

OFFER LETTER

Date- 2024-02-01

Subject- Offer Letter For ds Internship

Dear ss,

I am delighted & excited to welcome you to ADM EDUCATION & WELFARE SOCIETY as an ds intern. 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 we wish you the most enjoyable, learning packed and truly meaningful internship experience with ADM EDUCATION & WELFARE SOCIETY.

Your appointment will be governed by the terms & condition 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. Also, please sign at the end of this offer letter as your acceptance and forward the same to us.

Congratulations!



Founder
Anuj Sharma

Contact us:
info@admedusociety.org
(+91) 9671457366



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You shall be governed by the following Annexure A, during your internship with ADM EDUCATION & WELFARE SOCIETY, and those may be amended from time to time.

- You are being hired as a ds intern and Mr. Rishabh will be your Reporting Manager and Mentor during the internship. Completing tasks assigned by the supervisor, upholding the organization's values, and maintaining a high degree of professionalism with all stakeholders. You should arrive on time, follow instructions, and improve the overall operations of the organization.
- Your date of joining is 2024-02-01, and the duration of the internship would be sss months further expandable with prior notice. During this time you are expected to devote your time and efforts solely to ADM EDUCATION & WELFARE SOCIETY. 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 internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
- All works that you will produce at or in relation to ADM EDUCATION & WELFARE SOCIETY will be the intellectual property of ADM EDUCATION & WELFARE SOCIETY. You are not allowed to store, copy, sell, share, or 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. 5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, companies' data and contact details that you may get access to during your internship will be your



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responsibility. ADM EDUCATION &WELFARE SOCITY 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 ADM EDUCATION &WELFARE SOCITY work /data stored on your Personal Computer to your mentor and further delete the same from the computer.

- During the appointment period you shall not engage yourselves directly or indirectly or in 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.
- Under normal circumstances either the company or you may terminate this association by providing a notice of 10 days without assigning any reason. However, the organization may terminate this agreement forthwith under situations of in-disciplinary behaviours.
- 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.
- . ADM EDUCATION &WELFARE SOCITY is an NGO 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.
- 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 core of what ADM EDUCATION &WELFARE SOCITY stands for and we expect you to imbibe.



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- Have fun at what you do and do the right thing – both the principles are the core of what ADM EDUCATION & WELFARE SOCIETY 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 no stipend as it would be an unpaid Internship.

Intern Acceptance

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

Place:

Name:

Date:

Signature

Contact us:

info@admedusociety.org
(+91) 9671457366

ADDRESS

1. Pataudi road, Farrukhnagar
2. NM 22, Old DLF, Sector 14, Gurugram
3. Opp. Old Bus Stand, BAHADURGARH
4. Haily Mandi Road, Opp. Oriental Bank, Pataudi
5. Agro Mall, Rohtak