

## **INTERNSHIP OFFER LETTER**

**Date:** October 3, 2025

**To,**  
**Manvitha Pentapati**  
95134 19852

**Subject: Offer of Internship - AI & Full Stack Web Development**

---

Dear **Manvitha**,

We are pleased to offer you an internship position at **Sarkari Parcha** as an **AI & Full Stack Web Development Intern**. We were impressed with your skills, enthusiasm, and potential during our selection process, and we believe you will be a valuable addition to our team.

This letter outlines the terms and conditions of your internship with Sarkari Parcha. Please review the details carefully.

---

### **1. POSITION DETAILS**

**Position Title:** AI & Full Stack Web Development Intern

**Department:** Technology/Development

**Reporting To:** Jatin Saini, Manager

**Work Mode:** Remote

**Start Date:** October 3, 2025

**Internship Duration:** 2 (Two) months

**Note:** The duration of this internship is subject to modification based on company requirements and operational needs. Sarkari Parcha reserves the right to extend or shorten the internship tenure at its sole discretion, with prior intimation to the intern.

---

### **2. PROBATION PERIOD**

You will be on probation for the first **15 (Fifteen) working days** from your start date. During this period, your performance, adaptability, learning curve, and alignment with company expectations will be evaluated.

The company reserves the right to terminate the internship during or after the probation period if performance standards are not met, without any obligation to provide compensation beyond work completed up to the termination date.

Reduced stipend will be disbursed i.e. 100 Per Working Day (Condition valid for Probation only).

---

### **3. ROLES AND RESPONSIBILITIES**

As an AI & Full Stack Web Development Intern at Sarkari Parcha, your primary responsibilities will include, but are not limited to:

- **Full Stack Development:** Design, develop, and implement features for the Sarkari Parcha web application using modern full-stack technologies
- **Backend Development:** Build robust and scalable backend systems, APIs, and server-side logic
- **Database Management:** Design, implement, and optimize database schemas and queries for efficient data storage and retrieval
- **Frontend Development:** Create responsive, user-friendly, and intuitive user interfaces
- **AI Integration:** Assist in integrating AI-powered features and functionalities into the web application
- **Deployment:** Manage deployment processes, including setting up CI/CD pipelines, server configurations, and cloud hosting
- **Testing & Quality Assurance:** Conduct thorough testing including unit tests, integration tests, and end-to-end testing to ensure application stability and performance
- **Code Review & Documentation:** Write clean, maintainable code with proper documentation and participate in code reviews
- **Collaboration:** Work closely with the team to understand requirements, provide updates, and contribute to project planning
- **Problem Solving:** Debug issues, troubleshoot errors, and optimize application performance
- **Learning & Adaptation:** Stay updated with latest technologies, frameworks, and best practices in full-stack and AI development
- **Additional Tasks:** Undertake any other responsibilities assigned by your reporting manager or company leadership as per project requirements

---

## 4. COMPENSATION & INCENTIVES

### 4.1 Fixed Stipend

You will receive a fixed monthly stipend of **₹5,000 (Rupees Five Thousand Only)**, payable at the end of each month, subject to satisfactory completion of assigned tasks and attendance requirements.

### 4.2 Performance-Based Incentive

In addition to the fixed stipend, you will be eligible for a performance-based incentive ranging from **₹1,000 to ₹3,000 (Rupees One Thousand to Three Thousand Only)** per month.

The incentive amount will be determined based on the following performance parameters:

- Quality and timeliness of deliverables
- Code quality, efficiency, and adherence to best practices
- Initiative, creativity, and problem-solving abilities
- Contribution to team objectives and project milestones
- Learning agility and skill development
- Attendance and commitment to assigned responsibilities

The performance evaluation and incentive determination will be at the sole discretion of the company management.

#### **4.3 Payment Terms**

All payments (stipend and incentives) will be processed via bank transfer within 7 (seven) working days from the end of each month, subject to submission of necessary bank details and completion of any required documentation.

---

### **5. WORK SCHEDULE & FLEXIBILITY**

#### **5.1 Working Hours**

This is a **fully flexible timing arrangement**. You are expected to manage your time efficiently to complete assigned tasks and meet project deadlines. While for 3-4 flexible working hours, you must remain available and responsive during reasonable working hours for team communication, meetings, and collaboration.

