



INTERNSHIP OFFER LETTER

Date: 18.01.2026

To,

Student Name: **Komal devi**
College: **L.B.S. Degree College**
Course / Year: **Graduation completed**

Subject: Offer Letter for Six (6) Months Internship Programme

Dear Student,

Greetings from the HR Team – Jobeefie.

We are pleased to offer you a position in the Six (6) Months Internship Programme with Jobeefie under our Career, Internship & Placement Initiative. This programme is designed to provide structured industry exposure, hands-on experience, and long-term career growth opportunities.

1. Internship Details

Internship Duration: Six (6) Months
Internship Mode: Hybrid (Field / Online / Campus-based as assigned)
Internship Location: Gonda, Uttar Pradesh
Internship Start Date: 15.01.2026

2. Internship Experience

During the internship period, you will gain practical industry exposure through real-time projects, professional reporting systems, teamwork, and performance-based responsibilities. This experience is aimed at improving employability and corporate readiness.

3. Stipend / Payment Structure

The internship will be unpaid during the first month, which will be treated as the training and orientation period. From the second month onwards, interns will be eligible for a performance-based stipend of up to ₹8,000 per month, subject to attendance, reporting discipline, and performance standards.

4. Pre-Placement Offer (PPO)

Final year students who successfully complete the internship and meet performance benchmarks may be considered for a Pre-Placement Offer (PPO) with Jobeefie. PPO decisions will be based on performance, conduct, and organisational requirements.

5. Priority in Final Placement

Interns who successfully complete the six-month internship will be given priority consideration in final placement opportunities facilitated by Jobeefie and its partner organisations.

6. Roles & Responsibilities

- Complete assigned tasks and responsibilities diligently
- Follow daily reporting and communication protocols
- Maintain professional behaviour and ethical conduct
- Adhere strictly to programme rules and guidelines

7. Discipline & Termination

Failure to follow reporting standards, repeated non-performance, misconduct, or violation of company policies may result in termination of the internship without prior notice.

8. Acceptance of Offer

Please confirm your acceptance of this offer by signing below and submitting a copy to the HR Team – Jobeefie.

For Jobeefie



**HR Team
Jobeefie
Gonda, Uttar Pradesh.**

Accepted & Acknowledged by:

Student Signature: _____

Date: _____

☎ +91 9161712869,
+91 9151368100,

✉ Hr@jobeefie.com
www.jobeefie.com

💧 Amity incubator Space, New Amity
University Lucknow Campus
226023.



OFFER LETTER

Block Development Associate (BDA)

Date: 06.01.2026

Mr. Anil Vishwakarma

Gayatri Puram,

District Gonda-271001

We are delighted to offer you the position of Block Development Associate (BDA) at Jobeefie – Gateway to Growth. Your role is essential in driving solar rooftop adoption, promoting government-approved energy solutions, and supporting the company's mission of sustainable development.

1. Compensation & Benefits

- Monthly Fixed Salary: ₹11,142/-
- Monthly Travel Allowance: ₹3,000/-
- Monthly Performance Bonus: 5,000.
- Monthly Performance Bonus Condition: The bonus of Rs.-5,000 will be payable only if 90% or more of the assigned team targets are achieved for the respective month.
- Performance-Based Incentives: As per company incentive policy.
- Eligibility for Health & Medical Insurance after successful completion of 6 months of employment.
- **Total CTC-3.73 lakhs p.a. (2,53,704 Fixed+1,20,000 Variable)**

2. On-the-Job Training (OJT)

You will undergo a mandatory 1-month On-the-Job Training (OJT). The OJT period will be unpaid, but you will receive the monthly travel allowance. Your performance, discipline, daily reporting, and task completion during this period will determine confirmation into the full-time payroll.

3. Role & Responsibilities

- Conduct minimum assigned daily home visits and field demonstrations.
- Collect necessary documents (Aadhaar, electricity bill, customer KYC).
- Provide clear communication regarding solar rooftop scheme, subsidy benefits, and installation process.
- Achieve monthly demo targets and sales targets assigned for your block.
- Submit daily field reports, lead updates, and conversion reports to the BDM.
- Maintain discipline, punctuality, and professionalism during field work.

4. Compliance & Performance Requirements

- Mandatory completion of 3 home visits per day (properly documented).
- Home visit counted only when complete customer documents are collected.
- Accurate reporting is compulsory; falsification of data may result in immediate termination.
- Attendance compliance: daily field presence is required as per assignment.
- Maintain ethical conduct, no misrepresentation of schemes or misuse of customer information.
- Collaboration with BDM and supporting team members to ensure district-level targets.
- Participation in weekly performance reviews and monthly training programs.

5. Work Structure & Reporting

- Designation: Block Development Associate (BDA)
- Department: Field Sales – Solar Rooftop
- Reporting Manager: Business Development Manager (BDM)
- Work Location: Assigned Block in Gonda District

6. Terms & Conditions

- This offer is subject to verification of documents and successful completion of OJT.
- Employment may be terminated due to non-performance, misconduct, or false reporting.
- You must adhere to all company policies, safety guidelines, and compliance frameworks.
- Absence without notification may be considered a violation of policy.
- Company reserves the right to modify targets and responsibilities based on performance.

We look forward to welcoming you to Jobeefie and working together toward transforming energy adoption and enabling growth across communities.

Best Regards,



Shobhit Kumar Sahoo
Cluster Head,
Devipatan Zaone,
Tata Solar Panel.

☎ +91 9151368100,
☎ +91 9161712869

✉ Hr@jobeefie.com
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INTERNSHIP OFFER LETTER

Date: 05.01.2026

To,

Student Name: Nidhi shukla
College: L.B.S.Degree College
Course / Year: MA /1Year.

