



Date: 01st December, 2018

To

M V S Anil Kumar

Emp ID: 8420013

Dear M V S Anil Kumar

,

Sub: Internship

We are pleased to offer **internship** you in the services of our organization with effect from **15th December, 2018** on the following terms and conditions.

1. Designation:

You are currently designated as “**Software Intern**” for the period of 5 months. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time. You will report to the Project Leader.

2. Compensation:

You will be entitled for a monthly salary of Rs **6,000/-** P.A. (Rupees In words only) as consolidated pay.

3. Place of work and Transfer:

Your initial place of work will be at Visakhapatnam, India. However, your services are transferable and may be assigned to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

4. Shift timings:

As we work 5 days a week, you will be required to work as per the requirements of the Company. You will be expected to attend to office when ever company requires except while travelling on business as assigned to you by your Superiors. You will be entitled to staggered weekly offs(Saturday and Sunday) as per the schedule put up from time to time. But on Saturdays you should be available for works.



5. Termination:

Your services may be terminated by either party giving one month's notice in writing. The aim of this clause is to minimize unnecessary disruption of business.

6. Whilst employed by the Company:

- a) You will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval.
- b) You will be required to effectively carry out all duties and responsibilities assigned to you by your Manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your Manager.
- c) Except in the proper course of your employment, or thereafter you shall not divulge to any third party any information regarding the business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of employment with the Company is deemed to be confidential.
- d) You should not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
- e) You should not use any of the company property to your personal things.

7. Credentials:

Your continuation in service is subject to satisfactory verification of your credentials. Your services can be terminated with out any notice and without giving any reasons, if at any time it is found that you have concealed any material information or have given false information.

8. Discipline:

You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc would warrant strong disciplinary action from the Company.

9. Upon Separation:

Upon separation from the Company you will be required to immediately return to the Company all assets and property of the Company including documents, files, data and memos in your possession or custody. Further at the time of leaving the company you shall hand over the charge to the authorized person and obtain a NO DUE CERTIFICATE from your section head to enable the management to relieve you from the service and settle your account.

10. Address for communication:

You have given your address, as it appears at the beginning of this letter. Any communication sent to that address shall be deemed to have been served upon and received by you. It is your responsibility to intimate the company about any change in the address.



Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force.

11. Documents to be submitted at the time of Joining:

At the time of reporting for duty you are required to submit the following documents:

- a) Copy of Birth Certificate/ Aadhar Card.
- b) 2 Passport size color photographs

The terms of this offer are intended to be kept strictly confidential.

All other terms and conditions will be governed by the Company's policies as stated from time to time. The Company's policies are enumerated in the employee handbook, which is displayed on the Company Intranet.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

We take pleasure in welcoming you to our organization and hope that you find a long and a successful career with us.

With Best Wishes,

A handwritten signature in blue ink, appearing to read 'Ravi', is written over a faint circular stamp.

**HR Manager
HASHTAG DIGITAL TECHNOLOGIES
VISAKHAPATNAM**



**Founder & CEO
HASHTAG DIGITAL TECHNOLOGIES
VISAKHAPATNAM**

I hereby accept the terms and conditions therein and return the duplicate copy signed in token of my acceptance.

Signature

Name:

Place:

Date:



IT INCUBATION CENTRE, SUNRISE STARTUP VILAGE, PEDDHA RUSHIKONDA, RUSHIKONDA, VISHAKAPATNAM, ANDHRA PRADESH 530048

Date: 25th January, 2019

To

Kuppili Shubham

Emp ID: 8191915

Dear Kuppili Shubham,

Sub: Appointment Letter

We are pleased to appoint you in the services of our organization with effect from **28th January, 2018** on the following terms and conditions.

1. Designation:

You are currently designated as “**Software Intern**”. Your designation is subject to change as per the roles, responsibilities and work assigned to you from time to time. You will report to the Project Leader.

2. Compensation:

You will be entitled for a monthly salary of Rs **6,000/-** Per month during internship period (Rupees In words only).

3. Place of work and Transfer:

Your initial place of work will be at Visakhapatnam, India. However, your services are transferable and may be assigned to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

4. Shift timings:

As we work 5 days a week, you will be required to work as per the requirements of the Company. You will be expected to attend to office when ever company requires except while travelling on business as assigned to you by your Superiors. You will be entitled to staggered weekly offs(Saturday and Sunday) as per the schedule put up from time to time. But on Saturdays you should be available for works.

5. Termination:

Your services may be terminated by either party giving one month's notice in writing. The aim of this clause is to minimize unnecessary disruption of business.

6. Whilst employed by the Company:

- a) You will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval.
- b) You will be required to effectively carry out all duties and responsibilities assigned to you by your Manager and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your Manager.
- c) Except in the proper course of your employment, or thereafter you shall not divulge to any third party any information regarding the business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of employment with the Company is deemed to be confidential.
- d) You should not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
- e) You should not use any of the company property to your personal things.



IT INCUBATION CENTRE, SUNRISE STARTUP VILAGE, PEDDHA RUSHIKONDA, RUSHIKONDA, VISHAKAPATNAM, ANDHRA PRADESH 530048

7. Credentials:

Your continuation in service is subject to satisfactory verification of your credentials. Your services can be terminated with out any notice and without giving any reasons, if at any time it is found that you have concealed any material information or have given false information.

8. Discipline:

You will be required to apply and maintain the highest standards of personal conduct and integrity, comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation etc would warrant strong disciplinary action from the Company.

9. Upon Separation:

Upon separation from the Company you will be required to immediately return to the Company all assets and property of the Company including documents, files, data and memos in your possession or custody. Further at the time of leaving the company you shall hand over the charge to the authorized person and obtain a NO DUE CERTIFICATE from your section head to enable the management to relieve you from the service and settle your account.

10. Address for communication:

You have given your address, as it appears at the beginning of this letter. Any communication sent to that address shall be deemed to have been served upon and received by you. It is your responsibility to intimate the company about any change in the address.

Any violation of the above mentioned or any other company procedures and policies would attract action as per company disciplinary policy in force.

11. Documents to be submitted at the time of Joining:

At the time of reporting for duty you are required to submit the following documents:

- a) Aadhar Card Certificate.
- b) 5 Passport size color photographs

The terms of this offer are intended to be kept strictly confidential.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

We take pleasure in welcoming you to our organization and hope that you find a long and a successful career with us.

With Best Wishes,

HR Manager
Hotspare e-services pvt.ltd.
VISA KHAPATNAM

Founder & CEO
Hotspare e-services pvt.ltd.
VISA KHAPATNAM

I hereby accept the terms and conditions therein and return the duplicate copy signed in token of my acceptance.

Signature
Name:
Place:
Date: