

# CERTIFICATE OF COMPLETION

This certificate is gratefully presented to

*Abhishek Tiwary*

(Volunteer)

For Contributing Two Months towards the

**Chamela Helpdia charitable trust**

Your support and dedication provide the organization support needed to continue our mission.




*Saroj Shukla*

Saroj Shukla  
CEO

July 01<sup>st</sup> 2022  
DATE



  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



Date: 01/08/2022

Dear Mr. Bhanu Pratap Singh,

**Sub: Appointment letter**

In reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment with company **OriginCore Consulting LLP** aka **OriginCoreTech**, on the terms & conditions as per attached and as follows:

**1. DESIGNATION:**

You will be appointed as **Intern** and after probation will be promoted to HR Executive. You will have a direct reporting to Mr Vikrant Jain.

The Firm will be entitled, at any time during your employment, or in the event of termination, however arising, to deduct from your salary any monies due to the firm, including, but not limited to loans or advances, and any excess holiday pay.

The Firm reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

**2. COMMENCEMENT OF SERVICE:**

Your date of commencement is **01/08/2022**.

You will be initially based out of the Gurgaon Office "249, Intellect Building, Karma Kalpa 2<sup>nd</sup> Floor, Phase IV, Udyog Vihar, Sector 18, Gurugram Haryana 122022".

**3. POSTING / TRANSFERABILITY / TRAVELLING:**

You may in future be employed at any of the offices / sites / branches of this company or sister concerns in India and your services will continue temporarily or permanently without any additional compensation.

You will be bound to undertake such travelling, as you may be required to do in the company's interest from time to time.

**4. REMUNERATION:**

You will be entitled to a Gross salary of **INR 5,000/- Only per month**. You will be responsible for payment of your personal income tax as per all applicable Indian tax laws. The salary cycle will be 1st to 30th/31st and you will be paid monthly on 7th of the next month or as determined, for the period covering the first day to the last day of each previous month.

**5. PROBATION:**

You will be on probation for a period of **TWO month** and subject to your performance during this period, the firm will either confirm you, or take a decision to extend your probation for a further period of ONE month. The firm shall at its absolute discretion determine whether to confirm you or not.

On completion of probation period the services of an employee would be deemed to be confirmed unless notified of an extension of probation. During the period of probation, the firm reserves the right to terminate your services at any time without giving you any notice thereof.

On completion of your probation or extension successfully, you will be entitled for leave facility and certain public holidays as per the company policy.

**ORIGINCORE CONSULTING LLP**

76, Udyog Vihar Phase 4, Gurugram-122015, Haryana, India

[www.origincoretech.com](http://www.origincoretech.com)

[hr@origincoretech.com](mailto:hr@origincoretech.com)

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You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 1 to this letter of appointment.

#### **6. NOTICE OF TERMINATION:**

During the period of probation or extension thereof, your services may be terminated at any time without assigning any reason and without notice. On confirmation, the termination of your service, for reasons other than disciplinary action, will be subject to a written notice of 1 month on either side or salary in lieu thereof. You shall be deemed to have voluntarily resigned from the service of the company, on your own accord, if you remain absent without prior written permission of the management for 10 consecutive days or more.

You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 1 to this letter of appointment.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 1 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 1.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

#### **7. MEDICAL / POLICE VERIFICATION:**

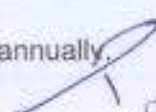
You will be liable to undergo such medical or other tests or examinations by such authorities as may be decided by the company from time to time. Also, you must submit Police verification copy / KYC Copy duly signed by the Commissioner of Police.

#### **8. HOURS OF WORK AND WEEKLY HOLIDAYS:**

Your normal hours of work will be from 10:00 a.m. to 6:00 p.m. from Monday to Friday. Due to exigencies of work, you may be required to work beyond normal hours for which you will not be paid any overtime. You will be required to strictly adhere to the office timing and mark your daily attendance.

#### **9. Annual Leave and Holidays:**

You will be entitled for accrual of 12 Privilege Leave and 6 Sick leave annually.  
You will be entitled to holidays as declared by the firm every year.

  
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www.origincoretech.com  
hr@origincoretech.com





#### 10. INCREMENTS / PROMOTIONS:

Purely on your overall performance and progress shown, you will be considered for suitable salary Increment / Promotion during the annual revision cycle.

#### 11. BONUS AND OTHER BENEFITS:

As per the Bonus Act '1965 and company rules.

#### 12. SECRECY:

You will not disclose any information relating to the company or its associates to any unauthorized person, Firms, Company or any other Agency whatsoever either during the tenure of your employment with the company or after termination.

#### 13. Restrictions after termination:

You covenant with us that you will not at any time in any Capacity in any Restraint Area during the Restraint Period:

Induce or attempt to induce any of the employees of **OriginCoreTech** to terminate their agreements or contracts with **OriginCoreTech**;

Solicit or attempt to solicit the business or customer of any client of **OriginCoreTech** (excluding persons who become clients of **OriginCoreTech** after the date of termination of your employment), or any person who during the 60 months preceding termination of your employment with **OriginCoreTech** was a client of **OriginCoreTech**

Solicit or attempt to solicit the business or customer of any person whose business or customer **OriginCoreTech** was, to your knowledge, cultivating at the time of termination of your employment with **OriginCoreTech**

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with **OriginCoreTech**

Each of those covenants constitutes a separate covenant given by you. If any one or more of those separate covenants is or becomes invalid or unenforceable for any reason, that invalidity or unenforceability will not affect the validity or enforceability of any of the other separate covenants which remain binding on you.

You acknowledge that these obligations are:

- fair and reasonable in regard to the subject matter, area and duration;
- reasonably required by **OriginCoreTech** to protect its business and goodwill and financial interests;
- given voluntarily and without any coercion or pressure.

If any provision is void, voidable by each party, unenforceable or illegal it must be read down so as to be valid and enforceable or, if it cannot be read down, the provision (or where possible, the offending words) must be severed from this obligation without affecting the validity or enforceability of the remaining provisions (or parts of those provisions) of this obligation which must continue in full force and effect.