Subject: Offer Letter for Six (6) Months Internship Programme

Dear Student,

Greetings from the HR Team – Jobeefie.

We are pleased to offer you a position in the Six (6) Months Internship Programme with Jobeefie under our Career, Internship & Placement Initiative. This programme is designed to provide structured industry exposure, hands-on experience, and long-term career growth opportunities.

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8. Acceptance of Offer

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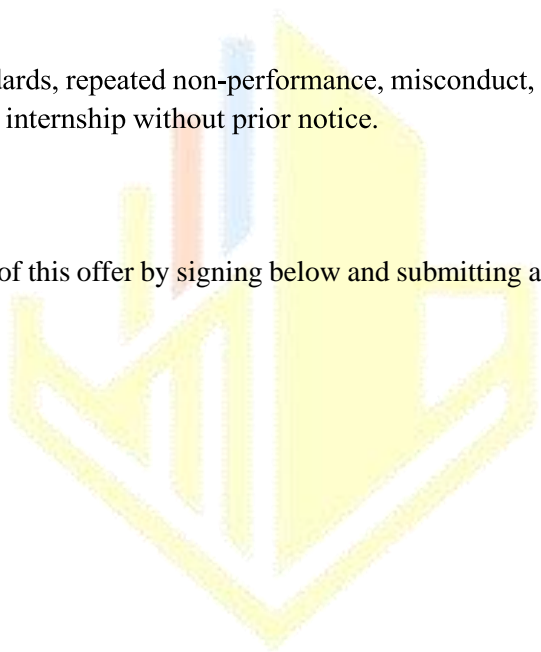
For Jobeefie



HR Team
Jobeefie
Gonda, Uttar Pradesh.

Accepted & Acknowledged by:

- Follow daily reporting and communication protocols
- Maintain professional behaviour and ethical conduct
- Adhere strictly to programme rules and guidelines




JOBEEFIE


GATEWAY TO GROWTH

Student Signature: _____

Date: _____

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January 3, 2026

Rajnee Mishra
Turkadeeha Post Babhani,Gonda,
Uttar Pradesh

Dear Rajnee,

We are very excited about you joining **Marengo Asia Hospitals** and are pleased to offer you the position of **Executive - TPA**. Further details regarding remuneration and benefits are mentioned as below.

Marengo Asia Hospitals is a Platform with '**Patient First Approach**' that envisions creating value for all its stakeholders. '**Marengo**' stands for reliability, sustainability and ensuring safe return to home for patients, while practicing its ethos of 4A's: **Awareness, Accessibility, Affordability, and Accountability**.

Position Details

Unit: Marengo Asia Hospitals Faridabad
Title: Executive - TPA
Band: Z9
Department: Service Delivery Patient Experience

Job Description

As the **Executive – TPA**, you will be responsible for engaging with patients and their attendants to explain insurance coverage, cashless and reimbursement procedures, documentation requirements, and approval timelines. The role includes coordinating with TPAs/insurance companies, doctors, billing, and internal teams to facilitate timely pre-authorizations, claim processing, and settlements. You will be addressing patient queries and escalations related to insurance matters, ensure accurate documentation and compliance with insurer guidelines, and support a smooth and transparent patient journey during hospitalization, thereby contributing to improved patient satisfaction and efficient revenue realization. **More details to be shared later date.**



QRG Medicare Limited

Registered Address: Plot No 67/1, Off Science City Road, Sola, Ahmedabad, Gujarat 380060

Correspondence Address: Marengo Asia Hospitals, Plot No. 1, HUDA Staff Colony, Sector 16, Faridabad, Haryana 121002

☎ 1800 309 9999 ■ helpdesk@marengoasia.com CIN No. U74999GJ2010PLC133972

Compensation

Your total annual compensation is **INR 3,00,000 (All Fixed)**.

You shall be eligible for medical benefits as per the company policy.

In addition, we will provide coverage for you under Group Personal Accident insurance, which is over and above the Cost to the Company (CTC).

We look forward to you joining the team on or before by **4th March 2026**.

You are requested to return signed copy of this letter as an acknowledgment and acceptance of the offer.

**Yours Sincerely,
For QRG Medicare Pvt Ltd**



**Ms Deepali Jetley
Chief People Officer
Marengo Asia Hospitals
Date: 03/01/2026**

**Rajnee Mishra
Date: 03/01/2026**



QRG Medicare Limited

Registered Address: Plot No 67/1, Off Science City Road, Sola, Ahmedabad, Gujarat 380060

Correspondence Address: Marengo Asia Hospitals, Plot No. 1, HUDA Staff Colony, Sector 16, Faridabad, Haryana 121002

☎ 1800 309 9999 ■ helpdesk@marengoasia.com CIN No. U74999GJ2010PLC133972



Date: 08-JAN-2026
Ref No: 301796

Kalpana Bharti
Malviya Nagar gonda, Gonda, Gonda , Malviya nagar

LETTER OF APPOINTMENT

Dear **Kalpana**,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank, which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on onboarding.helpdesk@kotak.com

Pramit Sen
Executive Vice President – Human Resources

Kalpana Bharti

Date: 08-JAN-2026
Ref No: 301796

Kalpana Bharti

Malviya Nagar gonda, Gonda, Gonda , Malviya nagar

Dear **Kalpana**,

We are delighted to appoint you as **Assistant Manager, M1** with effect from **26-JAN-2026**, or from your date of reporting to work whichever is earlier. This letter of appointment will cease to have effect if you do not join by **26-JAN-2026**.

