



Aishika Biswas

CITY: Kolkata, West Bengal
PHONE: +91 7003783742

Date: 01st August, 2025

Sub : Full Stack Developer Internship Offer Letter

Dear Aishika,

We are pleased to offer you an internship at our company in the Full Stack Developer Internship at our Mekyek Global Services Pvt Ltd office. Your internship shall commence on 01/08/2025 and shall end on 01/02/2026. The terms and conditions of your internship with the Company are set forth below:

- Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
- You are eligible for a stipend of per month, during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
- Your timings will be from 10:30 PM to 05:30 PM, Monday to Saturday. Please be sure to bring Aadhar, PAN, passport-size photographs, and Educational documents with you on your first day to complete your profile.
- You will sign a confidentiality agreement with the company before you commence your internship.

Call

+91 8336984137

Mail

info@mekyek.com

Office Address

6TH Floor, Ecospace Business Park Premises, AA
II, Kolkata, West Bengal 700156

Benefits:

1. Stipend:

- You will be entitled to a monthly stipend of Rs.3000/-, which will be disbursed every month.

2. Learning and Development:

- Mekyek Global Services Pvt Ltd. is committed to your professional growth. You will have access to various training programs, workshops, and learning resources that will enhance your skills in the field of Software development.

3. Flexible Working Hours:

- We understand the importance of work-life balance. While maintaining productivity, you will have flexibility in your working hours, enabling you to manage your responsibilities effectively.

4. Networking Opportunities:

- As part of our team, you will have the chance to connect with professionals in the industry through networking events, seminars, and conferences, providing valuable exposure and opportunities for personal and professional growth.

5. Mentorship:

- You will be assigned a mentor within the company who will guide you, provide support, and offer insights into the Human Resources field, helping you navigate your internship successfully.

6. Performance Recognition:

- Outstanding performance will be recognized and may lead to recommendations, references, or potential future opportunities within Mekyek Global Services Pvt Ltd.

7. Company Events:

- You will be invited to participate in company events, celebrations, and team-building activities, fostering a sense of camaraderie and teamwork.

8. Access to Company Resources:

- You will have access to the necessary tools, software, and resources essential for the successful completion of your tasks and projects.

Job Responsibilities:

As a Full Stack Developer Intern, you will be responsible for:

- Handling front end development, including UI/UX design, for websites and applications.
- Managing backend development tasks to ensure smooth functioning of our products.
- Contributing to the development and maintenance of our SAAS Product and Recruitment ATS.
- Collaborating with the team to brainstorm and implement innovative solutions for our projects.
- Assisting in testing and debugging processes to maintain the quality of our applications.

Requirements:

- Proficiency in front end and back end development technologies.
- Strong understanding of UI/UX design principles.
- Ability to work independently and as part of a team.
- Excellent problem-solving skills and attention to detail.
- Effective communication skills.

Termination Clause:

In the event that it becomes necessary to terminate the internship, either party may do so with or without cause and with or without notice. Termination may occur under the following circumstances:

1. Performance Issues:

- If the Intern fails to meet the performance standards and expectations set by Mekyek Global Services Pvt Ltd.

2. Misconduct:

- If the Intern engages in any form of misconduct, violation of company policies, or acts against the principles of professional conduct.

3. Breach of Confidentiality:

- If the Intern breaches any confidentiality agreements or discloses sensitive information without proper authorization.

4. Failure to Meet Obligations:

- If the Intern fails to fulfill the obligations and responsibilities outlined in the offer letter or if there is a substantial failure to adhere to the code of conduct.

5. Violation of Laws:

- If the Intern engages in any activities that violate applicable laws or regulations.

6. Completion of Internship Period:

- The internship will automatically terminate upon the completion of the agreed-upon internship period unless extended by mutual agreement.

In the event of termination, the Intern will be required to return any company property and materials and will no longer have access to company facilities and information.

This termination clause is subject to any applicable laws and regulations governing employment relationships in India.

Please be aware that termination decisions will be made in accordance with the applicable laws, and Mekyek Global Services Pvt Ltd reserves the right to modify or amend the terms of this termination clause as needed.

1. Professionalism:

- We conduct ourselves with professionalism at all times, treating everyone with dignity, respect, and courtesy.
- We maintain a positive attitude and strive for excellence in all aspects of our work.

2. Integrity:

- We uphold the highest standards of honesty, integrity, and ethical conduct in all our dealings.
- We avoid conflicts of interest and act in the best interests of the company and our clients.

3. Respect and Diversity:

- We embrace diversity and value the unique perspectives and contributions of every individual.
- We treat each other with respect, regardless of differences in background, opinions, or beliefs.

4. Confidentiality:

- We respect the confidentiality of sensitive information and data entrusted to us by the company, clients, and colleagues.
- We do not disclose confidential information without proper authorization and take measures to safeguard it from unauthorized access or disclosure.

5. Collaboration and Teamwork:

- We foster a collaborative and inclusive work environment, where teamwork and cooperation are encouraged and valued.
- We support and help each other to achieve common goals and objectives.

6. Professional Development:

- We are committed to continuous learning and professional development to enhance our skills and capabilities.
- We seek opportunities for growth and actively engage in training programs and skill-building activities.

7. Compliance with Laws and Regulations:

- We comply with all applicable laws, regulations, and company policies in the conduct of our business activities.
- We do not engage in any illegal, unethical, or fraudulent practices.

8. Communication:

- We communicate openly, honestly, and transparently with colleagues, supervisors, clients, and other stakeholders.
- We listen actively and attentively, and we express ourselves clearly and respectfully.

9. Conflict Resolution:

- We address conflicts and disagreements constructively and seek to resolve them through open dialogue and mutual understanding.
- We escalate unresolved issues through appropriate channels and seek assistance from management or HR as needed.

10. Compliance and Reporting:

- All employees and interns are expected to adhere to this Code of Conduct and report any violations or concerns to their supervisor or the HR department.
- Reports of misconduct or violations will be investigated promptly and handled confidentially, with appropriate disciplinary action taken if necessary.
- Please be advised that the successful completion of your assigned projects within the stipulated 6-month period is crucial. If you are unable to finish the project within this timeframe, the company reserves the right to impose a monetary penalty. The specifics of this penalty will be discussed and agreed upon at the beginning of your internship.

The internship cannot be construed as employment or an offer of employment with Mekyek Global Services Pvt Ltd.

Please confirm your acceptance of the terms of this offer by 10/09/2025 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,
Warm Regards,

Accepted by,

Mekyek Global Services Pvt Ltd.

A handwritten signature in blue ink, appearing to read 'Prince Mahato'.

Authorized Signature

Prince Mahato
-Founder & CEO

Aishika Biswas
Full Stack Developer Intern