

Dear Manisha,

Congratulations!!

This is in reference to your interest in enrolment to our Training Programme "FreshTalentVoyage". We take pleasure in offering you an internship Position of an "Apprentice\Intern" with www.jobs.biz under the **NAPS Government Scheme**.

Your commencement date for the aforesaid position shall be **27th February, 2024** at **09:00 A.M.**

On your joining date you are requested to kindly reach to below mentioned address –

"Wow Softech Pvt. Ltd. – Plot No.25, IT Park Sahastradhara Road Dehradun-248001"

Terms & Conditions

- 1. Reporting** – Your reporting timings will be 9:00 a.m. – 6:00 p.m., Monday to Friday. You shall be reporting to Champion in our Training Programme.
- 2. Duration** – Your duration of the internship will be for 1 year from the date of joining i.e., **27th February, 2024**.
- 3. Personally Identifiable Information** – For the purpose of association with www.jobs.biz and for registration under NAPS programme, you may be required to share certain details such as address, contact number, bank account details in order to enable the company to create and maintain your record on the government website. You agree to allow the company to use such data and the documents as submitted by you at the time of joining for creating your unique id within the company and id within the government site.
- 4. Conduct** – During your internship, you are expected to work with the highest work ethics and standards by being punctual, regular, and following all applicable laws and internal policies, rules, and regulations of www.jobs.biz.
- 5. Remuneration** – During the period of your internship, you shall be entitled to a monthly stipend of **INR 10,500** (Company paid) + **INR 1500** (Direct transfer from Govt. Fund) under NAPS scheme.
- 6. Representation of association with www.jobs.biz** – You understand that your internship in no manner constitutes your employment/appointment with www.jobs.biz and you shall not be entitled to any benefits as applicable to the regular employees associated with www.jobs.biz. You undertake to not represent yourself to be associated with www.jobs.biz, to any third party, in any manner, during your internship, unless directed by the Champion. You shall not engage yourself directly or indirectly or in any capacity in any other organisation during the period of your internship.
- 7. Feedback** – Your performance during the period of your internship will be regularly monitored based on the feedback received from the mentor and the champion and the same will be

successfully recorded on a quarterly basis on the government portal. You would also be required to undergo an assessment through the government portal on the successful completion of your internship program basis which you will be issued a certificate by the Government under the NAPS Scheme.

8. **Validity of the Internship Offer** - This Internship offer letter stands automatically withdrawn if you are unable to join the position on the aforementioned date of joining post your acceptance of this Internship offer letter.
9. **Request for change in Joining date** – If the date of joining is to be changed /reconsidered you may send a request to us over the email on or before the validity period of your internship offer letter along with the documents mentioned below(Annexure A). You are requested to mail all the documents before joining.
10. **Official Appointment Letter** – You will be issued an Appointment\Contract letter from the Government Portal of the NAPS program.
11. **Certificate** – At the end of the internship the certificate of completion would be issued by government authorities only and internal HR would also issue a certificate on completion of the same.
12. **Termination** - Your apprenticeship may be terminated by the company in case of violation of company rules, policies and codes of conduct or non-achievement of assigned and agreed targets occurs with immediate effect and without any further warning, notice period or payment of salary in lieu thereof.

We hope that your association with us will be successful and rewarding.

Annexure A

List of documents to be sent over the email :-

1. Copies of Educational Documents (10th, 12th & Highest Qualification completed).
2. Address Proof (Permanent address proof for records).
3. Bank account details, Aadhaar Card (front & back) & PAN Card.

**You acknowledge and give your absolute and free consent that the company may store, process otherwise use and /or share the data with its agents /employees/third party based on the aforementioned documents /information, constituting your personal and sensitive information, provided by you for the purpose of administration and management records , compliance with applicable laws , background verification etc.*


Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)