

Ref. GALVINUS INDIA\IO No. GI00027

Date: 24-12-2025

Mr. Snehashis Roy

C1, Lakhikanta Abasan, Durga Sankar Lane,  
Ambicapatty, Silchar, Cachar, Assam, PIN: 788004

## INTERNSHIP OFFER LETTER

**Subject:** Appointment as Internship Trainee (IT Software Engineer)

Dear Snehashis,

With reference to your application and the subsequent interview you had with us for undergoing internship training in the IT Software Engineer Department of our Company, we are pleased to offer you Internship training effective from 5th January 2026 under the following terms and conditions:

### 1. Internship Training

The Organisation will be imparting training to the Internship Trainee by engaging our experienced professionals remotely or in our office located at Ambicapatty, Smashan Road Point, P.O. Silchar, Cachar, Assam, PIN-788004, India. The Internship Program is a three months training and upskilling program. There is a cost involved in the training which includes Training and Resources Cost, Collaboration tools Cost, System Accesses, etc. As part of the skill development program, the organisation will be providing the training free of cost to the Internship Trainee.

If an intern is unable to understand or complete the upskilling activities to a satisfactory level or the expected standards, they may be released from the internship program.

### 2. Internship Training hours

Your internship training hours will be as follows:

Mon - Fri: 10:30 am to 8:00 pm

Lunch Break: 1:00 pm to 1:30 pm

At times, you may be required to undergo an internship during irregular hours, including Saturday and Sunday.

### **3. Terms**

The internship period is for three (3) months, starting from 5th January 2026 to 5th April 2026.

### **4. Internship Period**

- a) You will be going through on the job training for 3 (three) months from your date of joining where you will be provided with required trainer/mentor led and self- learning training to enhance your skills.
- b) If your services are found to be unsatisfactory during the period of internship, the company can terminate you without assigning any reason or without any notice.
- c) During the Internship Period, if you want to leave the organisation, you have to serve a minimum notice period of 1 month for the purpose of handing over the company's properties and also finding suitable replacement.

### **5. Unpaid Intern**

GALVINUS INDIA PVT. LTD. will be providing professional free training to the intern for a period of three months where the trainee will be considered as unpaid intern. All training will be provided at company's cost for upskilling.

### **6. Internship Program Manual**

An Internship Program Manual or training details will be provided to the intern on joining, which will help you further understand about the program and milestones.

### **7. Daily attendance**

Internship trainees shall attend the training program and assignments on all the days for the stipulated internship period except Saturdays, Sundays, National Holidays and Public Holidays. In addition, they will be permitted to avail a maximum of 1 (One) day per month authorised absence.

### **8. Duties and Responsibilities**

- Design, develop, and maintain scalable, high-performance web applications using JavaScript, React, Node.js, HTML, and CSS.
- Build and integrate RESTful APIs and GraphQL services for efficient data communication.

