

**OFFER LETTER**

Date-

Subject-

Dear



**Founder**  
**Anuj Sharma**

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



Unique ID: HR/2017/0168096

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

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- 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 SOCITY will be the intellectual property of ADM EDUCATION &WELFARE SOCITY. 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