



**MACRO**  
SOLUTIONS TOOLS

**MACRO SOLUTIONS TOOLS (SMC-PRIVATE) LIMITED**

## INTERNSHIP CONTRACT AGREEMENT

**Type:** Remote Internship

**Position:** JavaScript / Web Development Intern

This Internship Contract ("Agreement") is made between:

**Company:** Macro Solutions Tools LTD

AND

**Intern Name:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Both parties agree to the following terms:

### 1. Internship Duration

The internship will begin on 01/12/2025 and end on 30/02/2026.  
Total duration: **3 months**

### 2. Nature of Internship

- This is a **non-paid**
- The intern will work **remotely**, using their own laptop and internet.
- The internship is for learning, training, and gaining hands-on experience.

### 3. Working Hours

**Timing:** 6:00 PM – 10:00 PM (Pakistan Time)

**Total:** 4 Hours per day

**Days:** Monday to Saturday

**Weekly Total:** 24 Hours



## **4. Responsibilities of Intern**

The intern agrees to:

- Work on tasks assigned by the Team Lead / Supervisor.
  - Write clean code in HTML, CSS, JavaScript, and related technologies.
  - Join meetings when required.
  - Complete assignments on time.
  - Maintain communication on WhatsApp / Taskify.
  - Respect company policies, privacy, and deadlines.
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## **5. Company Responsibilities**

The company agrees to:

- Provide proper training and guidance.
  - Assign suitable tasks/projects.
  - Review performance weekly.
  - Issue a **Internship letter/ Experience letter** after successful internship.
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## **6. Confidentiality**

The intern agrees NOT to:

- Share company code, projects, client information, documents, or ideas.
- Use company material for personal projects without written permission.
- Share screenshots or internal discussions publicly.

Violation may result in immediate termination.

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## **7. Code Ownership**

- All work done by the intern during internship belongs 100% to the company.
  - The intern cannot claim copyright or ownership of the code.
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## **8. Assessment & Removal**

The company may terminate the internship if:

- The intern is inactive for more than 3 days without notice.
  - Work progress is poor.
  - They violate confidentiality or professionalism.
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## **9. Communication Policy**

Intern must:

- Respond to messages within reasonable time.
  - Provide updates daily.
  - Attend mandatory online meetings.
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## **10. Certificate & Letter of Recommendation**

Upon successful completion, the intern will receive:

- **Experience Letter** (based on performance)
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## **11. This internship is unpaid and for educational purposes.**

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## **12. Agreement & Signatures**

By signing below, both parties agree to all the terms of this internship.

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### **Company Representative**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Intern**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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