



Date: 13th December 2024

Mr. Rohini Singh +91
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[rohinisingh0823@gmail.co
m](mailto:rohinisingh0823@gmail.com)

Dear Rohini Singh,

I am delighted & excited to welcome you to **JKC SOFTWARES LLP** as a **Junior Full Stack Development Intern** with a job offer based on your performance during the internship period. At **JKC SOFTWARES LLP**, we believe that our team is our biggest strength. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with **JKC SOFTWARES LLP**.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, sign the duplicate of this offer as your acceptance and forward the same to us and please attach your government issued identity card (both sides, if applicable) as reply to this mail.

Congratulations!

A handwritten signature in blue ink that reads 'Vivek Kumar'.

Vivek Kumar
Head, Marketing & HR

JKC Softwares LLP, Exhibition Road, Patna - 800001

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Annexure A

You shall be governed by the following terms and condition of service during your internship with **JKC SOFTWARES LLP**, and those may be amended from time to time.

1. You are being hired as a **Junior Full Stack Development Intern** and Narmesh Nigam would be your Reporting Manager during the internship. As a Junior Full Stack Development Intern, you will be joining a project focused on cutting-edge web technologies and their implementation. Your contributions will be crucial in developing robust web-based solutions for our clients.
2. Your date of joining is **16th December 2024**, and the duration of the internship would be **6 months**, concluding on **16th June 2024**. *If you're joining this internship as part of your academic curriculum, you may need to submit a copy of certificate to your colleges to verify that you are/were a part of any internship during the academic session. If so, you can request a certificate (up to the date of request) from your mentor, and it would be sent to you within next 48 working hours.* You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. If you are joining this Internship as a part of your academia, you will be required to share the contact details of your Faculty Guide to keep them in sync with your activities and performance during the internship.
4. You will be working in hybrid mode for the duration of the internship. There will be catch ups scheduled with your team to discuss work progress and overall internship experience at regular intervals.
5. All the work that you will produce at or in relation to **JKC SOFTWARES LLP** will be the intellectual property of **JKC SOFTWARES LLP**. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
6. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. **JKC SOFTWARES LLP** operates on zero tolerance principle with regard to any breach of data security guidelines.

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At the completion of the internship, you are expected to hand over all **JKC SOFTWARES LLP** work/data stored on your Personal Computer to your mentor and delete the same from your machine.

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours or denial of duty within the domain of the responsibility you're assigned for.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.
9. **JKC SOFTWARES LLP** is a start-up, and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what **JKC SOFTWARES LLP** stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. You will be provided with a Certificate of Internship, a Letter of Recommendation describing your individual contribution and a job offer to start your career. The decision to offer a job remains reserved to the authorities of the company. Section (2) of Annexure A still remains valid and an option to avail a certificate in middle of your internship, if needed.
13. You will be compensated with stipend amount of ₹10,000.00 (Rupees Ten Thousand) per month during the internship period. You are entitled to get full reimbursements for the expenses you do while on official duty or for official purpose.
14. Recipient is entitled to extension in the internship and a raise in stipend between 20% to 50% based on the performance during the internship period and re-evaluation.

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I have negotiated, agreed, read, and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date: 15/12/24

Signature:

A handwritten signature in blue ink, appearing to read 'Rohini', is written over a faint, light blue circular watermark that contains the text 'JKC SOFTWARES'.

Place: SANGRUR

Name: ROHINI SINGH

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