



Ministry of Housing  
and Urban Affairs  
Government of India



## Offer Letter

Dear Mr/Ms. Shivanshu Gupta

We would like to congratulate you on being selected for The Urban Learning Internship Program as an intern to work and assist in the Department of Electricity in Municipal Corporation Lucknow. We are pleased to offer you an internship for the period of 4 beginning from 2020-05-15 to 2020-05-30.

During the internship you will be required to discharge the responsibilities allocated by the ULB in furtherance of your role. The Urban Local Body may also assign additional responsibilities as needed to promote effective learning. The offer is subject to the acceptance of the following terms:

### **Deliverables:**

In the course of the internship, you will be required to meet reporting requirements as directed by the reporting officer.

### **Stipend and Allowances:**

You will be paid a stipend of Rs.10000 on a monthly basis

You may be reimbursed for expenses incurred in completion of the assignments at the ULBs discretion with prior approval.

### **Workplace Conduct:**

You will be required to adhere to professional standards of workplace conduct.

### **Confidentiality and Deliverable Ownership**

During the course of the internship, you may be given access to sensitive and privileged information in furtherance of the work. You will be required to maintain confidentiality of such information failing which the internship would stand terminated and you may be liable to legal action.

The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the the course of the internship will lie with the Urban Local Body. The ULB may allow use of such property for academic purposes on a case-to-case basis.

### **Disputes:**

During the course of the internship, any dispute arising between you and the Urban Local Body will be settled amicably in accordance with the law of the land.

If you agree to the above terms of the offer of internship, please send a countersigned copy of the offer letter to Akash indicating your acceptance.

Sincerely,

Date : 01/05/20

Akash