

### **Intern to FTE Conversion Policy - April 2024**

This is to inform you about the Intern to Full-Time Employee (FTE) conversion policy as on April 2024.

The following guidelines are applicable for all Interns (Existing & the new joiners):

1. If the intern is a fresher with no prior work experience, their internship will be extended for a duration of 6 months.
2. If the intern has prior relevant work experience, they may be considered for conversion after completing 3 months of internship.
3. After completion of 3 months of internship, in cases where the intern does not have relevant experience, please reach out to the HR Team. We will raise the request to the management for evaluation and provide you with updates accordingly.

If you have any questions or require further clarification on this policy revision, please do not hesitate to reach out to the HR Team ([hr@guvi.in](mailto:hr@guvi.in)).