The obligations set out above are made in favour of **OriginCoreTech** and may be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

"Capacity" means any capacity whatever including (without limitation) as a shareholder, director, sole trader, partner, joint venture, consultant, agent, employee or adviser;

"Restraint Area" means any territorial jurisdiction of India.

"Restraint Period" means 60 months commencing from the date of termination of your employment or any lesser amount considered appropriate by an appropriate court.

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#### 14. Firm Property

In order to perform your duties on behalf of **OriginCoreTech**, you may be supplied with property and information, which belongs to the Firm. On termination of your employment, you will immediately return all property and information properly belonging to the Firm, which was supplied to you.

#### 15. Confidentiality Undertaking

You shall at all times treat as and keep confidential all information that is the property of **OriginCoreTech** that has not lawfully entered the public domain, which includes but is not limited to the names and other information contained within the **OriginCoreTech** Database (as defined below), which you may become aware of during the course of your employment.

You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- a) in the ordinary course of your employment.
- b) with the **OriginCoreTech** prior written consent.
- c) for the purpose of obtaining legal or financial advice; or
- d) where ordered to disclose by a Court, Commission, or Tribunal or mediation conference in any jurisdiction.

In this clause "Database" includes but is not limited to:

- a) names, addresses and phone numbers of sellers, buyers and prospective sellers and buyers or the names addresses and phone numbers of any property owner on whose behalf a property is managed by **OriginCoreTech**
- b) financial information
- c) budgets
- d) **OriginCoreTech** information

Your appointment is subject to the enclosed undertaking regarding confidential information and occupation in conflict with the Firm's interest and you are required to sign the attached Confidentiality Undertaking prior to commencement.

#### 16. Firm Policies

It is an essential condition of your employment that you must comply with all existing, reviewed and new Firm policies and procedures. Any breach of Firm policies or procedures may lead to disciplinary action.

#### 17. IT Policy

The Firm has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with **OriginCoreTech**. You are required to sign the Acceptance page at the end of the Internet | E-mail Acceptable Use Policy as part of your conditions of employment.

#### 18. RETIREMENT:

You will retire from the service of the company on the day you complete 58 years of age, until and unless the management decides to extend your services and the same is communicated to you in writing.

#### 19. SEXUAL HARASSMENT:

It is **OriginCoreTech's** policy to prohibit in our workplace any conduct, which constitutes sexual harassment. The Firm has a policy on sexual harassment. It guarantees to deal with allegations of harassment seriously,

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promptly and in confidence and undertakes to protect from victimization of those employees who complain about sexual harassment.

## 20. LEGAL CASE AND RESPONSIBILITY:

During service if you as individual are convicted under any laws, or there are criminal proceeding or civil matter, in such case you are responsible for damage or repercussion on individual level. If there is any damage of company property that leads to monetary loss then in such case company will recover from you.

## 21. OTHER TERMS & CONDITIONS:

During your employment with the company, you will devote your full time and attention to the company's business and you shall not supplement the remuneration to which you are entitled by your service with the company by professional practice, part-time employment, specialized service, etc. Without the permission of the management in writing.

You shall not receive any presents, commission or any kind of gratification or benefit in cash or kind from any Person, Party, Firm or company having dealings with the company directly or indirectly. You will be responsible for the safekeeping and return in good condition and order of all the company property, which may be in your use and charge.

You will keep us informed of any change in your residential address and civil status. During the employment of the company you will be governed by the existing Laws, rules and regulations and prevailing practices which may be extended /amended or changed by the Government or the company from time to time.

## 22. Salary Structure:

**As per annexure**

Note: TDS would be deducted based on investment proofs submitted & previous employer income for current Financial Year.

The company will deduct the Income Tax, Professional Tax, Provident Fund and ESIC as applicable from time to time from your salary.

In the event of any dispute or differences regarding construction or interpretation of any of the terms thereof, the management's decision shall be final and binding on you.

## 23. Background Verification

Validity of this offer is subject to positive clearance of the Background Verification Process carried out by **OriginCoreTech** and/or the Client.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us. On behalf of **OriginCoreTech**, congratulations on your new role.

  
DIRECTOR  
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NEW DELHI-110047

## ORIGINCORE CONSULTING LLP

76, Udyog Vihar Phase 4, Gurugram-122015, Haryana, India

[www.origincoretech.com](http://www.origincoretech.com)

[hr@origincoretech.com](mailto:hr@origincoretech.com)



It is a pleasure to welcome you as a part of OriginCoreTech, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

Congratulations and welcome to OriginCoreTech. On your first day of employment, please report to our office located at Gurgaon at 10:00 AM along with the KYC documents. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

We thank you for considering OriginCoreTech as your future employer!

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work.

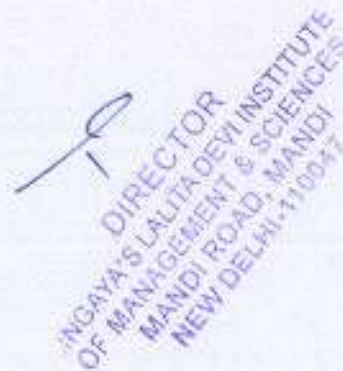
**For OriginCoreTech**

Thanking you,



**Rishabh Jain**

**Authorized Signatory  
OriginCoreTech**



Acknowledgement Clause: I Accept the above terms and conditions set out and discussed.

Signature:

Name:

Date:





**Bridgegroup Solutions**  
We Knot Spaces

Date – 1<sup>st</sup> June, 2022

Deepti,  
Lingaya's Lalita Devi Institute of Management, New Delhi

Subject – Summer Internship Training

Dear Deepti,

With reference to your application, we would like to congratulate you for being selected for the Internship with Bridge Group Solutions, Based at Gurugram. Your training is scheduled to start from **25<sup>th</sup> June, 2022** effective for a period of 60 days (Subjected to be changed). All of us at Bridge Group Solutions are excited that you will be joining our team!

As such your internship will include **training, orientation** and will be focused primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application off the knowledge you attain in class.

The project detail will be shared with you on or before commencement of training.

