

Nexarge Services Pvt. Ltd.

Office Address: FL-F-1302, TANISH PEARLS, Dabhadewasti, Charholi BK Pune 412105

Email Id: nexargee@gmail.com

Contact Number: 7276050424

Internship Joining Form & Terms & Condition

Date:

1. Personal Information:

Please fill in the following details:

Full Name: _____

Date of Birth (DD/MM/YYYY): _____

Gender: _____

Marital Status: _____

Current Address:

Permanent Address:

Primary Contact Number: _____

Alternate Contact Number: _____

Emergency Contact Name & Relationship:

Emergency Contact Number: _____

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2. Mandatory Document Submission:

You must submit the following documents before your internship starts

- ✓ Updated Resume Copy
- ✓ Required Still Date all Educational Certificates (including any additional course certificates)
- ✓ One Passport-Size Photograph
- ✓ ID Proof – PAN Card or College Id (copy)
- ✓ Address Proof – Aadhaar Card (copy)
- ✓ Bank account details with cancelled cheque (for stipend transfer)

3. Payment and Payment Schedule:

We are initially offering a stipend of ₹5,000 per month for a 3-month internship period. Based on performance, there may be an increase in the stipend.

We expect a minimum commitment of 80 hours per month during the internship.

Internship stipend will be credited on the last working day of each month.

Payment calculation cycle will be from 20th of the previous month to 20th of the current month.

4. Leave, Attendance & Working Hours Policy:

If you take leaves during the internship, stipend will be deducted proportionately.

Payment will be calculated on the basis of a 20-day working month (not 30 days).

If you do not complete the required working hours for the month, stipend will also be deducted proportionately.

Weekly work report submission is mandatory. If not submitted, it will be treated as absence or no work done for that period.

Repeated absenteeism may lead to termination of the internship.

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5. Internship Discontinuation:

If you wish to discontinue your internship, you must inform the company at least 15 days in advance.

Failure to provide this notice may result in non-payment of pending stipend.

6. General Guidelines:

You must maintain professionalism and follow company policies during the internship.

All assigned tasks must be completed within the given deadlines.

During your internship, you cannot engage in multiple internships or work with another company in the same role. Any such activity will be treated as a violation and will result in immediate termination without payment.

The company reserves the right to take strict legal action in cases of misconduct or leakage of confidential company information.

You agree to abide by all company policies, rules, regulations, and terms & conditions applicable during your internship.

Acknowledgement & Agreement:

I hereby declare that the information provided above is true and correct to the best of my knowledge. I have read, understood, and agree to abide by the above terms and conditions during my internship with Nexarge Services Pvt Ltd.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Company's Authorized Person Name: _____

Company's Authorized Person Signature: _____

Date: _____