

Internship Offer Letter Inbox x



 **ankita** <ankita@eejak.com>

to me, praveen ▾

11:07 (1 hour ago)



Dear Vedangi,

We are pleased to offer you an internship at Eejak Technologies Pvt Ltd Panjim Goa. Your date of joining will be on 23rd January 2025. And working hours will be from 9.30am to 6.00pm, 2nd and 4th Saturday along with Sunday shall be your weekly off. You are required to maintain compulsory 80% attendance. During your internship you shall be paid stipend of Rs 3,000/- per month only if you are asked to work from Office.

At the time of joining you are required to submit following documents to the HR.

1. ID Proof (Aadhar Photocopy)
2. 10th Marksheet
3. 12th Marksheet
4. All semester marksheets
5. Bank Passbook Photocopy

You are expected to maintain dress code of Formals or smart casual at work place (No torn jeans, joggers, t shirts with inappropriate wordings allowed). In case of emergency leave candidate has to inform the reporting manager and HR one day prior.

As an intern, you may have access to confidential or proprietary information. You are expected to adhere to all confidentiality policies of Eejak Technologies and not disclose any information without prior written consent. Termination may also occur immediately in the case of misconduct, failure to meet expectations, or breach of confidentiality.

Kindly revert to this mail accepting your joining for the internship.

We wish you all the best and once again welcome to Team Eejak.

Regards

Ankita Gaonkar