

S.D.P College for Women, Ludhiana

We Feel **PROUD** to Share that



Reetika
B.C.A 6th Sem
(2022-23)



Jyoti
B.C.A 6th Sem
(2022-23)

have been offered Internship for the post
Web Developer at **ANSH Infotech**, Ludhiana

BEST WISHES FROM:
Department of Computer Science

ANSH InfoTech

Development | Training | Consultancy

Appointment Letter

Dear **Jyoti**

On behalf of **ANSH InfoTech**, I am pleased to make an offer of Internship for the post Web Developer.

You will not be given any stipend during probation period.

After the successful completion of probation period (as mentioned), you can be offered a decent Stipend/Salary and the amount of same will be decided based on your performance and evaluation results/mentor feedback entirely.

Performance Linked Bonus:

Grading	Condition	Performance Bonus
Outstanding (OS)	Generate Business more than 20 Lac for one season (6 Months)	Rs. 50,000/-
Exceed Expectations (ES)	Generate Business between 15 Lac to 20 Lac for one season (6 Months)	Rs. 25,000/-
Meet Expectations (ME)	Generate Business between 12 lac to 15 Lac for one season (6 Months)	Rs. 15,000/-
Needs Improvement (NI)	Generate Business less than 12 Lac for one season (6 Months)	Nil

Terms of Joining:

1. Your tentative working hours during job will be 9:30 am to 6 pm.
2. Organization allows only one casual leave in a month.
3. Only two short leaves are allowed in a month and the time of short leave cannot be more than one hour.

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Town Ext. Ludhiana





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4. You will have to perform any other duty as assigned to you by the Director from time to time in addition to your normal duties and other work concerning to organization.
5. You may be placed on duty on weekdays and/or weekends from time to time as per requirements.
6. Salary for two days will be deducted if you will not get your leave sanctioned with prior intimation.
7. We would like you to start work from 22nd May 2023.

Terms of Agreement

1. **Minimum Terms:** In accordance with the terms and conditions of the Appointment Letter, the Employee/Intern shall be on probation for a period of Six (6) months from the date of execution of the Appointment Letter. The Employee/Intern agrees that he/she shall serve ANSH InfoTech for a period of six months from the date of execution of the Appointment Letter and shall not terminate him/her services with ANSH InfoTech during the minimum term.
2. **Break in Service:** In the event the Employee/Intern remains absent on leave without pay during the minimum term for reasons which are considered by ANSH InfoTech genuine, and the Employee/Intern is subsequently permitted to re-join the services of ANSH InfoTech, the total number of days of such absence without pay will be added to the Minimum Term and the Minimum Term will stand extended by the number of Days the Employee/Intern was so absent. It is hereby clarified that while computing the number of

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days of such absence, the weekly days off falling within the days of such absence will also be included.

3. Employees/Intern is required join the organization and start his/her work on the mentioned joining date. Employee/Intern is agrees to not leave the organization till one year from the joining date. If he/she leaves the company before completion of agreement period, then company will not provide the Experience/Internship Completion letter and he/she will be liable to pay Rs 50,000 (lump sum)to the organization .

Terms of Termination:

Two month notice is required to leave the job/internship, However your services will be terminated and you will be relieved with immediate effect without any notice , In case:

1. Your work conduct is found unsatisfactory.
2. You will found to work parallel for other organization.

It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided written notice is delivered to the other party', as per mentioned under the section '**Terms of Agreement**'.



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Entirety:

This contract represents the entire agreement between the two parties and supersedes any previous written or oral agreement. This agreement may be modified at any time, provided the written consent of both the Employer and the Employee/Intern.

Legal Authorization:

The Employee/Intern agrees that he/she is fully authorized to work in [India] and can provide proof of this with legal documentation. This documentation will be obtained by the Employer for legal records.

Terms of Confidentiality and Damages:

1. As an Employee/Intern, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.
2. You will agree to keep confidential all information, documents, instruments relating your employment with ANSH InfoTech.
3. In case you commit a “Material Breach” or try to access the data or any sort of documentation without permission or try to do any kind of “Damage” during your employment/Internship, you are liable to pay the liquidated damages payable to ANSH InfoTech, and equivalent to all amounts that are expended by ANSH InfoTech.

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5. The Employee/Intern cannot spread any negative reflection of the organization to the outer world under any circumstances. Failure of which, candidate is liable to pay Rs. 1,00,000/- (One Lakh Rupees) as defamation charges.
6. For any dispute, all the matter is based on Ludhiana Judiciary only.

You will be governed by the services and conduct rules of this organization as amended by the Authority time to time.

You are required to abide with the terms and conditions mentioned above, else you are liable to bear the compensation of the organization's loss occurred.

We are confident that you will be able to make a significant contribution to the success of our company and look forward to work with you.

We wish you a very successful career at ANSH InfoTech.

Sincerely Yours,
For ANSH InfoTech Ludhiana.



Authorized Signatory

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Kindly acknowledge by signing the letter to ensure your joining...

I hereby accept the offer and will join w.e.f from 22nd May 2023.

Signature_____

Date: _____

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Appointment Letter

Dear **Ritika**

On behalf of **ANSH InfoTech**, I am pleased to make an offer of Internship for the post Web Developer.

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