

InFED/2024-25/Intern/06

Date: 17th Jan'25

Appointment Letter
Intern – Media and Packaging

Dear Mr. Lokesh Rathi

With reference to your application and subsequent interaction with the panel, we are glad to let you know that you have selected to join InFED as an Intern – Media and Packaging.

The internship period will begin on 17th Jan'25 and end on 30th Jun'25 based on the following terms and conditions:

- 1) You will be paid a consolidated amount of Rs. 10,000/- (Rupees Ten thousand only) per month.
- 2) This appointment is for a period of 6 Months effective the date of your joining and may be renewed on a mutual basis.
- 3) In this capacity, you will be located in Nagpur and will report to the Chief Operating Officer (COO) or any other person nominated by the company. However, your services could be transferred to any other Departments/ Divisions of the Company.
- 4) You will be eligible for 12 days of leave pro-rated per calendar year. However, leave will be allowed subject to the exigencies of work.
- 5) It is clarified that in addition to the above, you will not be entitled to any other benefits.
- 6) This appointment can be terminated by giving a one-month notice on either side.
- 7) You shall observe all rules and regulations of the company.
- 8) During the tenure of the assignment with the InFED, you will not engage yourself in any other assignments or gainful employment without the consent of the management.
- 9) You are required to maintain the highest order of secrecy with regard to the work or confidential information of the InFED and in case of any breach of trust, your appointment may be terminated by the Company without any notice.
- 10) The InFED lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations. Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

Congratulations and All the best!

Regards,



Dr Shivaji Shriram Dhawad
Chief Operating Officer

