

Ashiq

Subject:- Internship Letter**Joining date:- March 23, 2023****Ref. No. :- 2023/0323/2020299****Job Type:- Remote(WFH)****Dear Ashiq,**

Congratulations! With reference to your application and subsequent discussion, we are pleased to offer you the role of **Content Writer** on the Terms and Conditions, mutually agreed upon. Your Internship will be effective from **23/03/2023**.

Please note that the detailed **Letter of Internship** shall be issued as per your services for us. We would be happy if you accept our offer and make preparations to report at Shivila Technologies Private Limited for your induction on immediate basis.

Your stipend will be **Rs. 2000/- per Months**. You will be receiving "Probationary Internship Employment" status. As a probationary Internship employee, you will not receive any of the employee benefits that a regular company employee receive. However, your service with the company is "at-will", which means that either you or the company may terminate your service at any time, with cause and with notice.

During your 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 must keep all of this information strictly confidential.

If there are any further clarification that you require from us. Please contact our joining and induction team at Kolkata or get in touch with Mr Ankit Paul, who would answer your queries. He can be contacted at email "**hr@shivila.com**". We welcome you to the Shivila Technologies Private Limited family and look forward to a fruitful collaboration.

For Shivila Technologies Private Limited**Employee Signature :-**

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Annexure 1:Terms and Conditions of Internship**Your services at Shivila Technologies will be governed by the terms and conditions detailed below.**

1. Any information you provide prior to your Internship with us will be subject to background verification. At any point in time, during your services at Shivila Technologies , should we find this information inconsistent , your internship with us will be revoked without any prior notice pay.
2. During your internship, you may become aware of information relating to the company's business, trade secrets, client names/details, and pricing structures. Confidential information remains the sole property of Shivila Technologies. You shall not, either during or after your employment, without the prior consent of Shivila Technologies , directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. We expect you would not try to start or help any other person create the activities carried on by this company under any circumstance. It is prohibited and will attract a penalty fee.
3. During your services with us, we would expect you not to indulge in any activity or profession, which would prove detrimental to our operations. All software products and systems developed by you during your service with the company will be the sole property of the company.
4. Your designation at Shivila is "Content Writer" as mentioned above, and based on your designation. Your probation is for six months. During the probation period, either party may term inate the employment contract with stating reason upon providing the other party prior written notice of thirty (30) days to that effect.
5. Upon confirmation of your employment, the employment contract may be terminated by giving 90 days' notice period. You are required to continue your service until your resignation is accepted and end of your notice period. Further, any salaries or other remuneration due to you will be forfeited if you fail to serve the appropriate notice periods mentioned above.
6. As per current requirements, you are hired for Content Writer, and in case you decide to leave the services of Shivila Technologies, you shall inform in w riting and shall serve the standard notice period as per clause 5 before the date of leaving. At any point in time, if this assignment is over without prior notice, you will have to report to our head office for the next opportunity to ascertain the fitment for

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8. At Shivila Technologies, we provide you with broad opportunities to enhance the gamut of your work area, and we may, in accordance to the same be transferring your services to other departments, and you may be assigned any work to test your aptitude during your services.
9. Leave Policy All leave will be calculated in the financial year from April 1 to March 31. We will not use the calendar year for the calculation of leave. You will be eligible for six days of personal leave during your internship period. Any excess leave availed beyond this eligibility will be on the loss of job. Leave not used by the end of the probationary period will lapse and cannot be carried forward. Upon completing probation, you will be eligible for Privileged Leave, which will accrue at the rate of 1 day per month worked and 12 days per calendar year. All Privileged leaves will have to be consumed within the financial year and will lapse at the end of the financial year cannot be carried forward/encashed. Any excess leave availed will be calculated as a loss of pay.
10. Annual Performance Appraisals are a part of the work policies at Shivila Technologies, and your performance will solely spell out any revision in your compensation package. Your first salary change will be on the completion of one year of your service with us. After that, you will be aligned with our regular Annual cycle (April cycle).
11. You are governed by the company's policies in vogue from time to time. Your work timings may be changed depending on the organizational need and your responsibilities. The rules and regulations of the company's service that are in force may be framed, amended, altered, or extended from time to time. They will govern you in the same form as and when changed or amended. If required, you must work on Saturday, depending upon the requirement. Working time is work from office - Mon - sat 9 hours and work from home - Mon - sat 10 am - 8 pm working hour.
12. Shivila Technologies is an equal opportunity employer. We give respect and provide equal employment opportunities for all employees and applicants working with us regardless of race, color, national origin, political belief, religion, marital or family status, physical or mental disability, gender, sexual orientation, age, or irrelevant (not related to the work to be performed) factors. All our decisions will be based on job performance, merit, experience, and qualifications.
13. Upon confirmation of your employment, if you leave the company before completing one month, no remuneration will be paid to you. And you have no right to claim that in any circumstances via any laws.
14. Not reporting to work without any prior information or approved leave will be counted as absent and will be treated as leave without pay(LWP)

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15. Though we follow a 6-day working rule, the company may require your services on holidays with prior information provided to you on exceptional occasions. You should be available on those days as and when circumstances arrive.
16. Upon acceptance of internship with us at Shivila technologies, the employee cannot take any part-time or full-time job opportunities with any other party or be involved in any other business during the term of employment with us. If the company comes to know, the internship will be terminated.
17. You cannot make any groupies, politics, revealing salary, or underestimating anyone within the organization. If it's done, strict action will be taken, and you will be terminated.
18. Any misbehavior with management or colleague will not be accepted. Depending upon the scenario, action will be taken, followed by termination.
19. If anyone is found not working in working hours and is done continuously, it will immediately be terminated. No remuneration will be paid, and you must return any company assets, i.e., laptop, desktop, iPad, mobile, SIM card, etc. You shall immediately release those assets by visiting physically or sending a courier to the company address. All expenses related to delivering the assets will be borne by that specific employee only. The company will not be liable to pay any charges for that, and the company side will provide no courier or delivery facilities. And if it's not done within 1-2 working days, the company will take a legal step against you.
20. If you are found associated in any legal case, fraud, cheating, absconding, etc., your services will be terminated immediately.

21. If you leave the company within one month without a specific reason or without contacting anyone and not complying with our terms and conditions, you must pay a fine to the company for all the expenses to onboard you.

I hereby accept the offer terms and conditions:

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Name:

Father/ Husband Name:

Mother / Wife Name:

Blood Group:

Personal Contact Number:

Emergency Contact Number:

Present address:

Permanent address:

Reference 1:-

Name:

Phone no:

Relationship:

Reference 2:-

Name:

Phone no:

Relationship:

Location:

Date:

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