You should report for training at the following address –

**Tower B3, Unit No 10A-10B, Spaze Itech Park, Sohna Road, Sec-49 Gurugram (122018).**

Congratulations again and we look forward to work with you.

Yours Sincerely

Human Resource Team

Bridge Group Solutions



DIRECTOR  
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NEW DELHI-110047



# INTERNSHIP CERTIFICATE

This certificate is proudly presented to

**Gaurav Kumar Dimaniya**

for completing a 8-Week Virtual Internship Programme at Athma NGO  
from June 1 to July 31, 2022, as a 'Campaign Manager'  
for the project **PlantForMe**.

Certificate ID: PFM01-30/09



**Plant  
For  
Me**



Mr. Ragalaya Ramesh  
Founder, Athma NGO



DIRECTOR  
INGAYA'S LALITA DEVI INSTITUTE  
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NEW DELHI-110047



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**Internship Offer Letter : Aditya R. Nair : Finance Internship : Eupheus Learning**

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HR Team &lt;hrteam@eupheus.in&gt;

Mon, 18 Jul, 6:22 PM

To: adityanair51@gmail.com &lt;adityanair51@gmail.com&gt;

Cc: Ranjit Singh &lt;ranjit@eupheus.in&gt;, Kajol Verma &lt;kajolv@eupheus.in&gt;, Priyanshi Rana &lt;priyanshir@eupheus.in&gt;, Mahek Vaid &lt;mahekv@eupheus.in&gt;, Sukhvinder Singh Bhatia &lt;sukhvinderb@eupheus.in&gt;

**STRICTLY CONFIDENTIAL**

Dear Aditya,

We are elated to inform you that you have been selected for the Finance Internship at Eupheus Learning.

**Date of Joining:** 19<sup>th</sup> July 2022 (Tuesday)**Internship Duration:** 19<sup>th</sup> September 2022 (2 months)**Stipend:** INR 7,000 take-home (per month)**Internship Nature:** In - Office Internship (Head Office)**Reporting Relationship:** Mr. Deepindra Singh Rawat**Office Address:** A-12, 2nd Floor, Mohan Cooperative Industrial Estate (Near Sarita Vihar Metro Station), Main Mathura Road, New Delhi**Please Note:** On the day of joining, you are requested to share the documents as mentioned below:

1. Photocopies of all the relevant documents related to education, age proof.
2. Three passport size coloured photograph.
3. Address proof (Aadhaar Card is Mandatory)
4. Cancelled cheque (Bank Account should be in your name)

We wish you all the very best in your future endeavour.

**Thanks & Regards,**  
**DIRECTOR**  
**LINGAYA'S LALITA DEVI INSTITUTE**  
**OF MANAGEMENT & SCIENCES**  
**MANDI ROAD, MANDI**  
**NEW DELHI-110047**





## INTERNSHIP Certificate

This certificate is awarded to  
**Harsh Sharma**

in appreciation for your outstanding accomplishments in the company as  
Human Resource intern at Pnapao Pvt Ltd  
from June 21, 2022  
to August 18, 2022.  
Given this on 19th of August 2022

*Dhananjay Gupta*

Dhananjay Gupta  
Co-founder and MD



Arun Kumar  
Co-founder and CEO

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
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NEW DELHI-110047





June 14, 2022

Ashwani Tiwari  
PUSPH VIHAR SECTOR 4  
New Delhi - 110017  
Subject: Internship Offer

Dear Ashwani Tiwari,

On behalf of InkWynk, I am excited to extend an offer to you for an internship position within our Marketing department. This position is located in Jamia Nagar, New Delhi. The position is for Promotion and Sales.

This position is scheduled to begin June 14, 2022 and will be a Two-month paid internship opportunity ending on August 14, 2022. The schedule for this position is 4 days per week (Mon - Thus) 9 am to 5 pm. This Position will pay INR 3000/month and includes Internship Certificate. Your role will be of Customer Acquisition, Brand Awareness via different social media channels and promoting products via SEO. In this role, you will report directly to Imran Abdullah. Please be sure to bring necessary documents with you on your first day to complete your profile.

During your temporary employment with InkWynk, you may have access to trade secrets and confidential or proprietary business information belonging to InkWynk. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of InkWynk. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from InkWynk.

U.P.  
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NEW DELHI - 110047

A-36, 4<sup>th</sup> Floor, Abul Fazal Enclave  
Jamia Nagar, New Delhi - 110025  
+91-9870318805  
support@inkwynk.com  
www.inkwynk.com



Internship will only be provided after successful completion of this internship, If candidate left it in between we will not be providing Internship Certificate.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact Imran Abdullah at 9870318805 in our recruiting department. Please review this letter in full, and sign and return it to your HR to confirm your acceptance of the position no later than the close of business on June 14, 2022. We look forward to having you begin your career at InkWynk and wish you a successful internship. Welcome to our team!

Sincerely,

Amir Abdullah  
Internship Coordinator, Human Resources  
InkWynk.com

I, Ashwani Tiwari, accept the above offer and will begin the internship position on 14 June 2022.

Signature

Name: Ashwani Tiwari

Date: 14 June 2022

DIRECTOR  
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A-36, 4<sup>th</sup> Floor, Abul Fazzal Enclave  
Jamia Nagar, New Delhi - 110025  
+91-9870318805  
support@inkwynk.com  
www.inkwynk.com





PRIVATE & CONFIDENTIAL

Soumya Chaudhary

July 1, 2022

Dear Soumya,

**Subject: Letter of Internship**

Congratulations!!

Subsequent to the meetings between GoMechanic & you, we are pleased to issue a Letter of Internship on the terms set here in:

Start Date: July 4, 2022  
End Date: October 1, 2022  
Period of Internship: 3 Months  
Stipend: INR 10000 per month  
Function: Human Resources  
Location: Gurgaon

Kindly sign & return a copy of this letter as a token of your acceptance.

Yours Sincerely  
For Targetone Innovations

Megha Mahesh  
VP - Human Resources

  
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NEW DELHI-110047

\_\_\_\_\_  
I accept the terms of the offer



**PRIVATE & CONFIDENTIAL**

Mahima Singh

July 07, 2022

Dear Mahima,

**Subject: Letter of Internship**

Congratulations!!

