



Date: 1/11/2023
Intern/JL/062/2023-24

Ankitha chirra
G. Narayanamma Institute of Technology and Science

OFFER OF INTERNSHIP

Dear Ankitha chirra

Congratulations!

With reference to our discussions and assessment process, we are pleased to offer you an Internship opportunity with **Jakson Limited**. Please find below the details of your Internship program -

Start Date: 2/1/2023
End Date: 7/31/2023
BU/Function: Distributed Energy BU-JL
Location: Hyderabad
HR S. OC: Divya Chopra
Stipend: 12000/- per month

As an Intern, you are expected to follow and adhere to the terms & conditions as mentioned in Annexure 1. In case of any questions concerning the internship, please feel free to contact your HR SPOC.

Please indicate your acceptance to the Offer of Internship by replying on the email.

We welcome you to the team!

Best Wishes,

For Jakson Limited,

RADHIKA ARORA

Digitally signed by RADHIKA
ARORA
Date: 2023.01.16 13:05:20 +05'30'

Radhika Arora
Group CHRO

JAKSON LIMITED

CORPORATE OFFICE: A-43, Hosiery Complex, Phase-II (Extension), Noida - 201305 (UP) India | T: 0120 - 4302600, 4526100 | F: 0120 - 4302646
REGISTERED OFFICE: A-626, 6th Floor, DLF Tower A, Jasola, New Delhi - 110025 | E: info@jakson.com | W: www.jakson.com
CIN No.: U74899DL1997PLCO88808



ANNEXURE 1

TERMS AND CONDITIONS:

I accept the Offer of Internship from **Jakson Limited** and agree to adhere to the below mentioned terms and conditions:

- During my internship program all expenses, including cost of travel, personal insurance, accommodation and other living expenses will be borne directly by me.
- During my internship program, I will not be extended the benefits of a regular employee or a staff member of the Company. However, I am expected to adhere to the work hours, policies, procedures and rules governing professional behaviour of an employee or a staff member of the Company.
- During my internship program, I have to follow the policies governing the observation of confidentiality and the handling of confidential information of the Company.
- As an Intern, I will accrue leave at a rate of 01 day per month, which I am eligible to take at any time during my internship program, subject to prior approval of the assigned Project guide and HR. Any leave accrued and not taken by the end of the internship program, will be considered as forfeited.
- I will inform my assigned Project Guide and HR of any illness or other unavoidable circumstances, which might prevent me from attending work or completing my internship program.
- I will be assessed twice during the internship program – at the mid-term and at the end of the internship program. At the end of the Internship Program, I will be required to make a presentation and submit a project report to the assigned project guide, HR and Head of the Department. Upon successful completion of the Internship Program, I will be acknowledged with a Certificate from the company.
- In case of unsatisfactory performance or any other reason as the company deems fit, the company, at its discretion, may terminate the internship program with an appropriate notice period of at least 01 week.
- In case of any financial loss and/or damage to equipment and/or property of the company, and if such loss and/or damage occurred outside the performance of my services to the company, or arose or resulted from my gross negligence or wilful misconduct or violation or disregard of applicable rules and policies, I will reimburse for such loss and/or damage, as applicable.

JAKSON LIMITED

CORPORATE OFFICE: A-43, Hosiery Complex, Phase-II (Extension), Noida - 201305 (UP) India | T: 0120 - 4302600, 4526100 | F: 0120 - 4302646
REGISTERED OFFICE: A-626, 6th Floor, DLF Tower A, Jasola, New Delhi - 110025 | E: info@jakson.com | W: www.jakson.com
CIN No.: U74899DL1997PLCO88808

Date: 04-02-23
Saturday

To
The Head of the dep,
Electrical & electronics eng
Gnits, Hyderabad

Subject: Requesting to provide attendance for "Jackson"
internship.

Respected sir,

I am Ankitha chirra of EEE, A IV year, ~~II~~ II
Semester, 2025SA0204. I got an oppertunity to
join and learn & grow through an internship offer
in "Jakson company" in Hyderabad that starts from
the date of 01-02-2023 till 31-07-2023 for a
period of complete 6 months.

So, ~~I~~ ~~requesting~~ request you to grant me
permission to attend the internship & provide me
the attendance for the II semester of IV year BTech

Thanking you sir

Your's obediently
Chirra. Ankitha
2025SA0204
EEE-A, IV year.

Permitted for
Internship

from

11/2/23 to

31/7/23

HA

04/1/23