

INTERNSHIP LETTER

HR/IL/2021/08/7711
Date: 7th August 2021

Name of the Candidate :
Muthukumari M Place of Joining :
Pollachi Internship Start Date :
10th August 2021

Dear Muthukumari M,

With reference to your interview you had with us, we are pleased to offer you the position of **INTERN** in **VVDN Technologies Pvt. Ltd (hereinafter referred to as “VVDN” or “Company”)** on the following terms and conditions:

1. Upon successful completion of your Internship and submission of all necessary document of your completion of Degree, you will be given the status of a permanent employee and you will be given a CTC of Rs. 3.2 L Per Annum.
2. The internship will be for Five days a week. This is **subject to any change or requirement** that may come into force in future. Such changes will supersede all the relevant clauses mentioned in this offer letter.
3. You will be in a On the Job training period for the first 6 months from the day of your onboarding with us. During this period, if the Company finds the performance and discipline of the trainee is not satisfactory, appropriate action will be taken.
4. You will be required to execute Confidentiality Agreement, Terms and Conditions of Internship and such other documents/ undertakings/ agreements as may be required by **VVDN** from time to time.
5. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc., which will be a result of your training in **VVDN** or its associates, or which you may come to know in the course of your Training, more specifically in relation to the engineering or technology used or adopted by **VVDN**, shall be the property of **VVDN**. You shall treat the above information or data in connection with any work done in **VVDN** strictly confidential. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
6. All information, papers, correspondence, etc., pertaining to **VVDN** business activities, commercial, technical or otherwise coming into your possession in the course of your training shall be treated strictly confidential.
7. During your training with **VVDN**, you may be transferred to any of the Offices/ Departments/ Units of **VVDN** or of associate concerns whether existing or to be set up, basis any business requirement, anywhere in India or abroad, on the same terms and conditions of Internship at the sole discretion of the management.
8. **Leave:** Regular full-time employees will have planned and unplanned leaves as per the VVDN Leave Policy whereas if you join as an Intern/ Trainee, you will be entitled to get one unplanned leave in a month on pro rata basis. Please refer leave policy for more details.

9. During your tenure with **VVDN**, you will be governed by the Service Rules and regulations of **VVDN** currently in force or as introduced/awarded from time to time.
10. Either party can terminate this internship by intimating 30 days in advance.

11. You have been enrolled on the presumption that the particulars furnished by you are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your internship with **VVDN** shall stand terminated/ cancelled without any notice.
12. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation other than your On the Job Training curriculum.
13. Your email acceptance of this letter is expected within 3 days from the date of releasing the offer letter. This offer shall become void after completion of 3 days in-case no acceptance is received from the candidate.
14. As per the business requirements, company can ask for short-term or long-term travel/ deployment to any of the work location in India or abroad.
15. Any interim voluntary or involuntary drop out cases will not be considered for any settlements and internship certificates. The internship certificate will be given for such trainees who will not be able to continue VVDN due to observed performance issues during internship
16. In any such case, where trainee wants to leave the training or absconds or performs not as per the expectations due to which his confirmation of the services doesn't happen, trainees are liable to pay the training expenses as recovery which is not only limited to the six months stipend amount but also up to a sum of Rs. 2,00,000/- towards training cost, irrespective of the internship duration.

Please Sign the duplicate copy of this letter and return the same as token of your acceptance [Acceptance is through email or signatures] of the terms and conditions detailed in the letter.

On the day of your joining, **please bring original and photocopies** of the following for verification:

- **Pan Card**
- **Aadhar Card**
- **2 Color photographs, passport size**
- **10th Certificate**
- **12th Certificate**
- **All semester mark-sheets & Degree certificate**
- **NOC Letter from college for Internship**
- **Passport** (Passport is mandatory at the time of joining. In case you do not possess a valid passport, we want you to apply for it in advance and submit the copy of application to HR department within one month of your joining)

Wishing you a rewarding career with **VVDN** and welcoming you to our Pursuit of Excellence. Yours sincerely,

For VVDN Technologies Pvt. Ltd.

Name of the Intern: Muthukumari M



Authorized Signatory

Signature: Muthukumari M