



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Undertaking Letter for Internship

By Student

I NAYANA . G S/o D/o SHIVAKUMAR . G
Student of 8th Sem. B- Section ECE, hereby, declare that I am going
to do the Internship in Desk Nine pvt. ltd. [Sign Duk] as a part of
the curriculum/Placement from April 3rd to July

I also assure that, I will complete all the I.A assignments, Internship Seminar,
Seminar and Project Work during Saturday and Sunday as per the coordinator Time
Table.

I will cooperate with all my mates and will follow all the instructions given
by the H.R. Manager. In case of any act of indiscipline or misbehavior by me shall
owe responsibility and shall abide by the action taken by the Institution.

I hereby declare and confirm that the Institution shall not be responsible in the
event of any misfortune or accidents and/or personal injuries during Internship.

I am the member of the AIET family and I will follow all the moral duties
during the internship.

Date: 23/03/2023

Nayana . G
Signature of the Student

[Signature]
Seal & Signature of the Placement officer

[Signature]
Seal & Signature of HoD

Dept. Of Electronics & Communication
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

[Signature]
Seal & Signature of the Principal

PRINCIPAL
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225, D.K

[Signature]
Internship Co-ordinator.



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

Letter of Undertaking given by Parents/Guardian for Internship

We, the undersigned parents/guardian shall ensure that our son/daughter ✓ Nayana G.
.....Shall abide by the college terms and conditions for internship.

We, the undersigned parents/guardian hereby declare and confirm that the institution shall not be held responsible in the event of any misfortune or accident and/or personal injuries whether fatal or otherwise involving our son/daughter.

We, the undersigned parents/guardian shall indemnify and keep indemnified the institution against any liability, demand claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody and/or property damage arising out of or caused by our son/daughter negligent act or omission during the course of industrial training.

We, the undersigned parents/guardian shall ensure that our son/daughter uphold the good name of the Institution and abide by the code of conduct of the Institution and the Industry and any other relevant rules and regulations at all times during the course of Internship.

We, the undersigned parents/guardian further confirm that the Institution shall not be held responsible for our son/daughter misconduct or wrong doing at all times during the course of internship.

Date 23/03/2023

[Signature]
Signature of the Parent/Guardian

Doc ID: DN-HR-OCLE-271222-533

27-Dec-2022

Ms.Nayana G,

We refer to the interview you attended for the position of **"Quality Assurance Analyst - Trainee"** at Desk Nine Pvt Ltd.

We are pleased to **confirm the offer of employment** for the mentioned position on the terms and conditions mutually discussed and agreed upon.

You will receive a total compensation (CTC) of **Rs.3,50,000/-** per annum. The break-up of the compensation is as per Annexure 1.

Furnish the following documents prior to your joining, without which onboarding will not take place.

- Scanned copy of your 10th and highest educational qualifications (mark sheets and certificates)
- Latest passport size photographs (3 Nos.) with white background.
- Scanned copy of Passport (including passport number, validity, address, and age).
- Scanned copy of PAN Card (if you do not have a PAN card, please apply for the same as it is mandatory to submit the same before joining)
- Scanned copy of Aadhaar Card, Driving License, Voter ID
- Scanned copy of proof of age and address, if different from those mentioned in passport or not having a passport.
- Scanned copy of the relieving letter from the previous employer, if applicable.
- Scanned copy of the recent 3 months' salary slips, if applicable..
- Scanned copy of the Income Tax computation sheet and 12B of the previous employer/s in the current financial year (if applicable).

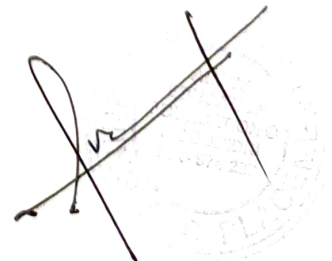
Your joining date shall be 3-Apr-2023 at Desk Nine Pvt Ltd. You are requested to report to HR at 10.30 AM for your onboarding formalities at # No.24, (Old No.499), 4th Floor, Ward No.7, 9th cross, Malleshwaram, Bangalore, Karnataka- 560003 (Landmark: Above Ratandeep Supermarket)

You will be put under **training** starting from **April 2023 until the end of July 2023**. During this period you will be eligible for **Rs. 15,000/-** as a stipend (Inc 10% TDS deduction). Post your training period, you shall receive **Rs. 3.50 LPA as your CTC**.

Kindly confirm your acceptance of the mentioned conditions by responding to this letter within **48 hours** from the time received, or else the offer stays cancelled.

We are excited to have you join us quickly and welcome you to the SignDesk.com family!

Confidential



Annexure 1

| | |
|-------------|-------------------------------------|
| Name | Nayana G |
| Designation | Quality Assurance Analyst - Trainee |

| Components | Monthly Compensation | Yearly Compensation |
|----------------------------|----------------------|---------------------|
| COMPONENT A: | | |
| Basic | 11667 | 140000 |
| HRA | 4667 | 56000 |
| Special Allowance | 11433 | 137200 |
| Total A | 27767 | 333200 |
| COMPONENT B: | | |
| PF - Employer Contribution | 1400 | 16800 |
| Total B | 1400 | 16800 |
| Total CTC (A+B) | 29167 | 350000 |

Note: Taxes are applicable as per statutory rules.

Group Mediciam Policy

- By default, you would be enrolled in the Group Mediciam Policy with a coverage of Rs. 4,00,000(Four Lakhs), However, if you wish to extend the insurance coverage to your immediate family(Spouse, children, parents) you can do so by paying a nominal premium to the Insurance Company.
- The benefits and coverage are as set out in the Plum dashboard available to you. The Company is at its discretion to change the insurance provider and benefits under this clause.

Personal Accident Insurance

- By default, you would be enrolled in Personal Accident Insurance with a coverage of Rs 10,00,000(Ten Lakhs).

For Desk Nine Pvt Ltd

Ananya C S.
Head - HR.

Confidential

10:49

0.00 KB/S Vo LTE 4G 94



Commencement of training || SignDesk



Keerthi N Mar 14

to me ^



From Keerthi N - keerthi.n@signdesk.com

To nayug999@gmail.com

Date Mar 14, 2023, 5:20 PM



Standard encryption (TLS).

[View security details](#)

Hi Nayana,

Greetings from SignDesk.com!

Hope you are doing well.

As discussed, please be noted that your joining is advanced to April 3rd 2023.

Please find the following details.

This email is to inform you that your training will commence on April 3rd 2023 for a period of 90 days.

Hoping that you will have a great learning session in the next few weeks. We are excited to onboard you to our organization and make a positive impact on the start of your career.



99+

