



Date: 27th July, 2021

Dear Shreyash Rout

I am delighted & excited to welcome you to Helpholics Digital Marketing & Media Services as a **Content Strategist & Social Media Manager** at Helpholics, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest.

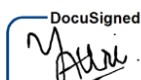
We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with Helpholics.

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

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!

YOGESHWARI ATTRI

DocuSigned by:  
  
224784231B24441...

(Co-Founder, Helpholics)

+91-8130061727

[www.helpholics.com](http://www.helpholics.com)

[team@helpholics.com](mailto:team@helpholics.com)





## Annexure A

You shall be governed by the following terms and conditions of service during your internship with Helpholics Digital Marketing & Media Services, and those may be amended from time to time.

You are being hired as a Digital Media strategist/manager Intern and **Yogeshwari Attri, Co-founder** would be your Reporting Manager and Mentor during the internship. As a Digital Media strategist/manager intern, you would be responsible for creating copies for designs, posts, banners, and all marketing strategy-related works.

Your date of joining is 9th June 2021 and the duration of the internship would be two months (**27.07.2021 to 27.10.2021**) and will be extended if required. During this time you are expected to devote your time and efforts solely to your work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

You will be working 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.

All the work that you will produce at or in relation to Helpholics will be the intellectual property of Helpholics Digital Marketing & Media Services. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college, etc.) without prior discussion and approval with your mentor.

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We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Helpholics 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 all Hepholics work/data stored on your Personal Computer to your mentor and delete the same from your machine.

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 a 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.

Under normal circumstances, either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.

Helpholics Digital Marketing & Media Services is a start-up 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 hard work - and expect appreciation & rewards to follow.

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Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback - this is the ONLY way we all can continuously push ourselves to do better.

Have fun at what you do and do the right thing - both the principles are the core of what Helpholics 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.

You will be provided 5000 per month (can be increased according to performance) as a stipend. All the office-related expenses (phone calls, Internet, etc., if any) would be reimbursed on an actual basis.

I have negotiated, agreed, read, and understood all the terms and conditions of this Internship letter as well as Annexure here to and affix my signature in complete acceptance of the terms of the letter.

Name: Shreyash Kumar Rout

Signature: *Shreyash Kumar Rout*

Date: 27/07/2021

Place: Kolkata

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