



Date: 20th November, 2018

Ref No: GTK/2011/18/39

Dear **Sujit Kumar Nayak**,

Welcome to Gram Tarang Employability Training Services Private Limited. We are glad to have you with us and look forward to a long and mutually rewarding association.

We are glad to offer you an Internship at Gram Tarang Employability Training Services Private Limited for a period of 6 months from 1<sup>st</sup> Dec 2018 to 31<sup>st</sup> May 2019, one month of training on campus and five months of internship.

Details of your full assignment, location and training plan would be shared during commencement of internship. It will be combination of class room training, assignments as well as on the job client orientation.

During the period of internship, you are expected to undergo training in the month of December, work on assignments, successfully complete required market certifications and get oriented in client environment. Successful completion of these activities would result in full time employment with Gram Tarang for which you have been selected during your campus selection.

Position: On completion of your internship period in May, we would be glad to offer you the position of Graduate Engineer Trainee at location that would be communicated to you at time of joining.

Date of Commencement: Your date of full time appointment is effective from your date of joining, which shall be on 01<sup>st</sup> June, 2019.

Your appointment at Gram Tarang Employability Training Services Private Limited is on the following terms and conditions:

## **1 Pay & Benefits**

- 1.1 Total Compensation: You will be paid a fixed compensation of INR 3,80,000 per annum on completion of your internship and acceptance of employment from effective date of joining 01<sup>st</sup> June 2019.
- 1.2 Stipend: Your monthly stipend during the period of internship as mentioned herein would be as follows :
  - INR 17,000 per month from January 2019 – May 2019, after successful completion of assignments, trainings and certifications held in December 2018.

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- 1.3 In addition, you will be reimbursed business related expenses incurred in accordance with relevant Gram Tarang policies. The specific amounts for these expenses will depend on nature and scope of your duties.
  - 1.4 Training costs at client sites or external job certifications cost need to borne by you and will be adjusted against your monthly stipend. Company can choose to waive off certification costs in case of exemplary performance.
  - 1.5 Usage of Company Guest House and/or Accommodation: The Company may provide for a limited period accommodation or guest house based on deputation for assignments and business purposes, on its sole discretion.

## **2. General Terms & Conditions:**

- 2.1 The company reserves the right to cover an amount equivalent of 1 months' salary towards costs incurred for training, if you accept the employment offer and decide to leave the company within 1 year of date of effective joining.
  - 2.2 Notice of Separation/Termination: Your internship can be terminated by either party by giving to the other, a notice of 15 days in writing. The company however reserves its right to terminate your internship by giving you salary for 15 days in lieu of the notice. The company reserves the right to recover an amount equivalent to 15 days on pro-rate basis if you fail to give company, adequate notice of your intention to terminate your internship.
  - 2.3 General Conditions: Your employment offer with Gram Tarang Employability Training Services is subject to your performance and successful completion of your internship. Your offer is subject to evaluation at end of internship period on demonstration of knowledge, skills and aptitude at the end of internship period. In cases where performance is not satisfactory, Gram Tarang reserves the right to cancel your internship and final employment offer. Two Consecutive unsuccessful attempts to clear required market certification would result in cancellation of your internship and employment offer due to performance issues.
  - 2.4 The company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office – except while travelling on business – during normal working hours, with one-hour lunch break, and to work such hours as maybe reasonably required to complete the business duties. Normal working hours are between 9.00 am and 6:00 pm on all days from Monday to Saturday. Your working hours, weekly offs, periods of work and public holidays will be governed by rules and regulations applicable to the business unit and location to which you are attached.
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- 2.5 If you are absent from your designated office or training beyond a period of 3 working days (including overstay of leave/training) during internship and 8 working days during your employment without adequate authorization as per company policy, you shall be deemed to have abandoned employment on your own will. In such cases company will terminate your services without notice or explanation.

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

Kindly sign and return a copy of this letter within 7 days of offer letter issue date.

Please initial each page in acceptance of the terms and conditions set out herein.

We welcome you and wish you every success in your internship with Gram Tarang Employability Training Services Private Limited. Looking forward to have you on board on completion of your internship.

With best regards,

For Gram Tarang Employability Training Services Pvt. Ltd.



Dipankar Das

Director - Gram Tarang Employability Training Services Pvt. Ltd.

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I accept the above referred Pay and benefits, and the General terms and conditions of internship as well the offer of employment post completion of my internship period.

Signature:

Name:

Date & Place

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