

Provisional Internship Letter



JUBILANT FOODWORKS LIMITED

Saurabh Rawat

saurabhrwt2121@gmail.com

Date: 29 Nov 2024

Subject: Provisional Internship Letter for your Internship under the PM Internship Scheme

Dear Saurabh Rawat,

This is with reference to your selection for internship under the PM Internship Scheme with JUBILANT FOODWORKS LIMITED in the field of Operations Management. We are pleased to share this provisional internship letter for you to read and understand all the relevant information and conditions.

2. This internship will provide you with valuable on-the-job training, exposure to real-life business scenarios, and the opportunity to enhance your skills as per industry standards. The details of your internship are as follows:

Name of Organization: JUBILANT FOODWORKS LIMITED

Internship ID: PMIS-2024-1761

Details of Internship: This role focuses on ensuring safe food preparation, handling, and storage in compliance with health and safety regulations. The individual will also be responsible for maintaining cleanliness and hygiene in food areas, along with assisting in serving, packaging, or other operations as required.

The ideal candidate should have strong customer service skills, be tech-savvy, and comfortable using apps. Additionally, they must be polite and professional when managing customer complaints and grievances.

Internship Start Date: 2 Dec 2024

Internship Duration: 12 months

Location of Internship: To be communicated at the time of reporting

3. Subject to the fulfilment of terms & conditions of the internship offered, you will be provided with the following benefits during your internship:

One-Time Grant for Incidentals Rs. 6,000 to be paid by the government, on your joining the internship Monthly Assistance.

A stipend of Rs. 5,000 per month, with Rs. 500 provided by the company and Rs. 4,500 provided by the government.

Insurance Coverage: Coverage under the Pradhan Mantri Suraksha Bima Yojana and PM Jeevan Jyoti Bima Yojana, provided by the government.

4. Please note that this provisional internship letter is an offer for internship and will be confirmed upon:

- i. Your acceptance of the annexed terms and conditions of the internship and completing all required joining formalities.
- ii. Reporting to the work at Ghaziabad on November 30, 2024 at 09:00 with the following documents for verification.
 - a. Identity Proof (Aadhaar Card / PAN Card / Driving License) (Two Copies)
 - b. All Original Educational Certificates
 - c. Passport sized Photographs

5. If you have any questions or need further clarification regarding this offer, please do not hesitate to reach out to Name: Rahul Singh, Email ID: g-Helpdesk.pminterns@jublfood.com, Contact No.: 8826450741.

6. We look forward to welcoming you to our organization as part of the PM Internship scheme and are excited to see your contributions and professional growth throughout this period.

Congratulations once again on your selection!

Best regards,

Ujjwal Prakash

Work Force Management Head

JUBILANT FOODWORKS LIMITED

Enclosure: Roles and responsibilities of the interns, Roles and responsibilities of the company, Terms and Conditions.

ROLES AND RESPONSIBILITIES OF THE INTERNS

Sr.No	Responsibility
1	Adherence to Office Timings: The interns are required to be punctual and maintain regular attendance according to the office schedule.
2	Code of Conduct: The interns are expected to adhere to the company's policies, rules, and professional ethics. Any misbehaviour or non-compliance may lead to termination.
3	Active Participation: The intern shall perform duties assigned by the company faithfully and to the best of their ability, complete assigned projects within the specified time frame, and participate in professional development activities.
4	Leave Policy: Interns are required to adhere to the company's leave policies and provide prior notice for any leave. Approval is at the company's discretion.
5	Emergency Leave and Sabbatical: In cases of emergencies, a sabbatical of up to two months may be granted, but financial assistance will not be provided.
6	Unauthorized Absence: If an intern is absent without approval and fails to rejoin despite two notices, the internship will be terminated.
7	This engagement is in the capacity of an intern and shall not be construed as employment for any intent and purposes. Moreover, the current engagement does not entitle the intern to claim permanent employment with the Company.
8	The intern shall not be entitled to any benefits and allowances applicable to the employees/ apprentices/ other interns of the company, engaged through any other scheme or otherwise.