#### **5.2 Weekly Schedule**

**Standard Working Days:** Monday to Friday

**Weekends:** Saturday and Sunday are standard offs

#### **5.3 Weekend Work Requirement**

The company reserves the right to request your availability and work on weekends (Saturday/Sunday) or public holidays based on project urgency, deadlines, client requirements, or operational necessities. Such requests will be communicated in advance whenever possible, and you are expected to accommodate these requirements as part of your internship commitment.

#### **5.4 Availability & Communication**

You are expected to:

- Maintain regular communication with your reporting manager
- Attend scheduled team meetings, standups, and review sessions
- Respond to work-related communications within reasonable timeframes
- Be available on designated communication channels during working hours

- Inform the team in advance about any planned unavailability
- 

## **6. INTELLECTUAL PROPERTY & CONFIDENTIALITY**

### **6.1 Ownership of Work Product**

All work, including but not limited to code, designs, documentation, ideas, concepts, inventions, processes, algorithms, data, reports, presentations, and any other intellectual property created, developed, or contributed by you during the course of this internship, whether during working hours or otherwise, and whether using company resources or not, shall be the **exclusive and absolute property of Sarkari Parcha**.

You hereby assign and transfer all rights, title, and interest in such work product to the company, including all intellectual property rights, copyrights, patents, trademarks, trade secrets, and any other proprietary rights worldwide.

### **6.2 No Retained Rights**

You acknowledge and agree that you shall have no ownership rights, claims, or interests in any work product created during the internship period. You shall not use, reproduce, distribute, or exploit any such work product for personal use or for any third party without explicit written permission from Sarkari Parcha.

### **6.3 Confidentiality Obligations**

You shall maintain strict confidentiality regarding all proprietary information, trade secrets, business strategies, client information, technical data, source code, algorithms, database structures, business processes, financial information, and any other confidential or sensitive information belonging to Sarkari Parcha or its clients.

This confidentiality obligation shall:

- Remain in effect during and after the termination of your internship
- Apply to all forms of information (written, oral, electronic, or observed)
- Prohibit disclosure to any third party without written authorization
- Require return or destruction of all confidential materials upon internship conclusion

### **6.4 Non-Compete & Non-Solicitation**

During the internship period and for a period of **3 (three) months** following its conclusion, you agree not to:

- Directly compete with Sarkari Parcha by developing, launching, or contributing to similar products or services
- Solicit or attempt to solicit any clients, customers, or business partners of Sarkari Parcha
- Induce or attempt to induce any employee, contractor, or associate of Sarkari Parcha to terminate their relationship with the company

## **6.5 Company Discretion & Rights**

Sarkari Parcha reserves all rights to:

- Use, modify, enhance, commercialize, license, or distribute any work product created during your internship
  - Make all decisions regarding the development, deployment, and future of any projects or products
  - Determine the direction, scope, and priorities of all work assignments
  - Access, review, and utilize all work-related communications, files, and data created on company systems or related to company projects
- 

## **7. CODE OF CONDUCT & EXPECTATIONS**

As an intern at Sarkari Parcha, you are expected to:

- Maintain high standards of professional conduct, ethics, and integrity
- Adhere to all company policies, guidelines, and procedures
- Treat all team members, clients, and stakeholders with respect and professionalism
- Communicate openly, honestly, and transparently with your team and manager
- Take ownership of assigned tasks and deliver quality work within agreed timelines
- Proactively seek guidance when facing challenges or uncertainties
- Maintain confidentiality and protect sensitive company information
- Respect company resources and use them responsibly
- Continuously learn, improve skills, and contribute to team knowledge sharing
- Represent Sarkari Parcha positively in all professional interactions

Any violation of the code of conduct, unprofessional behavior, negligence, breach of confidentiality, or failure to meet performance expectations may result in immediate termination of the internship.

---

## **8. TERMINATION & NOTICE PERIOD**

### **8.1 Termination by Company**

Sarkari Parcha reserves the right to terminate this internship at any time, with or without cause, and with or without prior notice. Grounds for termination may include, but are not limited to:

- Unsatisfactory performance or failure to meet expectations

- Violation of company policies or code of conduct
- Breach of confidentiality or intellectual property agreements
- Misconduct, negligence, or unprofessional behavior
- Project completion, change in business requirements, or organizational restructuring
- Any other reason deemed appropriate by the company management

**Notice Period:** No notice period is required from the company's side in case of termination.

Upon termination by the company, you will be compensated only for the work completed up to the termination date, calculated on a pro-rata basis.

## **8.2 Resignation by Intern**

If you wish to resign from the internship, you must provide a written notice of **7 (seven) calendar days** to your reporting manager and the company.

