

31st May 2021
Bhopal

Dear Mahima

Sub: 2021 Internship Offer Letter

Welcome to Team of **Cloud Encyclopedia IT Solutions Pvt. Ltd.** We are pleased to offer at the position of a **Software Developer Intern** for a period of 3 months starting from **1st June 2021 to 31st Aug 2021** on the following terms and conditions:

1. **Stipend:** You will be paid stipend of INR **5,000** per month during your internship. You will not be entitled to any other benefits during this internship
2. **Notice Period:** The internship is at-will, which means that either you or the Company has the right to terminate internship anytime. However, you are required to give a minimum of 15 Days' notice before you leave the company at your will.
3. **Confidentiality:** During Internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you will keep all such information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion/termination of your internship, you will immediately handover all of its property, equipment, and documents, including electronically stored information/data to the Company. Please note that the data/information/ software developed, if any, during the Internship with the Company shall be the property of the Company and you will not have any right, what-so-ever, on the same.

You hereby represent to the Company that you are under no obligation or agreement that would prevent you from becoming an intern of the Company or adversely impact your ability to perform the expected services.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It shall be changed only by a subsequent written agreement.

I hope that your association with Cloud Encyclopedia IT Solutions Pvt. Ltd. will be successful and rewarding. Please send your acceptance of this offer by sending duly signed copy within 2 days of date of this letter. If you have any questions, you may please contact the undersigned.

You will be employed at Cloud Encyclopedia after successful completion of internship and its always subjected to your performance.

With best wishes,



Varun Mittal
Director

Mahima Garg
Intern

Documents to be submitted on the date of your joining
Company name

You are required to submit the below mentioned documents in original, with a copy of each.

1. The relieving order from your previous employer (to be submitted on the very first day of reporting for joining Company Name) and the salary certificate from your previous employer indicating tax deducted so far.
2. Offer & Experience/service letter/s from all your previous employers where you worked earlier.
3. Copies of your educational certificates (10th, 12th, Degree and PG).
4. Copy of PAN CARD
5. Copy of Aadhar Card
6. Copy of Address Proof Both Permanent and Temporary
7. Copy of Passport (VISA if you have)
8. Form-16
9. In case of transfer of PF, PF Slip from the previous employer. In the absence of a PF slip, you are required to furnish the complete address of the Provident Fund Commissioner Office /Trust where the PF account is maintained by the previous employer(s).