

# **INTERNSHIP OFFER LETTER at** **The Shaadi Times**

17/05/2019

(Type Name and Address of Candidate)

Chinmay Sathe

1702, A-1, LIC Colony, Amanpur,

Madan Mahal, Jabalpur (M.P.)

Pin code - 482001

Email- chinmaysathe93@gmail.com

Mobile - 8850020361

Dear CANDIDATE,

I am delighted & excited to welcome you to THE SHAADI TIMES as a DATA ANYLYST.

We believe that 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 us.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Kindly sign the duplicate of this offer letter as your acceptance and forward the same to us from you registered email address at info@theshaaditimes.com

Congratulations!

*Sathe*  
17/05/20

For The Shaadi Times

MANAGING DIRECTOR (ELECTRONIC COPY NEEDS NO SIGN)

**ANNEXURE - A**

You shall be governed by the following terms and condition of service during your internship with The Shaadi Times, and those may be amended from time to time.

1. You are being hired as an intern at The Shaadi Times in the field of DATA ANALYTICS and Akash Kumar would be your Reporting Manager and Mentor during the internship. With appointment in The Shaadi Times as a DATA ANALYTICS INTERN you would be responsible for All Official Content Work As Assigned by your mentor.
2. Your date of joining is 18<sup>th</sup> May 2020 and the duration of the internship would be 1 month. During this time you are expected to devote your time and efforts to The Shaadi Times work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to The Shaadi Times will be the intellectual property of The Shaadi Times. You are not allowed to store, copy, sell, share, and 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, and companies' data and contact details that you may get access to during your internship will be your responsibility. The Shaadi Times 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 The Shaadi Times work/data stored on your Personal Computer to your mentor and permanently delete the same from your machine.
6. During the appointment period you shall be encouraged to engage yourselves directly or indirectly or in any capacity in

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any other organization (including your college) and learn multitasking, including other internships/ part time jobs/ online skills learning etc.

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

8. 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.

9. The Shaadi Times is a new generation company 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 hardwork – and expect appreciation & rewards to follow.

10. 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.

11. Have fun at what you do and do the right thing – both the principles are core of what The Shaadi Times 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.

12. You will be provided an Experience Certificate along with Certificate of Merit when you complete the assignments, leaves/ offs/ days you don't work will not be counted, will be provided to you. Certificate of participation will be provided to interns who work for one month but are not able to complete the assignments.

Name of Candidate: Chinmay Sathe

Adhaar Number: 402837446487

Email Address: chinmaysathe93@gmail.com

Mobile Number: 8850020361

City: - Jabalpur State: - Madhya Pradesh Pin Code: - 482001

Signature of Candidate with date: -

*Sathe*  
17/05/20

(TAKE A PRINTOUT OF THIS AGREEMENT OR FILL UP ONLINE AND SIGN ALL THE PAGES SEND A CLEAR PICTURE FROM YOUR PHONE OR SEND IT AS PDF AFTER WRITING ON MSWORD AND SEND IT TO HR AT [INFO@THESHAADITIMES.COM](mailto:INFO@THESHAADITIMES.COM)

WRITE SUBJECT – “AGREEMENT - <YOUR NAME>, DATA-ANALYTICS INTERNSHIP”

(IMAGE OF AGREEMENT OR PDF WILL ACTIVATE THE CONTRACT IMMEDIATELY)

*Sathe*  
*17/05/20*