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Congratulations : Internship Acceptance Letter

1 message

INDO-LONDON EDUCATIONAL <indouk.academicinfo@gmail.com>
To: subhasishhalder107@gmail.com

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Dear Candidate,

Welcome to NATIONAL INSTITUTE FOR INDUSTRIAL TRAINING (AGS) & INDO-EUROPEAN SCIENTIFIC RESEARCH GROUP, LONDON (INEUSRG) as an **Intern**. Here, we believe that the team is our biggest strength and we take pride in hiring ONLY the best among the brightest.

We are confident that you will be able to play a significant role in the overall success of the venture.

Your appointment will be governed by the terms and conditions presented below as per Government Empanelled Bodies & INEUSRG.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. We wish you the most enjoyable, learning packed and truly meaningful Internship Experience with NiiT (AGS) & (INEUSRG).

If you have Negotiated, Agreed, Read, and Understood all the Rules & Regulations of this mail, as well as Terms and Conditions in complete acceptance of the letter, then leave a reply ([CONFIRM TO THESE MAIL](#)).

Time Frame :- 3 to 6 Months Initially

Remuneration :- As per the productivity / outcome in the internship domain.

Supervisor :-

Mr. Dwipayana Saha (HR HEAD) would be your Reporting Senior (POC/POINT OF CONTACT).

Mr. Avik Ghosh (OPERATION DIRECTOR) would be your (CORPORATE MENTOR).

Benefits :-

1. You will be provided with Financial Benefits as per the business volume generated & along with the productivity/outcome in the Internship domain.
2. According to your best performance your internship program may be extended & your position will be incremented.

Rules & Regulations :-

1. Be Punctual

Maintain Punctuality. During the internship period, you need to devote your time and efforts solely to NiiT's (AGS) & (INEUSRG) work. You are also obliged to let your HR Head & Corporate Mentor know about every forthcoming event (if there are any) in advance (before 24hrs if possible) so that your work can be planned accordingly.

2. Be Professional

You are to conduct yourself with the utmost professionalism in dealing with your HR Head & Corporate Mentor, team members, colleagues, clients, and customers and treat everyone with due respect.

3. Be Obedient

Follow all the terms and conditions without any fail under any circumstances.

Terms and conditions :-

• DUTIES AND OBLIGATIONS -

1. From now onwards you are going to be named and will be appointed as an Intern under NiiT(AGS) & (INEUSRG).
2. Where, Mr. Dwipayana Saha (HR HEAD) would be the Reporting Senior (POC/POINT OF CONTACT) of yours and Mr. Avik Ghosh (OPERATION DIRECTOR) would be your (CORPORATE MENTOR).

• COMMENCEMENT DATE AND TERM -

3. From the date of joining the duration of the internship would be of 6 months.

• PLACE OF WORK -

4. Due to the current pandemic situation, the internship will be solely remote working. There will be follow-ups scheduled with your HR Head & Corporate Mentor to discuss the work progress and overall internship experience at regular intervals. It is mandatory to report all the progress and the difficulties to your reporting senior at the end of the day.

• OTHER EMPLOYMENT -

7. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college if you are a student). In the event of a breach of this condition, this appointment letter is liable to be terminated forthwith by the company & you will be Blacklisted from NiiT (AGS) & (INEUSRG) along with its collaborated Government Empanelled Bodies, Global Bodies & Startups Permanently. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

• TERMINATION -

9. 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-disciplined behavior.

- **GENERAL CLAUSES** -

10. The Intern is expected to be in his or her utmost professionalism in dealing with your HR Head & Corporate Mentor, team members, colleagues, clients, and customers and treat everyone with due respect.

11. It is expected that there is constant and continuous objective feedback from the mentor and other team members, and we encourage the Intern to ask for and provide feedback at every possible opportunity. In NiiT (AGS) & (INEUSRG), Intern are given the full right to give feedback and your duty to work on the feedback received.

- **CONFIDENTIALITY** -

12. "Confidential Information" means the agreement entered into between the NiiT (AGS) & (INEUSRG) as an intern on which sets out the obligations owed by the Intern to not to disclose it anyone at any circumstances with respect to Confidential Information.

13. As from today onwards it would be presumed that the Intern is under a non-disclosure agreement with the NiiT (AGS), which clearly states that under no circumstances during and after the Internship, the intern is prohibited to share any kind of information related to NiiT (AGS) & (INEUSRG) to any third party, breaking of this rule will cost to blacklisting from every Government Empanelled bodies.

14. All the work that you will produce at or in relation to NiiT (AGS) & (INEUSRG) will be the intellectual property of NiiT (AGS) & (INEUSRG). Under any circumstances you are not allowed to [store](#), copy, sell, share, and distribute it to any third party. You are 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 from your HR Head & Corporate Mentor.

15. Uploading of any personal information of yours related to the organization in the internet is strictly prohibited.

16. NiiT (AGS) & (INEUSRG) takes data privacy and security very strictly. During the course of the Internship with NiiT (AGS), the Intern may learn information that is private, sensitive, and or confidential. This information may concern or relate to any students, customers, clients, and companies' data and contact details. The Intern must keep secret and must not, without specific written permission from the company, disclose any such private, sensitive or confidential information, from whatever source and however he/she may learn it, to any person or body.

17. NiiT (AGS) & (INEUSRG) operates on the 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 NiiT (AGS) & (INEUSRG) work/data stored on your Personal Computer to your HR Head & Corporate Mentor and delete the same from your machine.

- **ADDENDUM** -

18. In the period of Internship, amended of any of the above mention clauses strictly remains on the hands of the NiiT (AGS) & (INEUSRG), and the mentioned points might be changed from time to time.

You should have fun at what you do and do the right thing – both the principles are the core of what NiiT (AGS) & (INEUSRG) stands for and we expect you as an Intern to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.