1. **Remuneration** - The details of your remuneration are enumerated in Annexure A. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** (herein referred to as the Bank).
2. **Location** - You will initially be posted at our office at **Kotak Mahindra Bank Ltd ,8099-Bangalore-Syndicate bank colony-B G Road-Br-KTK**, but you may be deputed at any other office / branch of the Bank or any of its associate companies or any other location and your services are liable to be transferred to any subsidiary or associate or affiliate company. As a Kotakite, you will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/ promoted in future.
3. **Conditions of appointment:**
 - 3.1 Your appointment is subject to your providing, inter alia:
 - a. A relieving letter from your previous employer relieving you from your duties.
 - b. A copy of the last pay slip from the previous employer.
 - c. Proof of date of birth.
 - d. Photocopies of Qualification documents
 - e. The Bank's application form complete with photograph.
 - f. Proof of identity (either Adhaar card, passport or voter's id)
 - g. Satisfactory Background Verification report conducted by the Bank upon your joining.
 - h. Copy of AMFI/NISM certification (if applicable)
 - i. Copy of IRDA certification (if applicable)
 - 3.2 Your appointment is also subject to your submitting a 'self- certified medical fitness declaration', format of which will be issued by the Bank.
4. **Probation** - Your appointment is subject to a probation period of **6 Months**. Permanent placement with us is contingent upon your successful completion of the probation. During this period, your employment may be terminated by the Bank or by yourself by giving 1 months' notice to the other.
5. **Working hours, Leave and Holidays:**
 - 5.1 You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time or in case your role determines, you may be required to work remotely either fully or partially, or full time from office or field working, as per the Bank's 'Remote Working' policy and 'Shift Allowance' policy.
 - 5.2 As a Kotakite and in view of your position and role, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours when the job so requires.
 - 5.3 The hours of work, holidays and paid leave will be in accordance with the Bank's rules and policies. Please note, that if you absent yourself from the services of the Bank without prior written permission of the appropriate authority or overstay sanctioned leave, for the number of days defined in the absconding clause of the Bank's 'Exit Policy', you will be deemed to have abandoned the services of the Bank and your services shall be liable to be terminated by the Bank forthwith.
 - 5.4 Absence from work or disability in performing your duties beyond the period of leave to which you are entitled to under the rules, shall be at the discretion of the management, and the same will be without any remuneration. You shall faithfully observe all the rules and regulations of the Bank and comply with all reasonable orders of your managers and attend to your duties punctually at such place or places, as you may be required.
6. **Governance and Code of Conduct:**
 - 6.1 As a Kotakite, you shall abide by the Kotak "Code of Conduct" which is built over 4 Pillars of Care, upholding the foundation of Trust. The 4 Pillars are:
 - a. Care for my Colleagues - You shall ensure that you foster equal opportunity, observe diversity and inclusion, create a harassment free and productive workplace. You shall refrain from financial dealings between colleagues, relatives and others and ensure disclosure of personal relationships and relatives from time to time as mandated under the policy.
 - b. Care for my Customers, Partners, investors and Public - According to this pillar you are expected to be sensitive and always act in the

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

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interest of Kotak and ensure that any business or personal association including close personal relationships which you may have, do not create a conflict of interest with your role and duties in Kotak or its operations. You owe a sense of loyalty to Kotak by the fact that you have voluntarily accepted employment with Kotak. This duty carries obligation that refrains you from placing yourself in a position that could produce a conflict between your self-interest and interest of Kotak. This includes dealing with gifts and favours, encouraging anti-bribery and corruption free business, anti-money laundering, prohibiting financial interests and declaring the same, disclosing personal investments and avoiding insider trading, personal lending and control on borrowing.

- c. Care for my Company Assets – You shall protect Personal, Confidential and Proprietary Information of Kotak and its employees, customers, partners, etc., safeguard Material Information and Non-Public data and Information. You shall maintain confidentiality in office areas and when you are working remotely. You shall practice accurate record keeping and operate within the delegation of authority.
 - d. Care for my Company Reputation and Community – You shall follow defined protocols on engaging with Press, Digital, Social Media Relations and other engagements including Government and Political Involvement or lobbying. You shall procure valid licenses and copyrights. You shall exhibit responsibility towards community and environment and ensure you follow protocols on respecting human rights.
- 6.2 Besides, you must also abide by all other internal policies, rules and procedures, as implemented from time to time throughout the term of your employment. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees' through various communication channels. You will be governed by the same from time to time as and when the said changes are made. It is your responsibility to keep yourself updated with the changes, read and comply with the same.
 - 6.3 Since the nature of your work requires you to handle confidential information, you shall not, at any time during your employment or after your separation from the Bank, without the prior consent of the Bank in writing, divulge, directly or indirectly, any confidential, proprietary, material and non-public information related to the Bank for any purpose whatsoever.
 - 6.4 You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article or blog/vlog or use social media, concerning any matter, which relates to any activity of the Bank.
 - 6.5 In case of violation of the Code of Conduct and/or any other Bank's policies, rules and regulations, the Bank reserves the right to take appropriate action. Apart from this, if any financial loss is caused to the Bank due to proven acts of misconduct committed by you, such financial loss caused to the Bank, can also be recovered from your terminal benefits and/or from any other relationship maintained by you with the Bank.
7. **Declarations and mandatory certifications** - On joining, and thereafter every year and whenever required by the Bank, you must fill and sign declaration modules applicable to you from time to time. You must also comply with all mandatory training modules and get certified from time to time. Likewise, you must update disclosures proactively every time there is a change during your employment with the Bank.
 8. **Separation:**
 - 8.1 **Superannuation** - The age of superannuation i.e. the age of retirement will be as per the Bank's 'Exit policy'. Your date of birth has been recorded as **15-MAR-2004** in the records of the Bank.
 - 8.2 **Notice Period** - Subject to the right of the Bank to terminate your services in accordance with clause 8.3, it may be terminated either by the Bank or yourself by giving **3 Month(s)** notice to the other. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated as per Bank's 'Exit policy'.
 - 8.3 Your employment can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:
 - a. Any incorrect information furnished by you or on suppression of any material information and/or;
 - b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter of appointment or a violation on your part of any of the Bank's rules and policies and/or;
 - c. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude and/or;
 - d. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or;
 - e. The results of any background/reference checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion and/or;
 - f. Any misconduct pertaining to moral turpitude, riotous/disorderly behavior, theft, misappropriation, conviction by any court of law and/or;
 - g. Any act or omission, which could be construed as loss of confidence in you by the Management and/or;
 - h. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.
 - 8.4 **Garden Leave** – While serving notice, the Bank may require you to take Garden Leave, at the sole discretion of the Management, for all or part of the remaining period of employment. Garden leave may be applicable if you are in grade M5 and above, under certain circumstances or if you are working in sensitive roles, as defined in the Bank's 'Garden Leave Policy'.
 - 8.5 **Inducing/influencing an employee to leave** – Whilst you are in service of the Bank or upon your separation, you will, not directly or indirectly, either on your own account or on behalf of or in conjunction with any other person, firm or company induce/influence or attempt to induce/influence any employee of the Bank, to leave the employment of the Bank. Failure to observe this would be considered as a breach of contract on your part.

