

Date:22-02-2025

To,
Darsham Pavan Kumar
Rajupalem, Tripuranthakam ,
Prakasam Dist, 523326.

Subject: Internship Offer

Dear Pavan Kumar,

With reference to your interview with us dated 19th February 2025, we are pleased to offer you the Internship of “**Graphic Designer**” During this internship, you are going to be reporting to the CEO.

It will be a paid internship program for a period of 2 months, with a stipend of INR 7,000 per month, starting from **24.02.2024** to **24.04.2024** to help you advance your knowledge and abilities under the supervision of professionals, with the following terms & conditions:-

- Your work schedule is from Monday-Saturday from 09:30 am to 6:30 pm. However, the nature of work may require some variation and extension of days or time.
- Each intern is required to put in at least eight hours of work per day. In case of late entry, he/she is required to stay back & complete 8 hours of work excluding break.
- You are allowed to take a total of 4 leaves (2 CL + 2 SL) in a two-month period, with the prior approval of your reporting manager.
- Emergency leaves can only be availed if an intern is unable to attend work due to some accident, illness or injury that occurred to his/her immediate (blood relation) family member and should notify his/her manager as soon as possible.
- There will be direct termination of the internship when you constantly miss three or more days of work without notification.

This is an internship offer, valid only for 2 months, and after successful completion of your internship you will be awarded with the certificate.

During the course of your internship, you might have access to confidential information and trade secrets of **OZRIT**. By signing this offer, you agree to keep such information confidential and abstain from using it for personal gains or divulging it to any external entities, if failure to do so, then the company may take necessary actions as required.

At the end of your internship, you also agree to return any equipment, documents or other company property issued to you by the **OZRIT**.

Your acceptance to this offer shows your acknowledgment of the fact that this is not an offer for full-time employment and it does not guarantee a job offer upon completion.

Documents Required on the Date of Joining:

1. Certificates supporting your **educational qualifications**, along with mark sheets
2. **Schooling Certificate (SSC/ICSE)** or **Birth Certificate** as proof of age
3. **Course Certificate**, if applicable

Welcome on-board!

With best wishes,

For Ozrit AI Solutions Pvt. Ltd.



Rani Kumari
HR & Admin Executive

I accept this letter and the above terms and conditions.

Darsham Pavan Kumar