



December 29, 2023

Internship Offer Letter

Dear Hem Kamli,

With reference to your subsequent interview with us, we are pleased to extend an offer, as per the details appended below:

- Designation: Trainee Developer.
- Date of Joining: Your internship will start on 15 January 2024.
- Stipend: During the Internship period, your per month stipend will be Rs. 7500/-.
- After 5 months of internship, based on the review rating, the Organization will offer an employment opportunity with a per annum salary range of Rs. 2.4 lakhs to 3.0 lakhs.
- As an intern, you will not receive any of the employee benefits that regular company employees receive, including but not limited to health insurance.
- Leaves: You will get 1 leave per month during the internship. The company shall provide you with additional Exam leaves based on approval by the college. Unpaid leaves shall be taken after HR approval. Any extra leaves taken will be subjected to a deduction in the stipend.
- You shall not be entitled to any Work From Home during your Internship Tenure.
- Location – Your internship will be conducted at the Ahmedabad Office.
- Your normal working hours are from 10:00 hrs. to 19:00 hrs. (9 hrs. including lunch break) Monday to Friday.
- During the period of your internship with the Company, you will devote full-time to learning. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or kind or otherwise, without the prior written permission of the company.
- You will be required to maintain utmost secrecy concerning project documents, codes, commercial offers, design documents, project cost and estimation, Technology, Software packages license, Company policies, Company patterns and trademarks, and the Company's Human assets profile.
- You will be required to comply with all rules and regulations including conduct, discipline, and administrative orders as the Company may frame from time to time.



- Any of the technical or other important information that might come into your possession during the continuance of your service with us shall not be disclosed, divulged, or made public by you even thereafter.
- If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of the reason of any of the acts or omission the company shall be entitled to recover the damages from you. In case your services are terminated as aforesaid, all incentives, salaries, and other benefits which you may be entitled to on usual termination would be deemed to be automatically terminated, and the company (without prejudice to its right to claim damages from you) would not be liable to pay any of the benefits
- You will not accept any present, commission, or any sort of gratification in cash or kind from any person, party or firm, or Company having to deal with the company and if you are offered any, you should immediately report the same to the Management.
- This internship offer letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this internship, the Management may take such action as it deems fit in its sole discretion, including termination of your internship. (Your date of birth maintained in the matriculation/ higher secondary certificate will be deemed to be the conclusive proof of your date of birth).
- You will be responsible for keeping safe and returning Company property, which may be in your use, custody, or charge.
- You will intimate in writing to the management any change of address within a week from the change of the same, failing which any communication sent on your last recorded address, shall be deemed to have served on you.
- At the time of termination of your internship, the process of the full and final settlement will be carried out at the end of the respective month of termination in which you will be required to pay any outstanding amount of tax, any advance leave consumed by you, advance received, loans taken, etc. If there is any outstanding amount payable to you by the Organization it will be paid if you satisfy all the requirements of full and final settlement. In case of breach of Contract, you will not be given any internship completion documents and legal action can be initiated.
- This appointment is made at Ahmedabad and is therefore subject to Ahmedabad's jurisdiction for the purpose of all labor disputes and legal proceedings.



- Interns will be paid their monthly stipend through the bank after deduction of Taxes as per Govt. guidelines.
- The Company reserves the right to change the terms and conditions of your internship and its policies and procedures at any time.
- Upon successful completion of the internship, the Organization will provide you with an Internship certificate and offer an employment opportunity based on your internship performance.

You are requested to acknowledge a copy of this letter as a token of acceptance and return the same.

We wish you all the best and welcome you to be a part of the ONECLICK IT SOLUTIONS Family.

Thanking You,

Yours Faithfully,

Devshree Waghodkar

Senior HR Specialist - Human Resources

OneClick IT Solutions

Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the above terms & conditions.

Name: Hem Kamli

(Signature and Date)