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To  
Fazal Unnisa Begum,  
Hyderabad

15<sup>th</sup> May, 2019

Dear Miss Fazal,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated 10<sup>th</sup> May 2019 seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as a Tech Intern on the following terms and conditions:  
Nature of Training: You will be undergoing training in our establishment in "Technology Internship Program" effective from 1<sup>st</sup> June 2019 and during training you shall be under the guidance of Mr. Fahad Khan. You may be required to undergo training in different shifts if necessary, to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the workplace during the period of training.

Duration of Training:

The duration of training will be from 1<sup>st</sup> June 2019 for a period of 12 months from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on 1<sup>st</sup> June 2020 and in no way mean a full time employment with the Company.

In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid INR. 12500 (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before 1<sup>st</sup> June, 2019. While reporting for Training please bring 2 Passport size photographs, PAN card copies and copies each of your certificates / testimonials along with the originals. The original certificates will be returned to you after verification.

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