



Date: 27th November, 2018

**INTERNSHIP TERMS & CONDITIONS**

To,

**KARRI SATYA SURENDRA,**  
Visakhapatnam A.P.

Dear Karri Satya Surendra ,

This is with reference to the interview/discussion you had with us we would like to congratulate you on being selected for **"Internship"** in our company.

Your training is scheduled to start effective **3<sup>rd</sup> December, 2018** for a period of 6 months until the date of completion of B.Tech / B.E. as on **April, 2018**, after which a review will be conducted and your performance will be evaluated. In respect of the services to be rendered by you, the company agrees to pay you a gross consolidated monthly Stipend of **Rs: 6,000/- (Rupees Six Thousand Only) Per Month.**

Your gross monthly Stipend:

Stipend Component	Amount (RS)
Internship Stipend	6000
Total Compensation	6000

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class. The project details and technical platform will be shared with you on or before commencement of training.

I will accrue leave at a rate of one (01) day per month. Subject to prior approval by my supervisor, this leave may be taken at any time during the internship. Leaves will not be accrued and will be considered forfeited.

Unsatisfactory performance may lead to the termination of the internship at the initiative of **EGS Info-Tech Pvt. Ltd.**, subject to an appropriate notice period of at least one week.

**During internship you are not supposed to attend any campus Interviews / company Interviews. This should be strictly abided. Any violation of company terms will lead to termination of internship.**

Initial -----

Initial -----



**On completion of your internship your performance will be evaluated and on satisfactory you will be transferred to permanent employment. You are also required to sign the Employment Service Bond with the company for duration of 2years during your permanent employment confirmation. This is mandatory for you to accept on completion of your Internship.**

Kindly respond with your acceptance of offer at the earliest on or before **07:00 PM Date: 28<sup>th</sup> November 2018.**

Please read the instructions below carefully and fulfill the requisite formalities, to enable us to process your application. Do contact the undersigned, in the event of any clarification.

**Items to be submitted to process the job application:**

- Soft copy of applicant's passport size photo.
- Relieving letter from your previous employment & Past 3 months' pay slip (*applicable for experienced candidates*) (Provide the scan copies)
- EGS NCA-NDA. (Provide signed scan copies)

**Items to be made available at the time of joining:** Original & one photocopy

[All originals will be verified and returned to you immediately.]

- Educational Certificates (10th, 12th, UG, PG):
- Photographs (5 passport & 2 stamp size; both in color)
- Anyone of the following for address proof: Original & one photocopy
  - Passport or Ration card or Voter Identity card or Driving license or Aadhar Card

**Congratulations and welcome to EGS Info-Tech Pvt. Ltd.**

**EGS Info-Tech Private Limited**

**Agreed and Accepted by,**

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_