During this notice period, you are expected to:

- Complete all pending tasks and assignments
- Provide proper handover of your work, documentation, and access credentials
- Return all company property, documents, and confidential materials
- Ensure a smooth transition of your responsibilities

Failure to serve the complete notice period or provide proper handover may result in:

- Forfeiture of pending stipend or incentive payments
- Negative remarks in experience/recommendation letters
- Ineligibility for rehiring or future opportunities with Sarkari Parcha

## **8.3 Post-Termination Obligations**

Upon termination or resignation, you must immediately:

- Cease all work on company projects
- Return all company property, devices, access credentials, and documents
- Delete all company-related data from personal devices
- Continue to honor all confidentiality and intellectual property obligations
- Refrain from making any negative or disparaging statements about Sarkari Parcha

---

## **9. BENEFITS & LEARNING OPPORTUNITIES**

### **9.1 Internship Certificate**

Upon successful completion of the internship, you will be awarded an **Internship Completion Certificate** from Sarkari Parcha, recognizing your contribution and the skills developed during the internship period.

The certificate will be issued only if:

- You complete the full internship tenure (unless terminated by the company)
- Your performance meets satisfactory standards
- You fulfill all post-internship obligations including proper handover

## **9.2 Learning & Development**

During your internship, you will have the opportunity to:

- Work on real-world projects with practical applications
- Gain hands-on experience in full-stack development, AI integration, and deployment
- Learn industry best practices, modern development workflows, and professional standards
- Receive mentorship and guidance from experienced professionals
- Develop technical skills, problem-solving abilities, and professional competencies
- Build a strong portfolio of work that demonstrates your capabilities

## **9.3 Future Opportunities**

Based on your performance, attitude, and company requirements, exceptional interns may be considered for:

- Extension of the internship period
- Full-time employment opportunities
- Future project collaborations
- Positive recommendations and references

However, this internship does not guarantee any future employment or opportunities with Sarkari Parcha.

---

# **10. GENERAL TERMS & CONDITIONS**

## **10.1 Nature of Relationship**

This is an internship arrangement and does not constitute an employment relationship. You will not be considered an employee of Sarkari Parcha and will not be entitled to any employee benefits, insurance, provident fund, gratuity, or other statutory benefits.

## **10.2 Modifications & Amendments**

Sarkari Parcha reserves the right to modify, amend, or update any terms and conditions of this internship at any time, at its sole discretion. Any such changes will be communicated to you in writing and will be effective from the date specified.

#### **10.3 Governing Law & Jurisdiction**

This offer letter and the internship arrangement shall be governed by the laws of India. Any disputes arising from this internship shall be subject to the exclusive jurisdiction of the courts located in [Your City/State].

#### **10.4 Entire Agreement**

This offer letter constitutes the entire agreement between you and Sarkari Parcha regarding your internship and supersedes all prior discussions, negotiations, or agreements, whether written or oral.

#### **10.5 Severability**

If any provision of this offer letter is found to be invalid, illegal, or unenforceable, the remaining provisions shall continue to be valid and enforceable to the fullest extent permitted by law.

#### **10.6 Company Discretion**

In all matters not explicitly covered by this offer letter, the decision of Sarkari Parcha management shall be final and binding.

---

### **11. ACCEPTANCE**

Please confirm your acceptance of this internship offer by signing and returning a copy of this letter by **October 5, 2025**. You may send your signed acceptance via email to [info@sarkariparcha.in](mailto:info@sarkariparcha.in).

Your signature below indicates that you have read, understood, and agree to abide by all the terms and conditions outlined in this offer letter.

We are excited to have you join the Sarkari Parcha team and look forward to a productive and mutually beneficial internship experience. Should you have any questions or require any clarifications regarding this offer, please feel free to reach out.

---

**Welcome aboard, and best wishes for a successful internship!**

**For Sarkari Parcha:**

**Jatin Saini**

Manager

Sarkari Parcha

Date: 03/10/25

---

**Acceptance by Intern:**

I, **Manvitha Pentapati**, hereby accept the internship offer from Sarkari Parcha under the terms and conditions stated in this letter.

**Signature:** \_\_\_\_\_

**Name:** Manvitha Pentapati

**Date:** \_\_\_\_\_

---

**Contact Information:**

- **Company Email:** info@sarkariparcha.in
  - **Manager Contact:** jatin@sarkariparcha.in
- 

*This is a computer-generated offer letter and does not require a physical signature from the issuing authority. The intern's signed acceptance constitutes a binding agreement.*