



Ref No: HR/NOV/22/PC/60573159/1001359340

Date : 23.11.2022

**Shaik Basheer Ahmed**

**Name Of The Institute: Board of intermediate education**

Dear Candidate,

This has reference to your application requesting Internship in our organization as a part of your curriculum. We are pleased to offer you Internship with our **Smart Store** Department, in order to impart on job training and provide you with an opportunity to gain industrial experience on the following terms and conditions.

1. Your Internship shall begin on **23.11.2022** and shall complete at close of working hours on **23.08.2023**, unless otherwise extended/modified in writing.
2. You shall undergo internship training under the assigned mentor to understand the various aspects of the project assigned to you.
3. You will not be paid any compensation for the period of Internship. However, to defer your day to day travelling and out of pocket expenses, you will be paid monthly Conveyance expenses of Rs. **10000.00/-**. They will be paid on pro-rated basis if there is any absence during the month.
4. Please note that your engagement is purely as an Intern and you not being an employee, will not be eligible and/or entitled to receive the benefits as are applicable to regular employees of the company. This internship does not entitle you to a permanent employment with the organization.
5. During the Internship with us, you shall not be engaged, concerned or interested directly or indirectly in any other Internship/ project whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of duties assigned to you. You shall not, during your Internship with the company, discuss, divulge or communicate to any person or persons any information of a confidential nature relating to the trade or business of the company. Further you shall not engage yourself in any act of misconduct / subversive of discipline or efficiency. Any contravention of the clause will amount to gross misconduct during the Internship and your Internship may be discontinued along with suitable disciplinary action.
6. The Company shall not be liable for any Accident during the period of training. You shall adhere to all safety related instructions/SOPs.
7. The Transport and Residential Accommodation facility shall not be provided by the company.
8. During our Internship period you shall, at all times, wear a formal attire.
9. Non-compliance with any stipulations/rules of conduct may lead to discontinuation of internship with immediate effect.
10. As a part of the Project, data collection/questionnaire format/informal response from employees within the organization is NOT allowed, unless permitted by us.
11. The Company reserves the right to discontinue your Internship program at any time without assigning

**Reliance Retail Limited (Formerly Reliance Fresh Limited)**  
CIN: U01100MH1999PLC120563

**Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800**



any reason thereof.

12. Please carry the documents as mentioned in Annexure A on your day of joining.
13. After completion of internship, the student is required to submit the project report in duplicate and duly signed by the concerned supervisor to the undersigned.
14. You are advised to get in touch with the HR Department for any query on reporting time for the Internship

Yours sincerely,  
For **Reliance Retail Limited**

A handwritten signature in black ink, appearing to read 'A. S. De'.

**Authorized Signatory**

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This offer is received, terms and conditions are accepted.

Name of the Candidate :

Date :

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#### **ANNEXURE A**

- (i) Undertaking on Rs.100/- on Non-Judicial stamp paper (as per attached format).
- (ii) Xerox copy of identification
- (iii) A letter from respective Principal / HOD reconfirming their identity and the training duration and dates.
- (iv) Two numbers of stamp passport size photographs.
- (v) Fitness certificate (from MBBS doctor)
- (vi) Original and one photocopies of this letter.
- (vii) Latest copy of ID (College Id & 1 Other ID proof) & Address Proof.
- (viii) Cancelled Cheque leaf (CTS 2010 Compliant with IFSC & MICR Codes)