

31st December 2018

Durga Bhavani K
B. Tech, CSE
GRIET
Hyderabad

Ref: Letter No. EMP/CYIENT/INTERNSHIP

This has reference to your application / sponsoring of your name by your institute for undergoing an Internship in our Organization. We are pleased to offer you an Internship in our organization on the following terms and conditions:

1. The period of internship shall be for **6 months** commencing from **02nd January 2019**. You are requested to report at 09:00 AM on the aforesaid date at the following address.

Cyient Ltd.
Plot No. 2, IT Park Nanakramguda,
Gachibowli Hyderabad - 500 032 Telangana, India

2. You are required to bring with you
 - a. One copy of your latest CV
 - b. The Identity Card of your Institute and its photocopy.
 - c. Two passport size photographs
 - d. College Intent letter
 - e. Education Certificates
3. You will be issued with a Temporary Identity Card for the Internship period. You are required to display the ID card at all times during your presence in the Company premises. In the event of loss of the card, the same should be intimated to the Company immediately. The ID card must be surrendered to the Company on completion or discontinuation of the Internship.
4. During the period of Internship, you will be assigned to work in Cyient located at the **Hyderabad** facility. You are requested to report to **Mr. Pavan Duggirala, DGM** who will assign you for the project work at Cyient. You will maintain a diary of learning and submit an Internship Report to the Guide at the end of the Internship period. The report cleared by the guide can only be submitted by you to your Institute with a copy to Cyient.
5. You will have to adhere to the work timings as fixed by your Reporting Manager.
6. You can avail our Cafeteria Services as applicable to our regular employees.

P. Atkin T

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