Kotak Mahindra Bank Ltd.

CIN: L65110MH1985PLC038137

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Registered Office:
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Maharashtra, India.



- 8.6 **Joining Competitor** – As per the 'Exit policy', on your separation from the Bank you will declare if you are joining any Banking or Financial Services Company.
9. **Jurisdiction** - If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed excluded to that extent, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
10. This appointment letter shall be governed by, and construed in accordance with, the laws of the Republic of India. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.
11. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This appointment letter may be amended by a subsequent written agreement between you and the Bank.

You are requested to send us a copy of this letter signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and happy career with us.

Yours faithfully,

For **Kotak Mahindra Bank Ltd.**,

Pramit Sen
Executive Vice President – Human Resources

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Kalpana Bharti

Kotak Mahindra Bank Ltd.

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Annexure – A

Compensation Structure					
	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	16,861	202,330	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any)
b. Housing	House Rent Allowance	1,590	19,082	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	3,372	40,466	Monthly	Payable as per Payment of Bonus Act
d. Insurances Premiums	Mediclaim		10,620	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaim Policy. Policy is renewed in April every year. Voluntary top-up and parents policies cover premium is paid by you.
	Kotak Term Life + GPA		1,490	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 10L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		9,732	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		24,280	Annual	Company's contribution towards PF @ 12% of Basic
f. Total Fixed Pay (a+b+c+d+e)		22,823	320,000		
Other Benefits					
Role Based Allowances/ Benefits	<ul style="list-style-type: none"> - Shift Allowance - for employees working in shift as per Shift Working policy - Corporate Mobile SIM - for the roles as per Mobile Policy - Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy - Laptop/ Desktop - as per the role eligibility and company policy. 				
Other Benefits	<ul style="list-style-type: none"> - Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details. 				

This is a system generated letter and is issued only in electronic form. Physical copies of this letter can only be acted upon only if allowed under law.

Kotak Mahindra Bank Ltd.

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 Maharashtra, India.

SELF - DECLARATION**Date: 08-JAN-2026**

I, Kalpana Bharti aged 21, residing at Malviya Nagar gonda, Gonda, Gonda , Malviya nagar, hereby declare the following:

1. I hereby declare that there are no pending issues against me, related to CIBIL or any other credit bureau. My financial records are in good standing, and I don't have any outstanding debts and have not committed any default in payment/s that could affect my professional responsibilities.
2. I hereby declare that there are neither any criminal/civil charges filed against me to the best of my knowledge; nor am I involved in any legal investigations that could affect my professional commitments.
3. I hereby declare that there are no past or ongoing court cases involving me as a party.
4. I hereby declare that all the educational qualifications and work experience documents provided by me are genuine, accurate and complete.
5. I herewith declare that I am medically fit to perform my duties.
6. I have not been terminated or asked to resign from any previous employment due to misconduct, poor performance or disciplinary actions.
7. As of this date, I also declare that none of my relative(s) is working in Kotak group. In future, in case the group appoints any of my relative (s), I will declare the same on COC Portal.
8. If there is any change in the abovementioned, then I hereby declare and undertake to keep the Bank informed of the same.

I understand that any false declaration or suppression of information will lead to strict action by management including termination of my employment and the appointment letter given shall stand cancelled. I understand that any decision pertaining to/pursuant to this self-declaration, solely lies with the Bank.

Yours Sincerely

Kalpana Bharti**Kotak Mahindra Bank Ltd.**

CIN: L65110MH1985PLC038137

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Maharashtra, India.



INTERNSHIP OFFER LETTER

Date: 05.01.2026

To,

Student Name: Himanshi Tiwari
College: L.B.S.Degree College
Course / Year: Bachelor of commerce /2year.

Subject: Offer Letter for Six (6) Months Internship Programme

Dear Student,

Greetings from the HR Team – Jobeefie.

We are pleased to offer you a position in the Six (6) Months Internship Programme with Jobeefie under our Career, Internship & Placement Initiative. This programme is designed to provide structured industry exposure, hands-on experience, and long-term career growth opportunities.

1. Internship Details

Internship Duration: Six (6) Months
Internship Mode: Hybrid (Field / Online / Campus-based as assigned)
Internship Location: Gonda, Uttar Pradesh
Internship Start Date: 15.01.2026

2. Internship Experience

During the internship period, you will gain practical industry exposure through real-time projects, professional reporting systems, teamwork, and performance-based responsibilities. This experience is aimed at improving employability and corporate readiness.

