

**मध्यप्रदेश स्टेट इलेक्ट्रॉनिक्स डेवलपमेंट कॉर्पोरेशन लिमिटेड**  
**Madhya Pradesh State Electronics Development Corporation Limited**  
(म.प्र. सरकार का उपक्रम)  
(A Govt. of M.P. Undertaking)

Ref: MPSEDC/Internship 2.O/2025/063

Dt: 21-May-25

To,  
**Ms. Esther Sam**  
D/O Mr.Koshy George Sam  
Address: Hlg 65 Old Subhash Nagar, Govindpura  
Bhopal, 462023  
Madhya Pradesh  
**Mobile 8103744992**  
**Email esthergeorgesam@gmail.com**

Subject: **LETTER OF INTERNSHIP**

**Dear Ms. Esther Sam,**

We are glad to inform you that you have been selected for the 1-year Internship 2.O Program at Madhya Pradesh State Electronics Development Corporation Ltd (MPSeDC).

Your internship is subject to the terms and conditions that are mentioned in this '*Letter of Internship*' and it's Annexure(s). The rules regarding leave and other statutory obligations shall be applicable as and when they come into force, from time to time. You will be expected to follow all the rules and regulations of the official conduct and behavior and will ensure the confidentiality of the data/information shared with you during the course of your internship, at all times.

We strongly value honesty, dedication, open-mindedness, and a positive attitude at work. Kindly be mentally prepared for the program. We have confirmed your internship with us based on the details below:

**(1) Date of Joining the program:**

- (i) You are expected to join us on the **26-May-25**
- (ii) Your actual date of joining will be considered as your date of Start of the Internship.
- (iii) If you have already completed your Graduation / Post-Graduation and have received the Letter of Internship from MPSEDC, you are expected to join the Internship program within 15 days from the date of issuance of the Internship letter.
- (iv) In case of no show within 15 days of the joining date mentioned in the letter, your candidature will be nullified without any intimation/explanation.
- (v) If you are in your Final Semester or preparing for your Final exams and have qualified the exam conducted for the Internship program, you can follow the process below:
  - a. If you have received the Internship letter from MPSEDC, you are expected to join the Internship program within 15 days from the date of completion of your final exams.
  - b. You will have to submit a provisional degree / mark sheet of your result within 4 months of joining the internship program, failing which your candidature for internship shall be canceled.
- (vi) In case you are unable to clear your final exam of Graduation or Post-Graduation (as applicable), your candidature for the internship shall be canceled.

**(2) Place of Internship**

Your place of internship will be MPSeDC Office.



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**(3) Stipend**

During the course of your internship at MPSeDC, you will be paid a stipend of Rs.25,000/- per month. The stipend will be paid on pro-rata basis depending on your date of joining the internship program.

**(4) Working Hours**

As per the working hours decided by MPSeDC.

**(5) Dress Code**

Interns are expected to come in formal attire during the course of their internship at MPSeDC.

**(6) Periodic Performance Review**

During the course of your internship, you will be put through tests from time to time. The continuance of the internship is strictly based on the intern clearing the assessment tests which are to be conducted by MPSeDC from time to time during the course of their internship.

**(7) Laptop**

You will be required to use your own laptop during internship.

**(8) Non-Disclosure Agreement**

You will provide a Non-Disclosure Agreement on an Rs100/- Stamp Paper, duly notarized, to MPSeDC.

**(9) Insurance & Medical**

No Insurance and medical-related benefits will be provided during your course of internship.

**(10) Travel**

You will not be eligible for any Travel Allowance / Dearness Allowance, however, during the course of your internship, if you are asked to travel to some other office or city for project-related work, you will be reimbursed in accordance with the HR Policy of MPSeDC. (Applicable for L3 employees of the corporation).

**(10) Supervision**

You will work under the supervision of such officers as may be decided by the management accordingly. You shall diligently and satisfactorily carry out instructions given to you by your superior / mentor in connection with the work assigned to you to the best of your skill and ability.

**(11) Attendance**

You are expected to record your attendance through the Biometric Access Control System installed in office.

**(12) Separation**

The option to voluntarily quit the internship program after 6 months would be available with all the interns. Those interns who do not wish to appear in the tests to be conducted from time to time during their course of internship, may also quit after completing 6 months of internship. Those who clear the tests and still do not wish to continue the internship can also voluntarily quit the program after six months.

**(13) Termination**

In case you are charged with any act of misconduct you may be terminated from the internship without assigning any notice.



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**(14) Eligibility for Certificate:**

You shall be eligible to get certificate of internship only if you complete 6 months of the Internship Program. In case you quit the program before completing 6 months, you will not be eligible to receive any certificate of internship.

**(15) NDA with the Candidate**

You have to sign a Non-Disclosure Agreement with MPSEDC before joining the internship program.

**(16) Abandonment and automatic termination**

Absence from internship without the permission of the management for a continuous period of 7 days (including absence when leave has been applied for but not granted) and when overstayed after the sanctioned leave for a period of 7 days would make you lose your lien on the internship and the same shall automatically come to an end without any notice or intimation.

**(17) Mode of communication**

For any notice of internship or communication of any kind, you will be informed by ordinary post at the address given by you at the time of your document verification or such other address which you may hereafter intimate to MPSeDC.

**(18) Leave entitlement**

You will be entitled for 12 days' leave in a year, that is 1 leave per month. If the intern does not avail any leave in a month, the same shall get added to his leaves in the coming month. The intern will be eligible to avail leave only after taking written approval from authorized person. In case an intern proceeds on sick leave for more than 3 consecutive days in a month, the intern will have to submit a medical certificate from a certified medical practitioner. If no medical certificate is submitted, leave application will not be considered in exceptional situations, Leave Without Pay (LWP) of maximum 3 days per month may be granted at the discretion of the Officer in charge under whom the candidate is undergoing internship.

**(19) Rule and Regulations and office orders:**

You will be bound by rules, regulations and office orders enforced by the Management of MPSeDC from time to time in relation to conduct, discipline, internship conditions which will be deemed as rules, regulations and orders in the part of these terms of internship.

**(20) Fitness**

Your continued internship is contingent on your sustained well-being. Throughout your internship, you might need to undergo medical assessments as advised by the management.

**(21) Exclusivity**

All disputes related to the policy shall be subject to the exclusive jurisdiction of the Courts of Bhopal.

**(22) MPSEDC reserves the right to cancel or discontinue the internship at any point of time without assigning any reason.**

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood and accepted.

*For and on behalf of the management*

**DECLARATION**

I have read/understood the above terms and conditions and undertake to abide by them.

Date

Signature of the Intern

