

21<sup>st</sup> June 2013

Venkatesh Agnihotri, B.Tech - CSE  
SDM College Of Engg & Technology,  
Dharwad

**Ref: Letter No. EMP/INFOTECH/INTERNSHIP**

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This has reference to your application / sponsoring of your name by your institute for undergoing an Internship in our Organization. We are pleased to offer you Internship in our organization on the following terms and conditions:

1. The period of internship shall be for **Six weeks** commencing from **24<sup>th</sup> June 2013**. You are requested to report at 10.00 AM on the aforesaid date at the following address.

Infotech Enterprises Limited,  
Plot No: 110 / A & 110 / B,  
Behind Cyber Park, SY No: 68  
Keonics Electronic City, Phase - 1  
Hosur Road,  
BANGLAORE - 560 100.
2. You are required to bring with you
  - a. One copy of your latest CV
  - b. The Identity Card of your Institute and a photocopy of the same.
  - c. Two passport size photographs
3. You will be issued with a Temporary Identity Card for the Internship period. You are required to display the ID Card at all times during your presence in the Company premises. In the event of loss of the card, the same should be intimated to the Company immediately. The ID Card must be surrendered to the Company on completion or discontinuation of the Internship.
4. You are assigned to the Business Groups located at our Bangalore facility for the Internship assignment under an Internship Project Guide. During the period of Internship, you will maintain a diary of learning and submit an *Internship Report* to the Guide at the end of the Internship period. The report cleared by the guide can only be submitted by you to your Institute with a copy to Infotech.
5. You will have to adhere to the work timings as fixed by your Reporting Manager.
6. You can avail our Cafeteria Services as applicable to our regular employees.
7. You will be paid stipend of **Rs.5,000/-(Five Thousand Rupees only)** per month during the period of Internship.
8. On satisfactory completion of the Internship and on submission of the *Internship Report* to us, you will be issued with a Certificate.
9. This offer of Internship does not confer on you any rights for employment in our Company unless specifically intimated to you in writing.
10. Company reserves the right to discontinue the Internship at any time without assigning any reason.

**Infotech Enterprises Limited**

"Infotech IT Park", 110A & 110B, Phase 1 Electronics City, Hosur Main Road, Bangalore - 560 100, India.  
Tel: + 91 80 2518 6000, 2852 2341 to 44 Fax: + 91 80 2852 9219

Registered Office: 11, Software Units Layout, Infocity, Madhapur, Hyderabad - 560 081, India.  
Tel: +91-40-2311 0357/8, Fax: +91-40-2311 0354

www.infotech-enterprises.com


*One*

11. During the period of Internship with us

- a. You will abide with the security regulations of the Company and restrict your entry to the work areas assigned to you.
- b. You will maintain absolute discipline during the period of Internship.
- c. You will be responsible for the safe keeping and return, in good condition and order, of all our property, which may be in your use, custody, care or charge. We shall have the right to recover the cost of all such things from you and/or your Institute and take such other actions, as we may deem proper in the event of your failure to account for such property to our satisfaction.
- d. You will not carry out any other assignment in the Company other than the one assigned to you by your Guide.
- e. You will be governed by the rules and regulations of the Company in force from time to time.

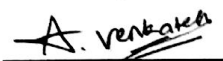
For any other queries, please feel free to contact our Campus Connect Cell on Phone no. 040-23110357 Extn. 1268 or 040-23111540

Yours faithfully,  
For Infotech Enterprises Limited

  
N. Udaya Kanth Reddy  
Manager - HR.

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I hereby accept the above-mentioned terms and conditions of Internship.

Date: 27-6-2013

  
(Signature of the Student)

Venkatesh. Agnihotri  
(Name of the Student)

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