3. Stipend / Payment Structure

The internship will be unpaid during the first month, which will be treated as the training and orientation period. From the second month onwards, interns will be eligible for a performance-based stipend of up to ₹8,000 per month, subject to attendance, reporting discipline, and performance standards.

4. Pre-Placement Offer (PPO)

Final year students who successfully complete the internship and meet performance benchmarks may be considered for a Pre-Placement Offer (PPO) with Jobeefie. PPO decisions will be based on performance, conduct, and organisational requirements.

5. Priority in Final Placement

Interns who successfully complete the six-month internship will be given priority consideration in final placement opportunities facilitated by Jobeefie and its partner organisations.

6. Roles & Responsibilities

- Complete assigned tasks and responsibilities diligently

7. Discipline & Termination

Failure to follow reporting standards, repeated non-performance, misconduct, or violation of company policies may result in termination of the internship without prior notice.

8. Acceptance of Offer

Please confirm your acceptance of this offer by signing below and submitting a copy to the HR Team – Jobeefie.

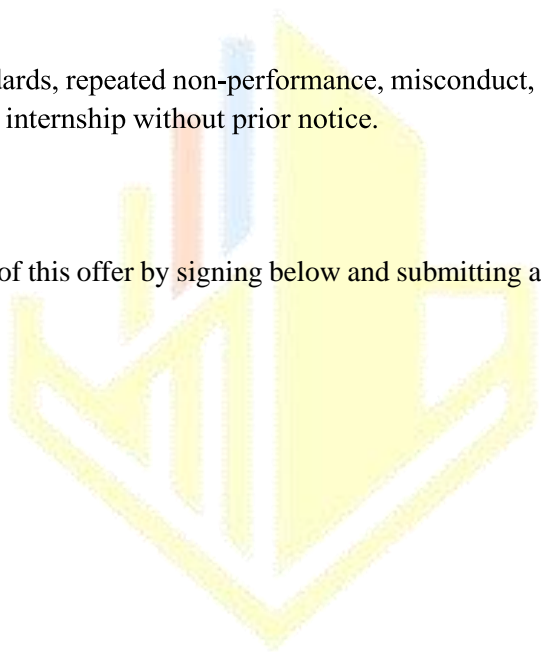
For Jobeefie



HR Team
Jobeefie
Gonda, Uttar Pradesh.

Accepted & Acknowledged by:

- Follow daily reporting and communication protocols
- Maintain professional behaviour and ethical conduct
- Adhere strictly to programme rules and guidelines




JOBEEFIE


GATEWAY TO GROWTH

Student Signature: _____

Date: _____

 +91 9161712869,
+91 9161712869,

 hr@jobeefie.com
www.jobeefie.com

 Amity incubator Space, New Amity
University Lucknow Campus
226023.

[CIN: U67200DL2002PLC117625]

Registered Office: Bajaj House, 97, Nehru Place,
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Correspondence Office: Novus Tower, 1st Floor,
East Wing, Plot No. 18, Sector-18, Gurugram,
Haryana 122015, India.

email: info@bajajcapital.com

www.bajajcapitalinsurance.com

Toll Free: 1800 212 123123

Date: 07-Jan-2026

Mr/Ms. MUHAMMAD ALTMASH,

Sub: Letter of Engagement as an Sr. Sales Intern - IPC

Dear MUHAMMAD ALTMASH,

Further to your application, interview, our discussions, we are pleased to inform you that you have been selected as **Sr. Sales Intern - IPC** and required to join at our office **GONDA - FPC** by Bajaj Capital Insurance Broking Limited (hereinafter referred to as "the Company") on or before **06-Jan-2026** subject to your acceptance of the following terms and conditions.

1. Engagement & Stipend

You shall be engaged as an Intern and shall be paid a Monthly Stipend of **Rs. 12000/-** subject to your Regular Attendance, Minimum Acceptable Subject matter Learning/ (Trade Learning) Performance, Discipline and Aptitude to Learn and grow.

2. Training schedule

Normal Training hours are from 10 a.m to 6 p.m. which is subject to change as per the discretion of the Management of the company. Any Change in the Training Schedule will be informed you in writing, prior to its effective Date.

3. Prohibition to divulge confidential information of the Company

You shall not divulge, disclose or make known either directly or indirectly the Confidential Information of the company to any person and/or entity, which may include without limitation the trade secrets or information about the affairs of the transactions, processes of the Company, which may come to your knowledge during the course of your internship and /or thereafter.

Confidential Information means and includes any and all (i) proprietary, commercial, financial, technical, business plan, product, service, and customer (existing and/or prospective) information; legal, marketing and technical and other advice, correspondence, material, memoranda, expert opinions obtained by the company from external advisors; know-how; trade secrets; any other confidential or non-public information, including data, reports, documents, file interpretations, forecasts, price figures, plans, customer lists or details, working methodology and records provided by the company containing or otherwise reflecting information concerning the business or affairs of the company and/or its group companies, affiliates, subsidiaries (whether in written or electronic form or orally or graphical or machine-readable information); and (ii) notes, summaries, analyses, valuations, compilations, conclusions, studies, calculations or other material in whatever form made or derived in whole or in part by the intern from, or from inspection or evaluation of, any information of the type referred to in clause (i) of this definition; Confidential Information is broadly defined, and includes all information that has or could have commercial value or other utility in the business in which the company is engaged in or contemplates engaging in, and all information of which the unauthorized disclosure could be detrimental to the interest of the company, whether or not such information is identified as Confidential Information by the company.

