

HRD/BLR/2022/Intern-94

Date: 22nd March 2022

To,  
Mr. Subhakar,

Sub: Internship with Knowledge Lens


Dear Subhakar,

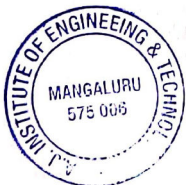
With reference to your application, we are pleased to invite you for the internship at our office in Bangalore Location. You are requested to report on 4th April 2022 at 9.30 AM in our Bangalore premises and report to HR department.

Kindly communicate your acceptance of the internship by email confirmation to [hr@knowledgelens.com](mailto:hr@knowledgelens.com) and returning it to us. The details of the policies and procedures that needs to be adhered during internship are provided in the Annexure A.

**In Process**

DocuSigned by:

  
CJ5EF44F24EB  
For Knowledge Lens Pvt. Ltd.  
Smita Bhadury  
Director - Human Resources



  
Principal  
A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

Annexure - A

Office Timings:

The office hours are between 9.30 AM till 7:00 PM from Monday to Friday.

Weekly Off: Saturdays and Sundays.

Stipend:

The stipend of **Rupees Fifteen Thousand** will be paid for your expenses during the internship period.

Full Time Offer:

The full-time employment offer letter will be released during internship.

Leave Policy:

You shall be entitled to 1 leave per month, during your internship period. Prior sanction of leave from Project Manager and communication of the same to the HR department is a must. Any additional leave taken will have deduction in stipend.

**In Process**

Holidays:

Knowledge Lens Pvt. Ltd. follows a standard list of Public Holidays throughout the year. List of the same will be available in the Leave Management System of the company.

Duties and Responsibilities:

The company expects you to work with a high standard of initiative, efficiency, and economy. You will perform, observe, and conform to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.

You shall neither divulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise particulars or details of the company's technical know-how, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our intern.

It is a condition that during the continuance of your internship you shall not disclose to any person, without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealing, transactions, or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the company includes information concerning client lists, business, databases, marketing plans and strategies.