

Date: 31<sup>st</sup> January 2022

To,  
Mizna Naqvi  
D/O: Kambar Raza, B-600,  
MIGDDA Flat, East Loni Road,  
Mandoli Saboli Seema Puri, North East Delhi,  
Delhi - 110093

**Sub: Internship**

Dear Mizna,

This refers to your interest for the Internship with Intertek which is part of your academic curriculum. We are pleased to offer you an Internship with Intertek India Private Limited for duration of 6 months commencing from 01<sup>st</sup> February,2022 subject to the following terms and conditions:

**1. Scope of work**

During your afore mentioned internship period of 6 months, you shall be associated with Food Business Line of Intertek India Private Limited based **at Plot No 68 – 69, Udyog Vihar Phase 1, Gurugram – 122001.**

During your internship period, you shall be required to work on assigned job/project with your guide which will be assigned to you by the concerned notified official of the organization. At the end of your internship, you would further be required to submit a detailed report about project assigned to you.

During internship period, you shall be required to follow instructions of your guide and/or the concerned official of the organisation as advised from time to time.

This internship approval is being granted in accordance with organisation's strong belief that it has to contribute to nurturing of future talent by providing them an opportunity for Industrial exposure only and no stipend will be provided for this internship.

**2. Period of Association**

This internship will be based for a period of 6 months starting from 01<sup>st</sup> February,2022 subject to conclusion of project assigned to you.

Please note that this internship offer does not create any liability of whatsoever nature upon the company to offer you a temporary or permanent placement upon completion of your internship or otherwise. Company at its discretion may choose to offer you employment on its rolls subject to availability of suitable opportunity and your performance and conduct during the summer internship period.

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**Signed in acceptance**



### **3. Confidential Information**

In view of sensitive nature of company's business, you shall keep all information relating to the affairs of the company and its subsidiaries confidential and secret in all respects and shall not disclose or divulge or make public any part of such information to anybody or any entity without the prior permission of the company at all the times.

You shall also specifically maintain total confidentiality with regard to information pertaining to your current internship project as it relates to organization's business. You shall not be at liberty to disclose any information in relation to your current internship project and/ or any information relating to company's business and operations which has come in to your possession and knowledge during the course of current internship project even if you undertake employment with any other organisation, engaged in enterprise of similar nature, and any violation of confidentiality shall render you liable for appropriate action against you.

### **4. Protection of Interest**

If you conceive any new or advanced methods of improving processes/formulae/systems in relation to the operations of the company, such development will be fully communicated to the company and will be and remain the sole right/property of the company.

### **5. Other Work**

During your internship period you are required to devote yourself exclusively to the assignments and responsibilities assigned to you. You shall not undertake any other project work unless a prior authorization from the company is taken in writing.

During the 6 months duration of internship, you shall not be eligible for any leaves except normal weekly off and holidays however you shall be eligible for leave of absence in case of sickness subject to submission of necessary supporting from any registered medical practitioner for any such leave of absence for more than two days consecutively.

### **6. Use of Protective Gears:**

At all the times during the period of internship, you shall be wearing/using protective gears/clothing apparatus etc. as advised and intimated to your kind self by Laboratory Manager and/or any other official of the company while working in the Laboratory area, if applicable.

This approval of internship shall not create any obligation of whatsoever nature upon company to extend any protection to intern against any hazard while working in the Laboratory area apart from providing protective gears provided to its other employees for working in Laboratory, travelling to office on daily basis with regard to this internship, while travelling to out station during the period of internship and/or any other hazard. Company shall not be liable for covering the intern under any insurance policy.

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**Signed in acceptance**



**7. Adherence to Rules, Regulations & Policies:**

During the course of association with us for the internship, you shall be under obligations to observe and comply with all applicable rules, regulations, instructions and procedures of the Company including but not limited to **INTERTEK CODE OF ETHICS & REGULATORY POLICY, acceptable use of policy pertaining to Information Technology and Zero Tolerance Policy.**

Failure to comply with the Rules, Regulations & Polices, instructions of the Company as well as those contained in the present Internship Agreement, including any serious breach of the duties and obligations may result in immediate termination of the internship by the Company.

**8. Termination:**

This Internship may be terminated, or its period may be reduced at any time by the Company without assigning any reason without incurring any liability on its part of any nature whatsoever.

Please sign the duplicate copy of this letter in confirmation of your understanding and acceptance of above conditions.

With best wishes,

**Yours Faithfully,**

**For Intertek India Private Limited**



Hreetesh Bhandari  
**Deputy General Manager – HR**

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**Signed in acceptance**