Subsequent to the meetings between Go Mechanic & you, we are pleased to issue a Letter of Internship on the terms set here in:

Start Date: July 11, 2022

End Date: October 08, 2022

Period of Internship: 3 months

Stipend: INR 10000 per month

Function: Human Resource.

Location: Gurgaon

Kindly sign & return a copy of this letter as a token of your acceptance.

Yours Sincerely

For Targetone Innovations

Megha Mahesh

VP - Human Resources

\_\_\_\_\_

I accept the terms of the offer

  
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# Imperial Auto Industry

Automotive Components

1 July ,2022

Mohit Bhati

Sub: Offer letter

Imperial Auto Industry

Sec-68, IMT

Faridabad

Dear

Congratulations! We are pleased to confirm that you have been selected to work for Imperial Auto Industry. We are delighted to make you the following job offer. The position we are offering you is that of Accountant assistant with the salary of 5000/-. This position reports to Gaurav Rawat

We would like you to start work on 3 July,2022. Please report to Gaurav Rawat for documentation and orientation.


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


Sincerely

Imperial Auto Industry

SHYAM LALJI DEVI INSTITUTE  
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NEW DELHI-110047

 - 8750088774

 - Gaurav@imperialauto.in

 - IMT , Faridabad



20/08/2022

Monika Gupta

70-A Jindal Colony,

Samalka, New Delhi-110037

Dear Monika Gupta,

We are pleased to offer you the **WFH** position of **Content Writer Intern** at Tech Maavy with a start date of **20/08/2022**. You will be reporting directly to **Ms. Purna Thakur, HR Manager** on virtual mode. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to **Write Content/blog posts** as per instructions by your **Team Leader**.

Your employment with Tech Maavy will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time. You will be awarded with a certification once you will complete the internship successfully.

By accepting this offer letter, you agree to all the terms and conditions that have been mentioned above and you agree that you will be following all the rules and regulations at the company and you will also be observing all the practices and policies that define the working and conduct at the company.

We look forward to have you onboard and we are hopeful that this association will be mutually beneficial to both the parties. If you have any other queries, please feel free to write at [hr@techmaavy.com](mailto:hr@techmaavy.com).

Best Regards,

Nirbhay Chauhan  
Founder, Director

Candidate Signature

Candidate Name - Monika Gupta

Date -

  
**DIRECTOR**  
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[www.techmaavy.com](http://www.techmaavy.com)

101, Khudi Ram Bose Marg,  
(Near APJ International School  
Mayur Vihar Phase-I, New Del



# Welcome to our team!



Hey Neha Arya,

We would like to congratulate you on being selected for the "Campaign Manager" internship position at **PlantForMe (by Athma)**. All of us at Plant For Me are excited that you will be joining our team!

This virtual internship is scheduled to begin on **1 June, 2022** and will be a one-month unpaid opportunity ending on **30 June, 2022**.

**DIRECTOR**  
INTEGRA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

Details of the Programme:

- Work mode is ONLINE only
- You will be assisting and coordinating with our Volunteers
- You will work for an hour to finish the allotted tasks everyday
- You will get detailed instructions for all the tasks
- You will receive an Official Internship Certificate, Letter of Recommendation, Certificate of Completion and Merchandise, at the end of your term

You will be guided throughout by our team members. You would be required to respond quickly and stay active in the WhatsApp group.

If you have any questions about this offer please reply to the same mail. We look forward to having you in our team and wish you a successful tenure.

**Welcome to our team!** 😊

Best Regards,  
Anuragh E,  
Project Head | PlantForMe





# Welcome to our team!



Hey Neha Arya,

We would like to congratulate you on being selected for the "Campaign Manager" internship position at **PlantForMe (by Athma)**. All of us at Plant For Me are excited that you will be joining our team!

This virtual internship is scheduled to begin on **1 June, 2022** and will be a one-month unpaid opportunity ending on **30 June, 2022**.

DIRECTOR  
DR. NEHA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

Details of the Programme:

- Work mode is ONLINE only
- You will be assisting and coordinating with our Volunteers
- You will work for an hour to finish the allotted tasks everyday
- You will get detailed instructions for all the tasks
- You will receive an Official Internship Certificate, Letter of Recommendation, Certificate of Completion and Merchandise, at the end of your term

You will be guided throughout by our team members. You would be required to respond quickly and stay active in the WhatsApp group.

If you have any questions about this offer please reply to the same mail. We look forward to having you in our team and wish you a successful tenure.

**Welcome to our team!** 😊

Best Regards,  
Anuragh E,  
Project Head | PlantForMe

  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



# Welcome to our team!



Hey Neha Arya,

We would like to congratulate you on being selected for the "Campaign Manager" internship position at **PlantForMe (by Athma)**. All of us at Plant For Me are excited that you will be joining our team!

This virtual internship is scheduled to begin on **1 June, 2022** and will be a one-month unpaid opportunity ending on **30 June, 2022**.

  
DIRECTOR  
LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

Details of the Programme:

- Work mode is ONLINE only
- You will be assisting and coordinating with our Volunteers
- You will work for an hour to finish the allotted tasks everyday
- You will get detailed instructions for all the tasks
- You will receive an Official Internship Certificate, Letter of Recommendation, Certificate of Completion and Merchandise, at the end of your term

You will be guided throughout by our team members. You would be required to respond quickly and stay active in the WhatsApp group.

If you have any questions about this offer please reply to the same mail. We look forward to having you in our team and wish you a successful tenure.

**Welcome to our team!** 😊

Best Regards,  
Anuragh E,  
Project Head | PlantForMe

  
**DIRECTOR**  
INGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCE  
MANDI ROAD, MANDI  
NEW DELHI-110047





# INTERNSHIP CERTIFICATE

This certificate is proudly presented to

**Neha Arya**

for completing a 4-Week Virtual Internship Programme at **Athma NGO**  
from June 1 to June 30, 2022, as a 'Campaign Manager'  
for the project **PlantForMe**.

