



INTERNSHIP OFFER LETTER

Dear Maggala Pradeep

We are delighted & excited to welcome you to **CariKture India** as

Web Development Intern

At **CariKture India**, 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 **CariKture India**

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Congratulations!

Ayan Mukherjee
HR Manager

Annexure A

1. You shall be governed by the following terms and condition of service during your internship with CariKture India, and those may be amended from time to time

You are being hired as an Web Developer and Pooja Shah would be your Reporting Manager during the internship. As an Associate you would be responsible for **Web Development & its Applications**

2. Your date of joining will be from the day when you submit your First Assignment and the duration of the internship would be 2 Months. During this time you are expected to devote your time (Full Time) and efforts solely to CariKture India work. You are also given 1 holiday / week & 1 holiday/month. No other holidays will be provided.
3. You will be working Full Time & also remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals & also real-time connection to work in a collaborative manner
4. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients and the companies data and the contact details that you may get access to during your internship will be your responsibility. CariKture India operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over CariKture India work/data stored on your Personal Computer to your mentor and delete the same from your machine.
5. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization other than your college. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
6. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

7. The company expects the daily targets / tasks to be completed since they form a block in a large chain of a commercial project. Due to being at home, we understand that sometimes weather conditions / other issues may make happen that you are unable to perform your assigned tasks. So you have the flexibility to submit all tasks by week-end.
8. The company reserves the right to terminate internship in case of the following situations:
 - a. Data-breach
 - b. Association in any other company apart from College / University
 - c. Stating incorrect personal or professional information regarding yourself.
 - d. Un-even or unexpected behavior with your coordinates.
 - e. Not performing duties well or delaying work.
 - f. Not updating your status on Employee Portal for consecutive 2 days
 - g. Mentioning your association with the company on any online platforms like Facebook, Instagram, LinkedIn
9. Always mention your timings in the Employee Portal for 4-5 days. In case of an HOLIDAY, please do mention over there atleast 3 days before. DISCORD will be the mode of communication & availability medium. You may required to connect online on the meetings as instructed depending on the tasks as mentioned by officials.
10. **CariKture India** is a Private Limited Company and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork and expect appreciation & rewards to follow.
11. We expect constant and continuous objective feedback from your end during the internship. It is your duty to let us know about your availability & un-availability well 2-3 days in advance
12. Have fun at what you do and do the right thing - both the principles are core of what CariKture India stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
13. You will be provided the following :
 - a. Internship Certificate
 - b. Bonus / Commission of Rs. 8000 / month
 - c. Letter of Recommendation (in case of 100-days or more)

after successful completion of your internship.