

INTERNSHIP LETTER

To,
Ms. Kavya Mahesh Sureban

21st February 2023

Dear Kavya,

We are pleased to appoint you as an "Intern" in our organization on the following terms and conditions.

1. This position is scheduled to begin on **1st March 2023** and will be Three months paid internship opportunity ending on 31st May 2023. This agreement can be extended further for a similar or lesser duration based on written intimation from company and written acceptance by Intern at least 2 weeks before the expiry of this Internship period.
2. You shall be paid all-inclusive **Rs. 20,000/- (Rupees Twenty Thousand Only)** as Stipend per month. The Company shall deduct taxes as per the prevailing laws applicable (tax deducted at source).
3. You are also eligible for a transportation expenses of Rs 2,400/- per month on submission of bills.
4. Your duties and assignments for this position shall be discussed upon your joining.
5. If Company provides the laptop, you are required to follow Company's Laptop Usage Policy guidelines.
6. You shall be entitled for one day of paid leave per month of work performed.
7. Intern's present place of work shall be at **Bengaluru**.
8. You shall be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, project cost & estimation, technology, software packages license, company's policy, company's patterns & trademark and company's human assets profile.
9. You shall under no circumstances, shall copy, transmit or publish, either whole or in parts, either in physical form or in electronic, any information pertaining to company or project, which may have come to his notice during the work with company. If such breach of information happens, contractor shall immediately tell the undersigned to take protective measures towards the formation in question.
10. You shall be required to comply with all such rules and regulations as the company has in force and may frame from time to time.
11. Any of company's technical or other important information which might come into your possession during the continuance of this internship period with us, shall not be disclosed, divulged or made public by contractor even thereafter.
12. You shall be responsible for safekeeping and return in good condition and order of all company property, which may be in your use and / or possession, custody or charge during your association with company as Intern.
13. You are required to sign Confidentiality and Intellectual Information Protection Agreement before this contract can come in force.



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24/2/23

PRINCIPAL
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