



**Building Digital Platforms**  
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15<sup>th</sup> Apr, 2022

Deepak Suresh Talwar,  
Halakarni Road, Ullagaddi,  
Khanapur, U Khanapur,  
Belgaum,  
Karnataka - 591221

Dear Deepak Suresh Talwar (TMPL0152D)

### Subject: Internship Letter

A warm welcome to the Trinity family....

We are pleased to offer you an internship based on the various information and declaration you have submitted to us during your discussions with regards to your education, and skill sets to associate with Trinity. Subsequent to your application and the discussions that followed, we are very happy to offer you the position of Intern at Trinity.

Trinity owes much of our success to the dedicated work of all our people, and therefore we strive to make our policies employee friendly. We hope your association with us will be challenging and rewarding.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

You will be provided need-based access to our infrastructure and you are expected to carry out your assignments within your premises in our facility in Bangalore. If, the task so demands you may be expected to visit our facilities in other locations /sites to carry out the assignments economically and efficiently for our benefit.

We would expect you not to accept without our written approval any assignments which may or may not be conflicting with our business interest and dilute the attention that this assignment required.

We append below the most important terms and conditions of your engagement with us.

## **I. Work related terms and conditions**

- a. You agree and undertake to devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect
- b. that you will not engage in or do any other business or render any professional service either on fulltime or part time basis.
- c. You undertake and agree to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. You undertake not to act in any manner, which may be prejudicial or detrimental to the reputation and standing of the Company.

## **2. Emoluments & Perquisites**

You as a part of this engagement shall earn a Stipend of Rs. 13,000/- per month.

You undertake and agree that your salary is personal and confidential information. And you shall refrain from discussing the same with any other employee/affiliate of Trinity.

## **3. Working Hours**

Trinity is a result-oriented company. The official working hours are between 9.00am to 6.00pm i.e. 9 (nine) productive hours per day. However, you may be required to work flexible hours depending on client and/or management requirement and /or for meeting the project SLA. During the initial training period we have six days a week and five days a week subsequent to the training.

## **4. Leave**

Leave will not be available for the training duration of initial 30 days, thereafter one (1) day of leave per month will be applicable for the remaining internship period.

## **5. Probation:**

Your internship will be for a period of at least Six Months including 30 days of training on technical skills, which may be extended at the discretion of the Company. Your notice period during internship will not be more than one week by the company and at least 1 month from your end. However, during the Internship period, the Company reserves the right to terminate your services without notice or compensation and without giving any cause. You expressly undertake to diligently help the company during any transition of your designated assignments in case of any voluntary or involuntary separation of you from the company.

## **6. Confirmation:**

On successful completion of Internship including training, you will be confirmed in the services of the Company with a revised compensation of minimum of Rs. 2,40,000/-

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If your performance is not to the expectation the company reserve the right to terminate this internship without confirmation. Confirmation shall take effect only upon issue of confirmation letter and from the date given in the letter.

The continuation of your employment will also depend upon the validity of the background verification that will be carried after your acceptance of the Internship letter or anytime during your tenure with the organization.

Your internship becomes effective from 15<sup>th</sup> Apr, 2022 and ends on the closing hours of 15<sup>th</sup> Oct, 2022. This offer is valid till 15<sup>th</sup> Apr, 2022. So, kindly ensure that you send the acceptance of the offer i.e., the signed duplicate of this letter at the earliest to HR. You shall join latest by 18<sup>th</sup> Apr, 2022.

The day you join us, please come to our office at 11.00 AM. One of our members will be very happy to walk you through, familiarize you with our work culture, guide you through our work environment and introduce you to our team.

We also hope that our association will be a long, fruitful and mutually satisfactory one. Once again, a warm welcome to you.

Yours Sincerely,

For Trinity Mobility Pvt Ltd.

 

Dechamma

Authorized signatory

I accept the above terms and conditions.

My joining date will be: \_\_\_\_\_.

Signature:

Date:

Enclosures:

Annexure A- Documents on the first day

**LETTER OF INTENT.**

Dear Mr.	: <b>Mr Deepak Suresh Talwar</b>
Mobile No.	: <b>7353250647</b>
Place & Date of Interview Held :	<b>Walk-in (Seventh Sense Talent Soution)</b>

We are pleased to inform you that, you have been selected for the post of **Customer Support Executive**. Please go through the following details and carry the photocopies of all the certificates & two recent passport size photos for verification and interaction at the office after your final exams. Please carry the signed copy of this document to the office.

	Elcamino Software Pvt Ltd (ECS)	
<b>Salary Components</b>	<b>ECS Per Month</b>	<b>ECS Per Year</b>
Basic	13450	161,400
HRA	1,550	18600
Conveyance Allowance		
Special Allowance		
NFH Average Per Month	833	10,000
Fixed Incentives		
Total Salary (Above Items)	15,833	190,000
PF Employee Deduction	-1,614	-19,368
ESI Employee Deduction	-277	-3,324
Total in Hand	13,942	167,308
Total PF Amount	3,228	38,736
Bonus	585	7000
Total in Hand+Total PF	17,755	213,044
Other Costs to Company		
ESI	713	8,550
Welfare Fund	20	240
Gratuity	647	7,760
Total CTC	19,134	229,594
Incentives	Up to Rs.2500	Up to Rs.30,000
Yearly Package	ECS Monthly package Rs. 19,000 to Rs,21,500	ECS Yearly Package-Rs 2,30,000 to Rs.2,60,000

Please contact us at the below address:

**Elcamino Software Pvt Ltd.**

Vidyaranayapura, Bangalore – 560097

Contact Name : Dheeraj Sahani

**HR**

**Elcamino Software Pvt Ltd.**

**Candidate Signature**