

Ref: 27(5)/2026/HRO/130

Dated: 10.02.2026

To,  
Ms. Amrutha Katari  
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This has reference to the interview you had with us on 22<sup>nd</sup> January 2026 in connection with Work Based Learning Programme in SAMEER, Guwahati. Your Work Based Learning period shall commence on 16.02.2026 and shall end on 15.08.2026. The terms and conditions of your WBL programme with the organization are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the term will be determined by the supervisor assigned to you for the duration of the WBL programme.
2. You are eligible for a stipend of Rs.12,300/- p.m. during the term which shall be paid on completion of the tasks assigned to you during your residency period to the satisfaction of the company. Only students who have more than or equal to 75% attendance are allowed to receive the stipends as well as passing certificate by Participating institute.
3. Your timings will be from 9:00 A.M. to 5:30 P.M., Monday to Friday. Please bring birth certificate, 10<sup>th</sup> and 12<sup>th</sup> Marksheets, MCA/M.Sc/B.E/B.Tech. Degree, Certificate or Marksheet till 5<sup>th</sup> Sem, SC/ST/EWS Certificate, if applicable, with you when you come to join. Those candidates who are studying in their last semester are required to submit a No Objection Certificate from the college in order to join the WBL Internship Programme at SAMEER.
4. You will sign a confidentiality agreement with the institute before you commence your WBL programme.
5. The WBL programme cannot be constructed as an employment or an offer of employment with SAMEER.
6. Candidates are expected to report to work as scheduled and on time. They are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absence from scheduled hours are disruptive and must be avoided.
7. Candidates will be eligible for following leave for 6 months' period of WBL Level-1 i.e. 4 days' Casual Leave and 8 days' Incidental/Medical leave. Unutilized leave will lapse. No encashment of leave is permissible. If they remain absent on above the permitted limit, their stipend will be adjusted accordingly.
8. Candidates with three or more consecutive days of excused absences because of illness or injury must give proof of Govt. physician's care and a fitness for duty release prior to returning to work.
9. Any holiday intervening during the period of medical leave shall be treated as medical leave.

During your WBL period, you will have an access to institute's client and confidential information. You will keep all this information and client information strictly confidential and will not share with anyone outside the institute. On completion of WBL Programme, you will return documents, equipment and all other items related to institute.

Please confirm your acceptance of the terms of this offer by on or before 16<sup>th</sup> February 2026 failing which, we have the right to cancel the offer. We look forward to having you on our team. If you have any questions, please feel free to reach out to us.

Thanking you,

Yours truly,



(M.P. BALAMURUGAN)  
REGISTRAR