You undertake (i) not to directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party/person/entity, other than in your assigned duties, any of the Company's Confidential Information, either during the term of your internship and/or thereafter; (ii) not to publish, disclose or otherwise disseminate the Confidential Information, without prior written approval of the company. You acknowledge that any unauthorized disclosure of Confidential Information of the company, will be highly prejudicial/detrimental to the interest of the company and you agree to indemnify the company for the loss suffered/incurred by the company on account of breach of the confidential obligation either during the term of your internship and/or thereafter; (iii) you further covenant to take all reasonable action to prevent the unauthorized use or disclosure of any Confidential Information; and (iv) all notes, data, information and/or memoranda of any nature and in particular the Confidential Information which shall be acquired, received or made by you during the course of your internship shall be surrendered by you to the company at the termination of your internship or at the request of the company at any time during the course of your internship or at any time thereafter; (v) that all the passwords (system, software password etc) provided to you or acquired by you during the course of your internship, should not be shared with any team member(s) during the tenure of your internship or even after dissociation from the Company.

Initials: _____

[CIN: U67200DL2002PLC117625]

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4. Prohibition of unauthorized use of Company's Intellectual Property

In your capacity as an Intern of the company, you shall be entrusted with various documents, records, database of customers/clients/vendors etc. You shall be bound to keep these safe and secure and shall not cause it to be used for any purpose other than as authorized by the company. In particular, you shall not share such information with anyone or otherwise in any manner infringe the Company's IP rights in such documents, records, database etc either during the term of your internship and/or thereafter.

Note: The computer programme and customer/client data base of the Company and other records, whether in electronic or manual format, constitute the intellectual property of the company and is protected under the law. Notwithstanding anything to the contrary contained in this Engagement Letter, any infringement of the company's intellectual property rights or breach of trust by you will lead to civil and criminal prosecution and immediate termination of your service.

5. Restriction as to other works or internship/employment

5.1 As an Intern of the company you shall not engage yourself directly and/or indirectly in any work same or similar in nature as that of the Company and/or in which you may for the time being be engaged by the Management of the Company.

5.2 You shall not engage yourself in any other business, trade or profession or internship (either part time, honorary or otherwise), during the period of your internship with the Company including holding an agency of Insurance Company, Mutual Funds, Unit Trust of India, Post Office or any such financial institution/organization, directly or indirectly.

5.3 You agree that during the term of your association with the Company and for a period of six (06) months from the date of your dis-association with the Company, you shall not take up internship with a company, which is engaged in the same business as that of the Company or engage yourself (directly or indirectly) in the same or similar business as that of the Company.

5.4 The restriction(s) contained in above clauses, is considered reasonable by the parties hereto, and necessary for the protection of the legitimate interests of the Company, including Confidential Information of the Company, but if any such restriction shall be found to be void or voidable but would be valid and enforceable if some part or some parts thereof were deleted, such restriction shall apply with such modification as may be necessary to make it valid and enforceable.

Note: No Intern of the Company, except with the previous knowledge of the management, shall negotiate for internship in a Company engaged in a same and/or similar kind of business as that of the Company.

6. Termination of Internship Engagement

Your internship engagement with the Company may be terminated forthwith by the company, without prior notice and/or Stipend if, in the opinion of the company, you at any time:

- commit any material/serious or persistent breach of any of the provisions of this engagement letter, the rules and regulations, the code of conduct/ethics of the company in force from time to time;
- do or cause to be done any act, deed, matter or thing otherwise than in the interest of the company;
- fail to achieve the desired performance;
- are guilty of any misconduct or neglect in the discharge of your duties;
- fail or neglect in observing and complying fully with all resolution, regulations, instructions and directions from time to time made or given to you;
- become of unsound mind;
- commit a fraud against the company or its subsidiaries, affiliates, group companies or conviction for aiding or abetting, or the commission of, a felony or of a fraud or a crime involving moral turpitude or a business crime;

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☎ **Toll Free:** 1800 212 123123

- found to be in possession or use of illegal drugs or prohibited substances, the excessive drinking of alcoholic beverages on a recurring basis, which impairs your ability to perform your duties, or the appearance during hours of internship on a recurring basis of being under the influence of such drugs, substances or alcohol.
- are convicted of any criminal offence;
- become incapacitated or prevented by illness, accident or any other circumstances from discharging in full your duties.

7. Leave(s) & Holiday(s)

You shall be entitled to leave and holidays as per the HR policy of the Company (in force from time to time), which may be revised, modified or altered by the Management at its sole discretion.

However S/he shall be entitled to enjoy paid Weekly Offs, National & Festival Holidays, as per the provisions.

8. Continuing or Habitual Absence and Unauthorized Leave

Absence for a continuing period of 3 (three) days including absence when leave though applied for but not granted, will lead to termination of internship without any notice or intimation and without any obligation on the Company, legally and/or otherwise. Further, where leave has been applied for and granted and you have overstayed for a period of two (2) days, will lead to termination of internship without any notice or intimation and without any obligation on the Company, legally and/or otherwise.

In case you remain absent from duty habitually without prior permission or sanction of leave for a continuous period of two (2) days in a month, then your services shall be liable to termination at the sole discretion of the Management.

9. Physical and Mental Fitness

Your engagement and continuance in the training is further subject to your remaining physically and mentally fit and the Management shall have a right to get you medically examined at any time from any registered medical practitioner or civil surgeon at its discretion. If you are found medically unfit, your engagement may be terminated at any time by giving you one month's notice or Stipend in lieu thereof.

10. Date of Birth

Your date of birth as recorded at the time of your engagement with the company shall be considered as the authentic date of birth for all purposes throughout your service with the company and no change shall be permitted under any circumstances.

