onboard and train new hires under you.
5. Maintaining HR database.
6. Must be able to motivate and achieve the given projection.
7. Use social networks to showcase our company culture and build a strong engagement & employer brand.

Skills Required:

1. Ability to work in a team.
2. Proficient in Google Workspace.
3. Flexible and should be quick learner.
4. Must have a computer (laptop or desktop).
5. Business communication skills (English & Hindi).
6. Problem solving capabilities necessary to accomplish the duties and tasks of the position.

Perks and Benefits:

1. Internship Completion Certificate: If you hire and manage 10+ active interns till the end of the internship and make them achieve their goals.
2. Stipend of ₹ 5000/- will be given once hired team under you collectively performed the given task accurately.
3. Excellence Certificate & Letter of Recommendation will be awarded to only those candidates whose hired team collectively performed the task efficiently.
4. Opportunity to work with an early-stage startup that is growing exponentially.
5. LinkedIn Recommendation from the founder which add tremendous value to your resume.

Note: If any Human Resource intern is not active during the internship he/she won't be eligible for any certificate or perks.



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CODE OF CONDUCT

1. Interns should secure 100% attendance throughout the duration of the allocated internship, for being eligible for the internship certificates and other beneficiaries.
- All interns who are working in the organization are bound to follow all the regular tasks mentioned/provided in the SOP.
- Interns are expected to be punctual and sincere about their work allotted.
- Daily reporting/Follow-ups and attendance for all interns are a must, excluding medical and urgent emergencies.
2. During the meets, group & personal conversation, the decorum of communication with the higher authority has to be maintained with upmost respect and morals.
3. Only queries, complaints and suggestions regarding Internship can be put forward to their respective mentors/guests.
4. No intern/employee/panel members/head/anyone related to this company are allowed to break the code of conduct of DYNASTYMART RETAIL (OPC) PRIVATE LIMITED.
5. Company does not demand for offline work for the internship, and focuses on giving online internship only.

I,, hereby assure that I have read and understood the code of conduct for internship & working in the company in the allocated job profile. With proper consciousness and agreement, I respect and accept all the above mentioned disciplines and rules.

Date:

Signature: