

Paid Internship Agreement

Pc Care Airway Infratel Private Limited

CIN: U64204MP2017PTC043127

23, Vivekanand Colony, Near Silver Estate
Gwalior, M.P.

Date:- __/__/__

Candidate Name & Address

PRINCIPLE STATEMENT OF TERMS AND CONDITIONS OF YOUR INTERN PLACEMENT

Please accept our warm welcome to Pc Care Airway Infratel Pvt. Ltd

This document outlines the Terms and Conditions which apply to your Internship with Pc Care Airway Infratel Pvt. Ltd.

1. The commencement date of your intern placement is __/__/__
2. Your intern placement will be for a fixed period of __ months, if all goes well and the business is progressing well, there is the possibility of a permanent role. These opportunities will be discussed with you towards the end of the placement.
3. Your work base will be the Pc Care Airway Infratel Pvt. Ltd. office; however [Pc Care Airway Infratel Pvt. Ltd.] reserves the right, with appropriate consultation with you, to change your work base should the needs of the business require this. Such need is not currently envisaged.
4. Your expected working hours will be 8.5 hours/day Monday to Saturday. The Organisation may require you to vary the pattern of your working hours if required on a temporary or permanent basis should the needs of the post require this (for example, meetings, calls, contact with customers or external bodies).
5. Overtime payments will not be paid extra.
6. You will be subject to the terms and conditions as agreed and amended from time to time by Pc Care Airway Infratel Pvt. Ltd. as outlined in any of its policies, procedures, handbooks and other relevant documents.
7. The stipend for your role is Rs. _____/- per month
8. If Pc Care Airway Infratel Pvt. Ltd. makes an overpayment to you to whom you are not entitled, or is more than that to which you are entitled for whatever reason, you agree to allow Pc Care Airway Infratel Pvt. Ltd. to recover the overpayment by deductions from your stipend or other payments due to you. Any deductions will normally be made over the same period that the overpayment was made. It is in your interests to regularly check your pay slips.

9. You will be paid monthly on the last working day of the each month, in arrears to a bank account of your choice. The number of weeks included in each payroll may vary. But your stipend will be same for every month.
10. You are obliged to give Pc Care Airway Infratel Pvt. Ltd. two weeks' notice to terminate your internship. The Organisation is obliged to give you two weeks notice before terminating your internship.
11. You are required to report any sickness absence and provide certification of sickness where sickness lasts three days or over.
12. In the course of your intern placement you may have access to confidential material both in paper and electronic form. On no account should this information be divulged to any unauthorised person. Breaches of confidentiality will be considered to be gross misconduct and may cause Pc Care Airway Infratel Pvt. Ltd. to terminate your intern placement immediately with no notice. With this in mind, you acknowledge the data protection rules attached.
13. On leaving the Organisation, you agree not to undertake provision of the same services / products as supplied by Pc Care Airway Infratel Pvt. Ltd. either from your own business, or the internship of a competitor Pc Care Airway Infratel Pvt. Ltd, for a period of two years, unless this is specifically agreed by Pc Care Airway Infratel Pvt. Ltd. The Organisation will only enforce that which is reasonable to protect its business.
14. Pc Care Airway Infratel Pvt. Ltd and all its employees and interns must comply with the Bribery Act (2010). If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the Organisation, or to obtain or retain an advantage in the conduct of the Organisation's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances you will be subject to formal investigation and disciplinary action up to and including dismissal may be applied.
15. Your intern placement with Pc Care Airway Infratel Pvt. Ltd. may be dependent upon the possession of particular qualifications or registration with a statutory Body or other Authority; evidence of this must be produced on request. Failure to produce such evidence may lead to the termination of your intern placement.

Yours sincerely,

Santosh Singh Sikarwar
Director
Pc Care Airway Infratel Private Limited
CIN: U64204MP2017PTC043127
Gwalior-M.P.

FORM OF ACCEPTANCE: I accept this appointment on the terms and conditions stated above, and agree to the following:

SIGNATURE _____

NAME _____

DATE _____