Certificate ID: PFM01-30/03



**Plant  
For  
Me**

Mr. Ragalaya Ramesh  
Founder, Athma NGO

DIRECTOR  
NGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



# INTERNSHIP CERTIFICATE

This certificate is proudly presented to

**Neha Arya**

for completing a 4-Week Virtual Internship Programme at **Athma NGO**  
from June 1 to June 30, 2022, as a 'Campaign Manager'  
for the project **PlantForMe**.

Certificate ID: PFM01-30/03



**Plant  
For  
Me**

*Ragalaya Ramesh*

Mr. Ragalaya Ramesh  
Founder, Athma NGO

**DIRECTOR**

INGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



# INTERNSHIP CERTIFICATE

This certificate is proudly presented to

**Neha Arya**

for completing a 4-Week Virtual Internship Programme at **Athma NGO**  
from June 1 to June 30, 2022, as a 'Campaign Manager'  
for the project **PlantForMe**.

Certificate ID: PFM01-30/03



**Plant  
For  
Me**



Mr. Ragalaya Ramesh  
Founder, Athma NGO



DIRECTOR

INGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



20-Aug-2022

Aarju Thakur

B-61/C, 1st Floor c/o Sandeep Chauhan,  
Jhariya Market, Sarai Ashoka Part-II  
Faridabad, Haryana-121003

Dear Aarju Thakur,

We are pleased to offer you the WFH position of **Creative Designer Intern** at Tech Maavy with a start date of **20/08/2022**. You will be reporting directly to **Ms. Purna Thakur, HR Manager** on virtual mode. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to prepare **creative designs & Social Media posts** as per instructions by your Team Leader.

Your employment with Tech Maavy will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time. You will be awarded with a certification once you will complete the internship successfully.

By accepting this offer letter, you agree to all the terms and conditions that have been mentioned above and you agree that you will be following all the rules and regulations at the company and you will also be observing all the practices and policies that define the working and conduct at the company.

We look forward to have you onboard and we are hopeful that this association will be mutually beneficial to both the parties. If you have any other queries, please feel free to write at [hr@techmaavy.com](mailto:hr@techmaavy.com).

Best Regards,

Nirbhay Chauhan  
Founder, Director

Candidate Signature

Candidate Name - Aarju Thakur

Date -

  
**DIRECTOR**  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110042

91 7895286124

[hr@techmaavy.com](mailto:hr@techmaavy.com)

[www.techmaavy.com](http://www.techmaavy.com)

101, Khudi Ram Bose Marg,  
(Near APJ International School),  
Mayur Vihar Phase-I, New Delhi





20/08/2022

Madhvi

H. No/ 997/27, Lane No.-11, Madanpuri,  
Gurugram-122001, Haryana

Dear Madhvi,

We are pleased to offer you the WFH position of **Creative Designer Intern** at Tech Maavy with a start date of **20/08/2022**. You will be reporting directly to **Ms. Purna Thakur, HR Manager** on virtual mode. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to prepare **creative designs & Social Media posts** as per instructions by your Team Leader.

Your employment with Tech Maavy will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definitive period of time. You will be awarded with a certification once you will complete the internship successfully.

By accepting this offer letter, you agree to all the terms and conditions that have been mentioned above and you agree that you will be following all the rules and regulations at the company and you will also be observing all the practices and policies that define the working and conduct at the company.

We look forward to have you onboard and we are hopeful that this association will be mutually beneficial to both the parties. If you have any other queries, please feel free to write at [hr@techmaavy.com](mailto:hr@techmaavy.com).

Best Regards,

Nirbhay Chauhan  
Founder, Director

Candidate Signature

Candidate Name - Madhvi

Date -

**DIRECTOR**  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
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101, Khudi Ram Bose Marg,  
(Near APJ International School  
Mayur Vihar Phase-I, New Delhi)





20/08/2022

Madhvi

H. No/ 997/27, Lane No.-11, Madanpuri,  
Gurugram-122001, Haryana

Dear Madhvi,

We are pleased to offer you the WFH position of **Creative Designer Intern** at Tech Maavy with a start date of **20/08/2022**. You will be reporting directly to **Ms. Purna Thakur, HR Manager** on virtual mode. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to prepare **creative designs & Social Media posts** as per instructions by your Team Leader.

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We look forward to have you onboard and we are hopeful that this association will be mutually beneficial to both the parties. If you have any other queries, please feel free to write at [hr@techmaavy.com](mailto:hr@techmaavy.com).

Best Regards,

Nirbhay Chauhan  
Founder, Director

Candidate Signature

Candidate Name - Madhvi

Date -

**DIRECTOR**  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

+91 7895286124

[hr@techmaavy.com](mailto:hr@techmaavy.com)

[www.techmaavy.com](http://www.techmaavy.com)

101, Khudi Ram Bose Marg,  
(Near API International School  
Mayur Vihar Phase-I, New Delhi)





# RAMA TRADING CO.

A Complete Industrial Solution

June 20 , 2022

Sub: Offer letter

Dear , Manav

We are pleased to offer you the position of “ **Intern –Business Development**” at Rama Trading Co. We feel confident that you will contribute your skills and experience towards the growth of our organization. You will hold the responsibility of developing the business areas, generating revenue, collaborating with organization and taking part in sales and marketing.

**The Internship commences on 20 June , 2022**

**Duration of the intership – 2 Month**

Please find the employee handbook enclosed herewith which contains the medical and other benefits offered by our organizations.

Confirm your acceptance of this letter by signing and returning the copy of this letter

We look forward to welcoming you on board

Thanking you

Rama Trading Co.

Piyush Singla

  
**DIRECTOR**  
**LINGAYA'S LALITA DEVI INSTITUTE**  
**OF MANAGEMENT & SCIENCE**  
**MANDI ROAD, MANDI**  
**NEW DELHI-110047**



Orangestar Logistics Pvt Ltd

Date : 15<sup>th</sup> June 2022

Name : Ms. Geetanjali Dua

Position: SUMMER INTERNSHIP

Location :- New Delhi

Dear Geetanjali,

We are pleased to offer you an internship position within our Finance & Admin Department. You are required to Join us on or before 15.06.2022. In the Event you fail to join the Company on or before the said date this letter of appointment stands cancel.

