



## INTERNSHIP OFFER LETTER

**Date:** 24-02-2025

**Name :** Anmol soni

**Email :** [anmolsoni1456@gmail.com](mailto:anmolsoni1456@gmail.com)

**Contact.:** 7905826699

**Address:** Ganpat University Mehsana Gujrat

Dear Anmol Soni,

I am delighted and excited to welcome you to extend your services at MEGAMINDS IT SERVICES as a Networking and Cyber Security Intern. 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 wish you the most enjoyable, learning-packed, and truly meaningful internship experience with MEGAMINDS IT SERVICES.

Your appointment will be governed by the terms and conditions presented in Annexure - A.  
Sign the Acknowledgement form to accept the offer.

We look forward to your joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward it to us.

Congratulations!

Sincerely,



**Karthik. K**  
(HR Manager)

MEGAMINDS IT SERVICES.



## ANNEXURE - A

The following terms and conditions of service shall govern your internship with MEGAMINDS IT SERVICES, which may be amended from time to time.

1. You are being hired as a Networking and cybersecurity intern for the Research and Development Team. Ms. Ushasri Ch, the R&D manager, will be your Reporting Manager and Mentor during the internship.
2. As a Developer Intern, you would be responsible for
  - Develop code for academic requirements such as Research articles, Projects, Thesis, and dissertations based on a specific criterion of the academic field of Indian and foreign universities.
  - Understand tasks and deliver solutions according to the requirements without copyright issues
3. Your date of joining is 24-02-2025, and you need to serve a mandatory 6-month and 2-month Notice Period (Post the 6 Months only). No Letter of Recommendation will be issued if you leave midway.
4. During this time, you are expected to devote your time and efforts solely to MEGAMINDS IT SERVICES work. You are also required to let your mentor know about forthcoming events (if any) in advance so that your work can be planned accordingly.
5. You will work Hybrid ,You and your mentor will schedule catch-ups at regular intervals to discuss work progress and overall work experience.
6. The Employee should report acceptance of the task to the respective team head within 3 hours of assigning it. Once accepted, you need to submit the task within the deadline.
7. Only 2 task rejections are permitted...more than that will terminate the offer
8. Every day, work needs to be reported, and the unreported day is marked as absent.24 working days per month is a must for any Employee
9. Experience certificate is provided only to Employees who have completed the tenure.
10. The work is completely Hybrid, and hence, what we focus on is only the deadlines. You can work in your flexible time frame, but deadlines need to be met
11. Not meeting deadlines is strictly prohibited
12. The Employees should be available to contact the team head either by phone or WhatsApp.
13. Unresponsive and irresponsible candidates will be terminated.
14. **Penalty Clause:** In the event of early termination of the internship by the intern, a penalty equivalent to two months' salary or ₹20,000, whichever is higher, will be applicable. This is to account for the resources and training provided by the company.
15. **Notice Period:** Interns are required to provide a two-month notice prior to resignation. During this period, all pending tasks must be completed to ensure a smooth transition. Failure to comply will result in the withholding of final payouts, internship certificates, and Letters of Recommendation (LOR).
16. **Termination Rights:** The company reserves the right to terminate the internship at any time without notice, particularly in cases of indiscipline or actions that disrupt client work.



17. Any planned leaves must be informed 10 days in advance ( not in case of emergency)
18. The employees are expected to dedicate themselves at any time when there is an unavoidable work emergency.
19. All the work that you will produce at or concerning MEGAMINDS IT SERVICES will be the intellectual property of MEGAMINDS IT SERVICES. 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 sites, and offline among your friends, colleagues, etc.) without prior discussion and approval with your mentor.
20. We take data privacy and security very seriously. Maintaining the confidentiality of any students', customers', clients', and companies' data and contact details you may have access to during your tenure will be your responsibility. MEGAMINDS IT SERVICES operates on the zero-tolerance principle concerning any breach of data security guidelines. After the tenure, you are expected to hand over all MEGAMINDS IT SERVICES work/data stored on your Personal Computer to your mentor and delete the same from your machine.
21. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of a breach of this condition, the company is liable to terminate this appointment immediately. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
22. Under normal circumstances, either the company or you may terminate this association by providing a notice of 60 days after the 6 months without assigning any reason. However, the company may terminate this agreement immediately in situations of in-disciplinary behavior. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.
23. MEGAMINDS IT SERVICES love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
24. Expect constant and continuous objective feedback from your mentor and other team members. 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 can all continuously push ourselves to do better.
25. Have fun at what you do and do the right thing—both principles are the core of what MEGAMINDS IT SERVICES stands for. 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.
26. Accepting the offer and leaving the company at one's own will is strictly prohibited. Those who gain expertise over time and leave at their own will are liable for penalty or legal action.
27. Those who utilize the company's assets for their benefit will be acted upon legally.
- 28. The internship stipend is tentative and strictly based on tasks successfully fulfilled in the respective month, with a maximum of 8000 INR. No rework in the following months is considered for pay. The amount is depreciated based on missing work schedules, poor-quality work submissions, and improper task completion.**



### ***Acknowledgment***

I, \_\_\_\_\_ [Intern's Full Name in Bold], at this moment, acknowledge that I have read, understood, and agreed to the terms and conditions outlined in this offer letter. I accept the Developer position at Megaminds IT Services.

[ Intern's Signature Name ]

Date:

Place: