

ME/HR/1100

Date: 04-03-2020

To

Ms. Chebolu Sushmitha,
Aditya College of Engineering & Technology,
Ph. No. +91 9133238874,
E-mail ID: sushchebolu7336@gmail.com

Subject: **Offer Letter for the post of "Jr Associate - Project Management/ Conventional Steel Detailing"**

Congratulations...You are going to be part of Milekal Family...

We are delighted to extend this offer of employment for the position of **"Jr Associate - Project Management/ Conventional Steel Detailing"** with Milekal Engineering Private Limited in India. Your initial appointment shall commence after successful completion of your internship.

Your terms of employment, role & responsibility, salary package will be intimated after the successful completion of Internship, as illustrated in Annexure.

Kindly send self-attested scan copy of below listed documents for verification purpose.

- Resume
- Educational certificates
- ID Proof & Address Proof
- 4 Passport size Colour Photograph

Please note that this offer is valid subject to your written confirmation within seven working days from above mentioned date.

Wishing you the very best.

Yours very truly,
For **Milekal Engineering Private Limited**



HR Team

Annexure

Milekal Internship Cum Employment Schedule

Terms & Conditions –

- Your active Service Period[#] shall be minimum 3 years with Milekal inclusive of 6 months of Internship.
 - Service agreement is subjected to the fixed liquidity of INR 2 lakhs for the period of 3 years irrespective of progressive service tenure duration.
 - Fixed Liquidity amount is pertaining to training, internship, technology & infrastructure cost only; it is exclusion of the cost implication of business continuity & security issues.
 - You shall be placed at our Hyderabad office during the period of internship with entitlement of stipend of INR 5,000/M.
 - Stipend amount shall be paid along with 1st month salary, after successful completion of internship.
 - Salary will be decided based on performance measurement & value addition throughout internship period, Milekal shall fix the salary based on your training outcome and participation level in range of **INR 1.8 to 2.4 LPA** exclusive of stay bonus amount.
 - Apart from salary you are eligible for Stay bonus amounting INR 5,000/M. It is an integral part of productive relation between employee & employer & it implies for the post internship period of 2.5 years during the 3 years' service agreement period (exclusion of 6 months Internship).
 - Stay bonus amount shall be awarded in three equal components. Stay bonus for 1st 10 months of employment shall be awarded on completion of active service period of 36 months, for the next 10 months shall be awarded on completion of 42 months & for remaining 10 months stay bonus shall be awarded on completion of 48 months of service respectively.
 - You shall be eligible for appraisal process from the starting date of your employment as per standard procedure of organization.
- # – Service Period = Internship Period (6 months) + Employment Period (30 months)

Internship Curriculum –

Internship modules includes **American Construction Standards, Statutory Norms, Codal Provision; Concept of Detailing Practices; Depiction of Design Drawing & International Project Execution through 3DSoftware Tool (SDS/2 or Tekla)** and aim to achieve expertise on following particulars of different standards & systems:

- | | |
|--|--|
| ❖ Structural Elements & Components. | ❖ American Institute of Steel Construction (AISC) |
| ❖ Grids & Structural Wireframe. | ❖ National Institute of Steel Detailing (NISD) |
| ❖ Advance Bill of Material & Procurement List. | ❖ Research Council for Structural Connections (RCSC) |
| ❖ Coordination Parameters for Joist & Deck. | ❖ American Welding Society (AWS) |
| ❖ Design Criteria & Connection Methodology. | ❖ The Society for Protective Coatings (SSPC) |
| ❖ Steel to Steel Connection. | ❖ American Society for Testing Materials (ASTM) |
| ❖ Steel to Concrete Connection. | ❖ Occupational Safety and Health Administration (OSHA) |
| ❖ Construction Safety Obligation. | ❖ Steel Deck Institute (SDI) |
| ❖ Surface Preparation & Protection. | ❖ Steel Joist Institute (SJI) |
| ❖ Project Life Cycle Concept. | |
| ❖ Part, Shop & Field Drawings. | |
| ❖ Industry standards & Parameters. | |