

Date:- 14/11/2022

Ms. Saleesha Naik
Mobile: +91- 8999487838
Email: saleeshanaik@gmail.com

Dear Saleesha,

We are pleased to present this offer from Helix Techin Info Systems Pvt Ltd. (hereinafter referred to as HELIX), Porvorim, Goa for Post of **Software Developer - Intern** for **six months**, term beginning from **02nd January 2023** and ending on **03rd July 2023** to work at our office in Porvorim. Given the on-going Covid-19 pandemic situation and considering the fact that you are from another city, we have allowed you to work from home until further notice.

During this period, you will be paid stipend in the following format; for the first month, you will receive a stipend of Rs. 5000 per month. Based upon your performance you can get an increment of Rs. 3000 per month, fourth month onwards.

You will be required to work a six-day week from Monday to Saturday with an exception of week offs on 2 Saturdays. This is however subject to completion of prior works assigned for the week and further approval (in writing via email ONLY) to be taken from your immediate superiors on the preceding Friday of every Saturday ELSE will be treated as LOP (loss of pay) and will invite necessary disciplinary action.

Your work timings will be from 9:30 am to 6:30 pm (subject to completion of the work assigned for the day). Any deviation from the timings, may result in a deduction of your compensation. Leisure time for lunch, tea etc. provided is maximum 1 hour per day. You are eligible for Statutory State holidays (**REF ANNEXURE A**) approved by the Management.

You shall NOT, during or after the termination of your employment with HELIX, without the written consent of HELIX disclose or divulge or make public any information regarding HELIX including its affairs, administration, research carried out, in particular, any information with regards to the identity of any of the Clients and any other relevant and incidental information or business whether the same may be confined to you or become known to you in the course of your employment with HELIX or otherwise. For further details (**REF ANNEXURE B**)



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Goa- 403521, India

Regd. Address:
Housing Board Colony, B Block,
Grnd Flr, Flat No.7, Pundalik Nagar,
Alto-Porvorim, Goa- 403521, India

You are required to submit the documents listed in **ANNEXURE C**. Failure to submit all the documents on the date of joining will cause hinderance in your joining.

As discussed, you are expected to join HELIX on or before **02nd January 2023**. The joining date is subject to change at HELIX's discretion.

We look forward to working with you.

For Helix TechIN Info Systems Pvt. Ltd.

Received and Accepted



Valzera Rodrigues
Sr. HR/Admin Executive

Saleesha Naik