You will be Entitled to Stipend of INR 5000/ per month till your Internship Tenure. Company may require you to work at any other location/Unit/Associate Company. Your Internship is a Full time Role with the Company until your Tenure.

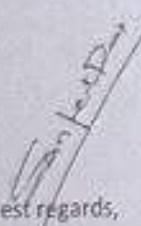
You shall at times during employment and after the termination date keep confidential information disclosed to you and/ or acquired by you in the course of the employment with the company and not to disclose the same to any person whatsoever.

You shall not employ, use and/ or engage the confidential information for any purpose other than the business of the company and only during the course of your employment with the company.

You shall deal with the Company's money, material and documents with utmost honesty and professional ethics.

This appointment letter is being issued in duplicate and we would request you to sign the copy and return it in confirmation of your having accepted the above terms and conditions.

We welcome you to the Orangestar Logistics family and we hope that you will have a fruitful Journey with us.

  
With best regards,


For Orangestar Logistics Pvt Ltd

I accept the above

Name :

Signature :

Date:

  
DIRECTOR  
INGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

Orangestar Logistics Pvt Ltd

Building No. 530, Portion-B, Khasra No.802, Block-K, Near Maruti Suzuki Showroom, Mahipalpur, New Delhi-110037  
T. : +91 (11) 49786500 - 06 | Email : info@orangestar.co.in | Website : www.orangestar.co.in





**PYZEN TECHNOLOGIES**  
On Demand Software Solution

JUNE 08, 2022

Sub: Offer Letter

Dear Vikas,

We are pleased to offer you an internship at our company as a Business Development Executive trainee position. Your internship shall commence on 09 June 2022 and shall end on 09 September 2022.

I would like to inform you that the duration of this internship will be 3 months and it will be an unpaid internship. During this time, your employment status with Pyzen Technologies Pvt Ltd. will be temporary and therefore, you will not be entitled for kind of privileges that other employees of the company is entitled to.

During your internship, you will get access to different kinds of confidential information about the company and by accepting this offer letter, you agree that you will take complete care in maintaining the confidentiality of all the information the you come across and by any means, you will not be using it for any kind of personal benefits or reasons other than work related tasks.

By accepting this offer letter, you agree to all the terms and conditions that have been mentioned above and you agree that you will be following all the rules and regulations at the company and you will also be observing all the practices and policies that define the working and conduct at the company.

We look forward to have you onboard and we are hopeful that this association will be mutually beneficial to both the parties. If you have any other queries, please feel free to write at [hr@pyzenlabs.com](mailto:hr@pyzenlabs.com). You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document and sharing it with us by email on [hr@pyzenlabs.com](mailto:hr@pyzenlabs.com).

Congratulations and welcome aboard.


Sincerely,

Rajiv Dutta  
CEO

Candidate Signature: \_\_\_\_\_

Candidate Printed Name: Vikas

Date: \_\_\_\_\_

  
DIRECTOR  
INGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

+91 124 4270109

+91 9971838777

[www.pyzenlabs.com](http://www.pyzenlabs.com)

[info@pyzenlabs.com](mailto:info@pyzenlabs.com)

104, second floor,  
Sikandarpur Rd,

Gurugram, Haryana 122004





11<sup>th</sup> May, 2022

To,  
Mr. Akshansh Jangid  
N-96, Gate No. 2, Har Govind Enclave,  
Chhatarpur, New Delhi.

## OFFER LETTER

This has reference to your application and subsequent interview with us. We have great pleasure in offering you an appointment as a "Relationship Executive" with Kanoon-e (WD Kanoon-e Sahayak Advisors LLP) on the following terms:

### 1. POSITION

Your position will be "Relationship Executive" at Noida Office (B-70, Sector 67, Noida) with such duties and responsibilities generally associated with such a position, and such other reasonable additional responsibilities as may be added from time to time by the company.

### 2. EFFECTIVE STARTDATE

Should you accept this appointment, your start date will be 15<sup>th</sup> June, 2022.

### 3. TOTAL COMPENSATION

Your cost to company (CTC) will be Rs. 2,65,000/- (Rupees Two Lacs Sixty Five Thousand Only) per annum; TDS will be deducted as per income earned and as per saving plan declared by you for the financial year.

### 4. CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

You will be subject to the company's Non-disclosure, Noncompetition, and intellectual property protection agreement that will be shared with you at the time of joining. The letter and must be signed and returned before employment can begin. You will not, without our previous written permission, carry on any business or enter for any part of your time and in any capacity the services of or be employed by any other firm, company or person.

  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTIT  
OF MANAGEMENT & SCIENC  
MANDI ROAD, MANDI  
NEW DELHI-110047



## **5. COMPANY POLICIES**

You must comply with all the policies of the company in effect during your employment. You will be subject to all rules and regulations enforced by the company. You will keep us informed of any change in your residential address or civil status.

## **6. PROBATIONARY PERIOD**

The employment will be subject to a probationary period of Six (6) Months. You will be deemed confirmed unless otherwise specified. During the probationary period, you may resign by giving Two month notice. Likewise, the company may terminate your services immediately without the need to provide a reason.

## **7. TERMINATION OF EMPLOYMENT**

After your employment is confirmed, you will have to serve Two month notice alternatively the company may terminate your employment immediately or by giving two calendar months' notice in writing. The company may be permitted to pay you Two month's basic salary in lieu of notice. Should we find you guilty of dishonesty, disobedience, disorderly behavior, negligence, unauthorized absence from duty without permission or any other conduct which we consider detrimental to our interests or which violates any of the terms of this letter, your services may be terminated without notice.

## **8. LEAVE**

You will be eligible for annual, sick and casual leave in years as per the rules of the company. You shall take your annual leave in consultation with your Reporting Manager.