- Collaborate with cross-functional teams to analyse requirements, deliver technical solutions, and implement ERP-related functionalities.
  - Manage code versions effectively using Git, ensuring streamlined collaboration and code quality.
  - Deploy and maintain applications on cloud platforms like AWS, leveraging services such as EC2, S3, Lambda, and RDS.
  - Develop responsive designs to ensure an intuitive, user-friendly experience across devices.
  - Optimize applications for performance, scalability, and security.
  - Diagnose, troubleshoot, and upgrade existing software to maintain high reliability and uptime.
  - Engage in agile development practices, including sprint planning, daily stand-ups, and retrospectives.
  - Document technical designs, processes, and workflows for both development and deployment.
  - Research and adopt emerging technologies to enhance development efficiency and product quality.
  - Conduct code reviews to ensure adherence to best practices, standards, and quality benchmarks.
  - Provide technical guidance and mentorship to junior developers.
  - Develop and execute unit, integration, and system tests to validate application functionality.
  - Monitor application performance and implement strategies for continuous improvement.
  - Work closely with UI/UX designers to implement visually appealing and functional interfaces.
  - Design and develop cross-platform mobile applications using frameworks such as React Native or Flutter.
  - Implement mobile-friendly APIs and ensure smooth app-to-server communication.
  - Optimise mobile applications for performance, responsiveness, and efficient use of device resources.
  - Integrate third-party libraries, APIs, and SDKs to enhance mobile app functionality.
  - Self-train and develop skills in other technologies and ERP systems such as SAP, Salesforce, ServiceNow, and Odoo.
  - Test and debug mobile apps on various devices and operating systems to ensure high-quality releases.
  - Adhering to the company's safety policies to create a safe working environment for everyone.
  - Ensure that you display a presentable and professional appearance at all times.
  - Ensure that company policies and codes of conduct are followed at all times.
  - Frequently replenish job-specific knowledge and apply it on the field.
  - Maintain confidentiality with regard to the information being processed, stored or accessed.
  - Performs other duties and responsibilities as may arise from time to time and as may be assigned by the employer from time to time.
- Reporting to: Mr. Mohd Saad.

## **9. Data Protection**

All the data of the company must not be shared with anyone else and must also be securely and carefully stored in accordance with the data storage rules of the company. Any negligence or carelessness will attract serious consequences. Therefore, utmost care is to be taken in handling data of the company.

## **10. Period of notice for termination of Internship Training**

### **I. Resignation**

The period of notice for termination of internship training in case of resignation shall be as follows:-

#### **A. During the Internship Training**

The intern shall serve a minimum notice period of 1 month in case of resignation during internship training program.

### **II. Termination**

If the company terminates the services of the intern, then the company shall provide minimum of 10 (Ten) days of notice to the intern.

## **11. Grievance**

In case of any grievance, you should inform your Human Resources (HR) or reporting manager. Every grievance shall be resolved within seven working days. If your grievance is not resolved within seven working days, in that case, you should inform your departmental head or company director.

## **12. Protection of Interest**

If you conceive or make any new or advanced methods of improving designing/processes/systems or any and all improvements in relation to the operations of the company, such developments shall be fully and immediately communicated to the company and shall be and remain the sole and exclusive right/property of the company in perpetuity. If required by the company, you shall execute separate documents or agreements in relation to such matters, conferring such rights on the company. The amount spent by the organisation for

your internship training hereunder is adequate compensation for such assignment, and hence, you shall not be entitled to any additional payment in this regard.

### **13. Termination**

The company shall be at liberty at any time by notice in writing summarily terminate the service of the intern if: -

- a) She/he is guilty of misconduct;
- b) She/he is negligent in the discharge of her/his duties as part of the internship program; or being absent or being unable to perform her/his duties as part of the internship program alleging ill-health as the cause thereof.

### **14. Handover**

- a) Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belong to the company.
- b) You shall also be responsible for training and bringing the replacement candidate to the required speed and efficiency of the organisation.

### **15. Future Employment with the Organisation**

The organisation will be absorbing the Internship Trainee who is successfully completing the three months internship training program to the permanent roles of the company with further assessments based on the job positions available with the organisation at that very point of time.

### **16. Jurisdiction**

In case of any dispute/differences arising out of your engagement within the company; it shall be subject to the exclusive jurisdiction of the court of Silchar, Cachar, Assam, India.

If you are agreeable to the above terms and conditions of the internship training program, you may kindly sign and return the duplicate copy of this letter as a token of acceptance of all the terms and conditions of the internship program and future employment with the organisation.

Yours sincerely,



Harshavardhan Shetty

Director

**To be filled by Intern:**

I hereby confirm my acceptance of this Internship Offer.

Name: Snehashis Roy

Date: 03/01/2026

Address: C1, Lakhikanta Abashan, Durga Sankar Lane, Ambicapatty, Silchar, Assam, India, 788004