



TRANSLUCENT PIXEL OTTER PRIVATE LIMITED

Date: 8th September 2022

Subject: HR Intern (Full Time) Programme

Dear Nidhi Sharma,

This is with reference to your application & the subsequent interview for pursuing HR internship Programme with Translucent Pixel Otter Private Limited (Or the 'Company'). We are pleased to inform you that you have been selected for the above program for a **period of 3 months commencing from 27th August 2022 and ending on 27th November 2022.**

This offer of internship is made, subject to and conditional upon the following:

- A pre-employment screening check, including the receipt of references satisfactory to Translucent Pixel Otter Private Limited; CID Clearance if applicable.
- Required regulatory approvals.
- Verification to the satisfaction of Translucent Pixel Otter Private Limited of the information that has been provided to Translucent Pixel Otter Private Limited in the course of the application process.

You being and, where requested, providing documentary proof to Translucent Pixel Otter Private Limited that you are (and continue to be) throughout your





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employment) in possession of the necessary permission to live and work in India, and Translucent Pixel Otter Private Limited being able to obtain all necessary work and residence permits for you. This includes satisfying the requirements of the government medical check.

If the checks listed above are not completed to our satisfaction prior to the commencement of your internship, Translucent Pixel Otter Private Limited may withdraw its offer immediately without compensation.

If the checks are carried out while you are undertaking the internship but do not return satisfactory results, Translucent Pixel Otter Private Limited may terminate the internship immediately without compensation.

You should be aware that if it is found at any time that you have made any false statements to Translucent Pixel Otter Private Limited or have suppressed any information including in relation to your past services or other records, the internship may be terminated immediately without compensation.

Your appointment with Translucent Pixel Otter Private Limited as an intern will be governed by the following terms and conditions of employment:

1. GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:





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- a. In case of any misconduct and/or any act committed by you in the capacity of an intern due to which the Company loses confidence in you and/or if you commit any act prejudicial to the interests of the company, your internship can be terminated forth with or without notice or payment in lieu of notice.
- b. Any disputes arising of whatsoever nature will be subject to the jurisdiction of the courts in Delhi, India.
- c. You will be required to sign documents on code of conduct, non-disclosure, intellectual property, information security and any other agreement to comply with Translucent Pixel Otter Private Limited policies.
- d. Your credentials will be investigated as per Translucent Pixel Otter Private Limited screening procedures and if it is found, at any time, that you have made any false statements or suppressed any material information, it shall lead to termination of your services by the Company without any notice or compensation.

2. COMPENSATION DURING CONTRACT WITH TRANSLUCENT PIXEL OTTER PRIVATE LIMITED

During the Internship Program, you will be paid a fixed pay of 3000 per month

- a. As an intern, you will not be entitled to any employee benefit scheme such as Medical Insurance and Gratuity.
- b. All compensation payable to you during the Internship Program will be subject to applicable Income Tax Rules.





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- c. Provident Fund Contributions (Employee and Employer contribution) will be deposited with the RPFC Fund in accordance with the Provident Fund and Miscellaneous Provisions Act 1952.

3. TRAVEL EXPENSES

The company agrees to provide you inter-city travel (flights/rail, etc.) from the current home location to any location, if the traveling is made for internship purposes or requirements.

4. PRE-JOINING DOCUMENTS REQUIRED:

At the time of reporting for work, please ensure to bring the following:

- a. Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- b. Photocopy of Address Proof (Any one of the following - Passport/Ration Card/Electricity Bill/Phone Bill/Agreement Copy)
- c. One Passport size photograph.
- d. Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID)

5. CONFLICT OF INTERESTS

You are reminded that you are required to comply, during your employment with Translucent Pixel Otter Private Limited, with any obligations that you may have to any previous employer, including any obligation to protect that employer's confidential





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information. You should not engage in any matter which would or could be anticipated to result in a conflict of interest between you and Translucent Pixel Otter Private Limited.

6. BORROWINGS / ACCEPTING GIFTS:

You shall not borrow or accept any money, facilitations, gifts, rewards, or compensation for your personal gains from, or otherwise place yourself under pecuniary obligation to any person/vendor or client with whom you may be having official dealings.

We welcome you to Translucent Pixel Otter Private Limited and wish you a rewarding assignment with us.

For,

TRANSLUCENT PIXEL OTTER PRIVATE LIMITED

READ & ACCEPTED

Authorised Signatory

Translucent Pixel
Otter Private Limited



Letter of Recommendation**To Whomsoever It May Concern**

It is my pleasure to recommend **Nidhi Sharma** for employment with your organization. I have known Nidhi Sharma for over 7 Months during which she worked as a HR TL in my office. I am confident that her exceptional skills, professional experience and personal qualities will make her an asset at your Company.

I have been consistently impressed with her attitude and productivity during the time that she has worked in the office. She is both very bright and quite motivated. She is a quick learner and I am confident that she will devote herself to a position with your organization with a high degree of diligence.

Nidhi Sharma has my highest recommendation for this position. I am confident that she will establish productive relationships with your staff and will make a strong addition to your team. Please let me know if you have need for additional information regarding her candidacy or past work.

Sincerely,



Birendra Jha CEO

Translucent Pixel Otter Private Limited (TopHawks Marketing Solution)

Date: 01-04-2023



Translucent Pixel Otter Pvt. Ltd.

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admin_helpdesk@tophawks.com (Mail)

Date: 1st April 2023

CERTIFICATE OF EXPERIENCE

Reference Code: QT/HR/202208/E-54

Name : Nidhi Sharma

Employee ID : THEMP00092

Designation : HR TL

SUBJECT: EXPERIENCE CERTIFICATE

This is to certify that **Nidhi Sharma** worked as in the **HR TL** with Translucent Pixel Otter Private Limited ("TopHawks"), from **27 August 2022 to 1st April 2023**. During her tenure with us, she has added considerable value to the company's operations with her hard work, zealous attitude to learn new skills and result oriented approach along with a credible character, her contribution to the organization is exceedingly appreciated.

We wish her the best of success for all her forthcoming endeavours.

Best Wishes,



Birendra Jha

(CEO)



Translucent Pixel Otter Pvt. Ltd.

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