Please acknowledge your acceptance of the terms and conditions for this offer by responding via email before 30<sup>th</sup> May, 2022. If you do not respond before the aforementioned date, the offer will be rescinded

HR Department  
Kanoon-E

  
**DIRECTOR**  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCE  
MANDI ROAD, MANDI  
NEW DELHI-110047

## Salary Breakup

Name: Mr. Akshansh Jangid

Yearly & Monthly Break Up of Cost to Company

Particular	Yearly	Monthly
Cost To Company	2,65,000.00	22,083.33
<b>Bifurcations:</b>		
Basic	1,06,000.00	8,833
HRA	39,750.00	3,313
Conveyance	9,600.00	800
Medical Allowance	15,000.00	1,250
Food Allowance	15,000.00	1,250
LTA	8,833.33	736
Special Allowance	42,400.00	3,533
Statutory Allowance	10,608.67	884
<b>Gross Total ( A )</b>	<b>2,47,192.00</b>	<b>20,599</b>
<b>Deductions:</b>		
P.F. Employee Contribution 12% of Basic	17,808.00	1,484.00
<b>Total of Deductions ( B )</b>	<b>17,808.00</b>	<b>1,484.00</b>
<b>Other Benefits</b>		
Employers Contribution 12% of Basic	17,808.00	1,484.00
<b>TDS Compliance:</b>		
TDS	-	-
<b>Total of Other Benefits ( C )</b>	<b>17,808.00</b>	<b>1,484.00</b>
<b>Cost to Company( A + C )</b>	<b>2,65,000.00</b>	<b>22,083.33</b>
<b>Net Take Home ( A - B )</b>	<b>2,29,384.00</b>	<b>19,115.33</b>

Note: TDS will be deducted according to the income earned and according to the saving plan you have declared for the financial year.

CTC (in words): Rupees Two Lacs Sixty Five Thousand Only (per annum) exclusive of all applicable taxes.

Net Pay Amount (in words): Nineteen Thousand One Hundred and Fifteen Rupees and Thirty Three Paise Only (per month) exclusive of all applicable taxes.

  
**DIRECTOR**  
**INGAYA'S LAJITADEVI INSTITUTE**  
**OF MANAGEMENT & SCIENCE**  
**MANDI ROAD, MANDI**  
**NEW DELHI-110047**

\*This is a system generated copy; it doesn't require signature.



# EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Vishal Tomar, a student of Bachelor of Commerce, Studied from Lingaya's Lalita Devi Institute of Management & Sciences worked under my supervision as Trainee in Sales Dept from 20<sup>th</sup> June 2022 to 20<sup>th</sup> August 2022 with our entire satisfaction.

During his internship we found him to be regular, honest, hardworking, dedicated trainee with a professional attitude and a very good job knowledge. Apart from his work skills, he is an excellent person with good communication and time management skills.

He was a productive trainee the organization valued, and the organization wishes him all the luck and success for the future.



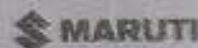
NEXA

  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

## **T.R. SAWHNEY AUTOMOBILES PVT. LTD.**

- A-1/6, Rajouri Garden, Main Ring Road, New Delhi-110027. Ph. 9999525753, 9999525750
- SCO 1 & 2 Sec-29 Gurugram- 122009 Ph. 7290099513, 9999525740
- B 2/6, Safdurjung Enclave, New Delhi 110029 Ph. 7290099520, 7290099501
- F-26, Preet Vihar, Delhi - 110092 Ph. 7290091122, 7290091133
- C-46, Okhla Ph-2, Near Vodafone Office, New Delhi - 110020 Ph. 7290087578
- GRPF Camp Road, Village Ullawas, Sector 62, Gurugram- 122001 Ph. 9999187192
- Mohkampur, Opp Venus Garden, Delhi Road, Surya Palace Colony, Meerut, UP - 250001 Ph. 9999180648
- 183/17 Rithani Zone-A, Sector 4, Near Petrol Pump, Meerut UP - 250002 Ph. 9999181304

Web: [www.nexaexperience.com](http://www.nexaexperience.com)  
[www.trisawhneyautomobiles.com](http://www.trisawhneyautomobiles.com)





10<sup>th</sup> June 2022

Siddharth Arora

Lingayas Lalita Devi Institute Of Management And Science

Dear Siddharth Arora

I am pleased to inform your acceptance of an internship position as Account Executive Intern in Account And Finance Department at stipend of Rs. 5000/Month. Your internship will start from 10<sup>th</sup> June 2022 and will complete on 9<sup>th</sup> August 2022. In addition to your duties outlined in the interview as your working hours will be 11 AM to 5 PM. You will be required to report to Mr Sandeep Virmani.

During your internship, the concentration will be on helping you understand the theoretical concepts with their practicalities and implications to help you connect your classroom knowledge and on-field experience. We feel happy to train you to learn new skills which are extremely helpful in the professional setting.

As an intern, you are not company's employee; and therefore, will not receive health and compensation benefits. You understand that participating in the internship program is not an offer of employment.

During your internship, you will have an access to company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company.

Once again, congratulations to you on your selection and all the best for your future.

Endeavours.

  
DIRECTOR  
LINGAYAS LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

For S VIRMANI & ASSOCIATES

Chartered Accountants



(SANDEEP VIRMANI)

M. No. 098583





T KOHLI & CO

+91-987855452

CATANPRACTICE@GMAIL.COM

TANPREET@T.KOHLI.CO

M-1, GROUND FLOOR,

LAJPAT NAGAR-II, NEW DELHI-110024

### Internship Offer Letter

This contract, dated on 28<sup>th</sup> day of June, 2022, made between T Kohli & Co, Chartered Accountants and Mr Rishabh Kashyap, constitutes an internship agreement between these two parties and is governed by the of labour and apprenticeship laws of applicable to the jurisdiction of New Delhi.

We are pleased to offer you the internship as an **ACCOUNTS INTERN** in the audit department with T Kohli & Co, Chartered Accountants.

You will be actively involved in handling performing

1. Preparation and Maintenance of books of account
2. Conducting periodic review and audits of books of accounts
3. Performing statutory compliances of the allotted clients
4. All other related and allied functions in the capacity of Accounts Intern

The Terms of joining are as under:

Date of joining: 4 July 2022

Working timings: 6 days a week, during regular office timing of 10:00 am to 06:30 pm

Duration of Internship: 2.5 month

We look forward to your positive learning experience with us.