11. Concealment of Material Information

If any information/representation made by you in your application for internship and subsequent documents/testimonials submitted is/are found to be untrue or false or if facts come to our notice which have been either concealed or suppressed by you, the Management reserves the right to dispense with your services without giving any notice or compensation in lieu thereof and recover the amount(s)/salary paid to you.

12. Correspondence/Communications/Notice and change of address

Your address as indicated in your application for internship shall be deemed to be correct for sending you any communication. Every communication addressed to you at the given address shall be deemed to have been duly served upon you.

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In case there is any change in your residential address and/or permanent address, you will intimate the same in writing to the HR Department, within three working days from the date of such change and get such change of address recorded in the appropriate register maintained for the purpose by the company. All communications sent to you by the company at your last given address then will be deemed to have been delivered to you.

13. You shall at all times indemnify and keep indemnified the company against all sums whether by way of claims, demands, damages, costs charges or expenses paid or incurred by the company in or in connection with any action, claim, proceeding or demand instituted or made against the company, caused or occasioned by your breach, failure, default or neglect, in the opinion of the company, to observe and comply fully with the terms and conditions of your internship with the company herein contained.

14. All works developed by you during the course of your internship with the company, shall belong exclusively to the company and you hereby irrevocably assign the ownership of copyrights in such works and those of any other derivative works, to the company. You will promptly provide to the company a complete written disclosure for each such work identifying the features or concepts you believe to be new or different. You grant to the company an irrevocable, non-exclusive, worldwide, perpetual, paid up license under the works.

15. Upon having removed from the engagement, you agree not to solicit the customer/client of the company (including any subsidiary, affiliate, group company or any of them) for the purpose of offering to that person services similar to or competing with those of the business conducted by the company. Further, you agree not to solicit or entice away, or endeavor to solicit or entice away, any director or employee of the company (including any subsidiary, affiliate, Group Company or any of them).

16. You shall not accept any contribution or otherwise associate with the raising of any funds or make any other collections, whether in cash or in kind in pursuance of any object, whatsoever, or accept or demand any subscription from any employee or staff members of the Company.

17. In matters not herein specified, you will be governed by such rules of the Management as are in force from time to time. You agree to carry out all lawful orders/instructions/directions of the company and your immediate superior as are given to you in connection with the day to day discharge of your duties while in engagement with the company. Further, you agree that you shall be responsible for any fraud/misappropriations (financial or otherwise)/act of omission and/or commission committed by you and/or any of the team member(s) under you.

18. The Company and/or its Director(s)/Official(s) shall not be responsible or liable, in any manner whatsoever, for any act done &/or representation/assurance etc. given by you, for procuring business or otherwise, which is not in consonance with the approved policies/guidelines of the company.

19. In addition to the letter of engagement, your engagement is governed by the code of conduct/ethics and/or the rules of the company (in force from time to time). You agree to carry out all lawful orders/instructions/directions of the company and your immediate superior as are given to you in connection with the day to day discharge of your duties while in internship with the company.

20. The invalidity or unenforceability of any particular provisions of this letter of engagement shall not affect the validity, legality or enforceability of the remainder of this letter of engagement, it being intended that all rights and obligations of the parties hereunder shall be enforceable to the fullest extent permitted by law.

21. You agree and acknowledge that the client's dealt by you is the Company's property. Further, you undertake not to cheat or mis-sell any investment products/financial products to the client of our Company. In the event of any breach or violation of this clause, necessary legal and disciplinary action shall be initiated and/or taken against you, including termination of your engagement with the Company.

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22. No matter what or subject to any circumstance, nowhere a student / intern is allowed to post/ write/ share/ forward/ convey in writing or any other communication form, directly or indirectly any negative substance/ matter/ incident/ story which can lead to devalue the image & reputation of brand, however in such scenarios student is encouraged & requested to connect with Company /College management through suggested hierarchy to ensure his/ her concern has reached to concerned authorities timely.

23. Student / intern is expected to work/ learn with a promising & progressive attitude & discipline with highest possible standards reflecting Industry standards to make it a wonderful experience for all.

24. The clauses which by their very nature need survival shall survive any termination of this letter of Engagement.

25. This letter of engagement is made in New Delhi and the Courts at Delhi/New Delhi shall have the exclusive jurisdiction to resolve any dispute between the parties.

If the above terms and conditions are acceptable to you, please acknowledge by signing below and returning one copy of this letter to us.

We wish you long term and fruitful association with our company.

Cordially Yours

For Bajaj Capital Insurance Broking Limited.



Sunaina Mattoo Khanna

Chief People Officer and Head- Transformation

Agreed and Accepted

Signature: _____

Name: _____

Father's Name: _____

Address: _____



INTERNSHIP OFFER LETTER

Date: 18.01.2026

To,

Student Name: **Suhani Shukla**
College: **L.B.S. Degree College**
Course / Year: **B A/1year**

Subject: Offer Letter for Six (6) Months Internship Programme

Dear Student,

Greetings from the HR Team – Jobeefie.

We are pleased to offer you a position in the Six (6) Months Internship Programme with Jobeefie under our Career, Internship & Placement Initiative. This programme is designed to provide structured industry exposure, hands-on experience, and long-term career growth opportunities.

1. Internship Details

Internship Duration: Six (6) Months
Internship Mode: Hybrid (Field / Online / Campus-based as assigned)
Internship Location: Gonda, Uttar Pradesh
Internship Start Date: 15.01.2026

2. Internship Experience

During the internship period, you will gain practical industry exposure through real-time projects, professional reporting systems, teamwork, and performance-based responsibilities. This experience is aimed at improving employability and corporate readiness.

3. Stipend / Payment Structure

The internship will be unpaid during the first month, which will be treated as the training and orientation period. From the second month onwards, interns will be eligible for a performance-based stipend of up to ₹8,000 per month, subject to attendance, reporting discipline, and performance standards.

4. Pre-Placement Offer (PPO)

Final year students who successfully complete the internship and meet performance benchmarks may be considered for a Pre-Placement Offer (PPO) with Jobeefie. PPO decisions will be based on performance, conduct, and organisational requirements.

5. Priority in Final Placement

Interns who successfully complete the six-month internship will be given priority consideration in final placement opportunities facilitated by Jobeefie and its partner organisations.

6. Roles & Responsibilities

- Complete assigned tasks and responsibilities diligently
- Follow daily reporting and communication protocols
- Maintain professional behaviour and ethical conduct
- Adhere strictly to programme rules and guidelines

7. Discipline & Termination

Failure to follow reporting standards, repeated non-performance, misconduct, or violation of company policies may result in termination of the internship without prior notice.

8. Acceptance of Offer

Please confirm your acceptance of this offer by signing below and submitting a copy to the HR Team – Jobeefie.

For Jobeefie



**HR Team
Jobeefie
Gonda, Uttar Pradesh.**

Accepted & Acknowledged by:

Student Signature: _____

Date: _____

☎ +91 9161712869,
+91 9151368100,

✉ Hr@jobeefie.com
www.jobeefie.com

💧 Amity incubator Space, New Amity
University Lucknow Campus
226023.



INTERNSHIP OFFER LETTER

Date: 05.01.2026

To,

Student Name: Srishti Singh
College: L.B.S.Degree College
Course / Year: BBA [finance (5th sem)].

Subject: Offer Letter for Six (6) Months Internship Programme

Dear Student,

Greetings from the HR Team – Jobeefie.

We are pleased to offer you a position in the Six (6) Months Internship Programme with Jobeefie under our Career, Internship & Placement Initiative. This programme is designed to provide structured industry exposure, hands-on experience, and long-term career growth opportunities.

1. Internship Details

Internship Duration: Six (6) Months
Internship Mode: Hybrid (Field / Online / Campus-based as assigned)
Internship Location: Gonda, Uttar Pradesh
Internship Start Date: 15.01.2026

2. Internship Experience

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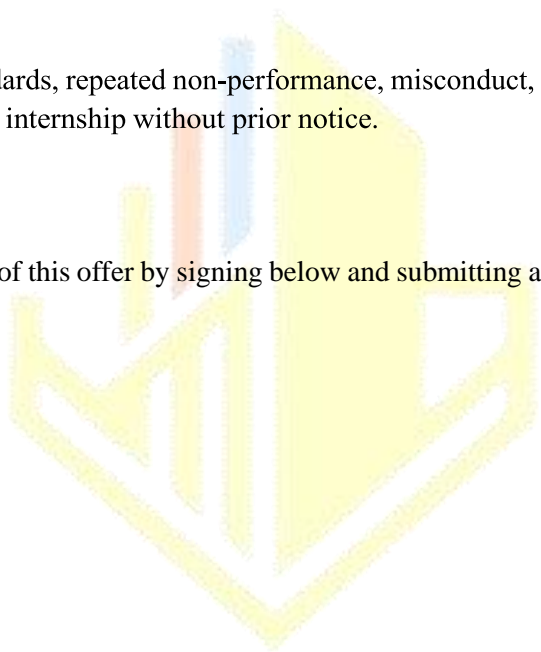
For Jobeefie



HR Team
Jobeefie
Gonda, Uttar Pradesh.

Accepted & Acknowledged by:

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- Maintain professional behaviour and ethical conduct
- Adhere strictly to programme rules and guidelines




JOBEEFIE


GATEWAY TO GROWTH

Student Signature: _____

Date: _____

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+91 9161712869,

 hr@jobeefie.com
www.jobeefie.com

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University Lucknow Campus
226023.



INTERNSHIP OFFER LETTER

Date: 05.01.2026

To,

Student Name: Payal Yadav
College: L.B.S.Degree College
Course / Year: Education

Subject: Offer Letter for Six (6) Months Internship Programme

Dear Student,

Greetings from the HR Team – Jobeefie.

We are pleased to offer you a position in the Six (6) Months Internship Programme with Jobeefie under our Career, Internship & Placement Initiative. This programme is designed to provide structured industry exposure, hands-on experience, and long-term career growth opportunities.

1. Internship Details

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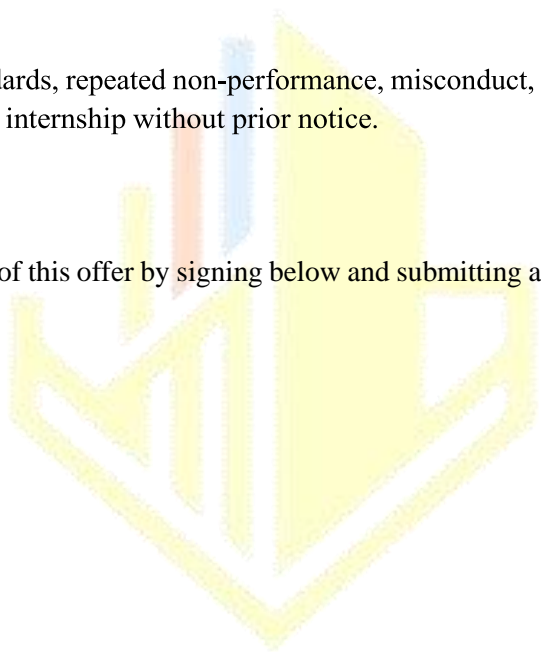
For Jobeefie



HR Team
Jobeefie
Gonda, Uttar Pradesh.

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JOBEEFIE


GATEWAY TO GROWTH

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