ROLES AND RESPONSIBILITIES OF THE COMPANY

Sr.No	Responsibility
1	The company will update the PM Internship Portal upon the intern's successful commencement of the internship. This notification will initiate the release of one-time assistance for incidentals for Rs. 6,000 via Direct Benefit Transfer to the intern's bank account.
2	Mentorship and Supervision: The company shall assign a qualified mentor or supervisor to guide and support the intern throughout the internship period.
3	Training and Development: The company shall offer practical, hands-on training that aligns with the current industry standards. At least 50% of the internship duration must be dedicated to practical, hands-on work.
4	Workplace Exposure: The company shall provide the intern with real-life business experience by allowing them to work on actual projects. Further, it must be ensured that the intern has a clear understanding of the tasks and responsibilities assigned.
5	Safe and Professional Work Environment: The company shall maintain a safe and conducive work environment that supports the intern's learning and growth.
6	The company shall provide a minimum monthly stipend of Rs. 500 to the intern. After the payment of Rs. 500 by the company, the government will release the amount of Rs. 4500 through Direct Benefit Transfer to the intern.
7	The company will offer regular feedback on the intern's performance to foster growth and address any areas of improvement and conduct evaluations at different stages of the internship to track progress and provide guidance.
8	The company would establish a prompt grievance redressal system with support available through the PM Internship Portal.

TERMS AND CONDITIONS

Sr.No	Term Description
1	<p>Stipend and Other Entitlements :- i. The company shall provide you monthly stipend as detailed in “Annexure-A” and allowance post completion of joining by company policy.</p> <p>ii. Eligibility criteria for Stipend:</p> <p>a) Overall payout is subject to monthly attendance of 24 days.</p> <p>b) As an eligibility for monthly stipend of Rs. 5000, the intern's minimum attendance at work place should be greater than or equal to 15 (fifteen) days.</p> <p>c) Intern will be eligible for living allowance after minimum attendance at work place greater than or equal to 15 days and will get processed along with monthly stipend cycle.</p> <p>d) Daily attendance is calculated on 8 hours duty. In case of lower hours worked, the living allowance will be given on pro rate basis.</p> <p>Annexure – A</p> <p>Details of stipend & other entitlement is as mentioned below:</p> <p>A) Monthly Stipend: INR 5000 (INR 4500 by govt and 500 by JUBILANT FoodWorks)</p> <p>B) Month Living Allowance: INR 7000</p> <p>C) Attendance bonus: INR 1000 monthly (as per company policy, paid on quarterly basis)</p> <p>D) Annual performance bonus: INR 500 monthly (as per company policy, paid on annual basis)</p> <p>Monthly in hand payout (A+B): INR 12000</p> <p>Total monthly payout (A+B+C+D): INR 13500</p>
2	<p>Confidentiality/NDA :- 1) You agree that, any information whether written or oral, acquired by you during the tenure of Internship, is proprietary information of the Company and is highly Confidential. You shall maintain utmost confidentiality of all information about the operations, plans, research, know-how, recipes, processes, finances, administration, or affairs of the Company. In the event the you are aware of a suspected leak or a leak of Confidential Information, you shall inform the Company within 24 (twenty - four) hours of it first gaining knowledge of such suspected leak or leak.</p>
3	<p>Code of Conduct :- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. Any intentional violation of these or any other company procedures may result in termination of your internship with the company.</p>
4	<p>Termination :- Upon completion of tenure, Internship shall terminate with efflux of time. Upon successful completion of Internship, the Company shall provide you a “Certification of Completion.” Further, the Company reserves right to terminate the internship any time.</p>
5	<p>Background Verification Checks :- Your joining as intern shall be subject to successful background verification as per the company policy</p>
6	<p>Health and Safety :- You shall adhere and comply with the safety and hygiene norms set by the company from time to time.</p>

- 7 Others :- You will be provided with Company's uniform, and you shall be responsible for its maintenance in proper condition. A nominal non-refundable fee of Rs.500, in lieu of the cost of said uniform, shall be deducted from your first two months' living allowance. Please reach out to your Reporting Manager or HR department for further clarity on this deduction.

On termination of your internship with the Company, you shall deposit the uniform with your Reporting Manager i.e. GDM or with HR department, as the case may be. You shall not use the company provided uniform or any other object carrying the company logo, for any purpose other than for representation of the company during or after the working hours.