For T Kohli & Co

Authorized Signatory



**DIRECTOR**  
INGAYA'S LAUITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

FARMORIGIN AGROSCIENCE PRIVATE LIMITED  
CIN NO: U74994DL2017PTC327443  
Regd Off: A-97/3 SFS, Saket, New Delhi 110017, INDIA  
Admin Office: E- 84/2, Okhla Industrial Area, Phase 1, New Delhi-110026, INDIA  
Email: care@haldivita.com  
Phone no. : +91-9311696895



## Internship Offer Letter

This contract, dated on the 2<sup>nd</sup> day of July, Monday in the year 2022, is made between Farmorigin Agroscience Private Limited and Ms. Tamanna constitutes an Internship agreement between these two parties and is governed by the laws of New Delhi.

We are pleased to offer you the internship as a *Business Development Intern* in the *Corporate Sales* department with Farmorigin Agroscience Private Limited.

You will be actively involved in handling business development activities through email marketing, social media platforms and multiple related platforms. You will also be responsible for taking up ma and related activities.

Date of Joining of Intern - 4<sup>th</sup> July 2022

You will work 6 days a week, during regular office timings.

Duration of Internship: 2 months

We look forward to your positive learning experience with us.

Sincerely

Libhires Global Private Limited

Director

SAMEER GUPTA/ANKIT KHANDURI  
DIRECTOR(s)  
FARMORIGIN AGROSCIENCE PRIVATE LIMITED  
AGROSCIENCE PRIVATE LIMITED

ZUBALA MARIAM  
HR MANAGER  
FARMORIGIN

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



ACC Limited  
Registered Office  
Cement House  
123, Marathi Kave Road  
Mumbai - 400 020, India

Phone: +91 22 41593323  
Fax: +91 22 2200 4997  
www.acclimited.com

CIN: L26910MH1976P1002515


Ref: CHR/Internship/August 10 -2022

August 9, 2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Shivam Negi** has undergone management internship in our human resource function in our office in Delhi from 15<sup>th</sup> June, 2022 to 30<sup>th</sup> July, 2022.

During his tenure with us we found him to be sincere and hardworking. We wish him all the best in his future endeavours.

  
Ashwani Raturi  
HRBP North - ACC

  
DIRECTOR  
INGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

Welcome to our  
team! 😊



Hey Gaurav Kumar Dimaniya,

We would like to congratulate you on being selected for the "Campaign Manager" internship position at **PlantForMe (by Athma)**. All of us at Plant For Me are excited that you will be joining our team!

This virtual internship is scheduled to begin on **1 June, 2022** and will be a one-month unpaid opportunity ending on **30 June, 2022**.

DIRECTOR  
INGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCE  
MANDI ROAD, MANDI  
NEW DELHI-110047



## EXPERIENCE CERTIFICATE

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Vishal Tomar, a student of Bachelor of Commerce, Studied from Lingaya's Lalita Devi Institute of Management & Sciences worked under my supervision as Trainee in Sales Dept from 20<sup>th</sup> June 2022 to 20<sup>th</sup> August 2022 with our entire satisfaction.

During his internship we found him to be regular, honest, hardworking, dedicated trainee with a professional attitude and a very good job knowledge. Apart from his work skills, he is an excellent person with good communication and time management skills.

He was a productive trainee the organization valued, and the organization wishes him all the luck and success for the future.



  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### **T.R. SAWHNEY AUTOMOBILES PVT. LTD.**

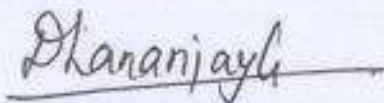
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  - Mohanpur, Opp Venus Garden, Delhi Road, Surya Palace Colony, Meerut, UP - 250001 Ph. 9999180648
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Date: 19/06/2022

I am delighted & excited to welcome you to Pnapaao as **Human Resource Management Intern**. At Pnapaao, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest minds. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with us.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

We look forward to you joining us. Please do not hesitate to contact us for any information you may need. Also, **please sign the duplicate of this offer as your acceptance and forward the same to us.**

A handwritten signature in black ink that reads "Dhananjay Gupta". The signature is written in a cursive style and is underlined with a horizontal line.

**Dhananjay Gupta**  
**Co-Founder & MD**



**Arun Kumar**  
**Co-Founder & CEO**

A handwritten signature in black ink, which is partially obscured by the stamp below it.

**DIRECTOR**  
**LINGAYA'S LALITA DEVI INSTITUTE**  
**OF MANAGEMENT & SCIENCES**  
**MANDI ROAD, MANDI**  
**NEW DELHI-110047**



## Annexure A

You shall be governed by the following terms and conditions of service during your internship with Pnapaao, and those may be amended from time to time.

1. You are being hired as a **Human Resource Management Intern** and Dhananjay would be your reporting head and mentor during the internship. As a Human Resource Management intern, you would be responsible for the tasks and responsibilities assigned by your reporting heads.
2. Your date of joining is **19/06/2022** and the duration of the internship would be **3 months**. During this duration, you are expected to devote your time and efforts solely to Pnapaao. You are also required to inform your mentor about forthcoming events (if there are any) in advance so that the work can be planned accordingly.
3. You will be working from your preferred location for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to Pnapaao will be the intellectual property of Pnapaao. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Pnapaao operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship, you are expected to hand over all work/data stored on your personal computer, mobile phone, cloud storage, emails to your mentor and delete the same from your personal computer, cloud storage, emails, mobile phone.

  
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6. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages of an extent estimated by the Company.

7. Under normal circumstances, either the company or you may terminate this association by providing a notice of **30 days without assigning any reason**. However, the company may terminate this agreement forthwith under situations of **in-disciplinary behaviour**.

8. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

9. Pnapaao is a start-up and we love people who like to go beyond the normal call of the duty and can **think out of the box**. Surprise us with your passion, intelligence, creativity and hard work – and expect **appreciation & rewards to follow**.

10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are the core of what Pnapaao stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

12. You will be responsible for giving regular Updates. Failing to do so will result in warning and in severe adversity may result in termination of the agreement.

  
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