

## **Internship & Provisional Offer Letter**

Date: 28<sup>th</sup> January 2020

Ref No: GT/2020/015

**Mr. MD SAFFIN,**

**Dear Saffin,**

Welcome to GramTarang Technologies Private Limited. We are glad to have you with us and look forward to a long and mutually rewarding association.

We are glad to offer you an Internship at GramTarang Technologies Private Limited. Your Internship period is of 3 months from the Date of Joining 29th January 2020 – 29<sup>th</sup> April 2020. You will be posted in Vijayawada during your Internship.

Post Internship your services with GramTarang Technologies Private Limited will be confirmed subject to the fulfilment of the below clauses:

1. Candidate would undergo specific training during internship and would be required to complete all training regimen and clear training before confirmation.
2. Unsatisfactory performance / Fail to qualify the minimum assessment criteria would result in cancellation of internship and/or job offer.
3. This internship is given only for candidates willing to take full time employment with GramTarang Technologies. Acceptance of internship would imply a lock in period of 1 Year from date of completion of Internship and confirmation of Job.
4. If a candidate chooses to discontinue after internship, commensurate training cost would be recovered from the candidate as per company's discretion.

Based on performance and deployment to project post training, company may provide additional incentive and/or per diem expenditure based on city and project duration. This is completely based on company discretion

**You will be paid a stipend of INR Rs. 10,000/- per month**

After successful completion of Internship and Internship Evaluation you will be offered full time employment. Annual CTC will be decided post successful completion of Internship & internship Evaluation.

All other terms and condition remains same.

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The following are the terms and conditions of your appointment at GramTarang Technologies Private Limited which you should review carefully before signing the offer letter:

## **1 Stipend**

Fixed Component: Your stipend would be INR 10,000 per month for the period of assignment from 29th January 2020 – 29th April 2020. Payment is subjected to successful completion of tasks and submission of timesheets.

In addition, you will be reimbursed for business related expenses incurred in accordance with relevant GramTarang policies. The specific amounts for these expenses will depend on nature and scope of your duties and will be conveyed to you at the time of acceptance of such assignments. However, any such expenses should be incurred with approval from your reporting authority for this assignment.

Leave: You can request a leave of absence from your reporting manager during the assignment however it will be at the sole discretion of the company. Prolonged leave of absence for more than 5 days during the period can be adjusted against your fee.

## **2. General Terms & Conditions:**

Work place: You are initially appointed to work at the location mentioned in your offer. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India where GramTarang Technologies conducts business.

Notice of Separation/Termination: Your Internship can be terminated by either party by giving to the other, a notice of 30 days in writing. The company however reserves its right to terminate your Internship by giving you salary for 30 days in lieu of the notice. The company reserves the right to recover an amount equivalent to 30 days on pro-rata basis if you fail to give company, adequate notice of your intention to terminate your Internship. Salary for this purpose would mean your monthly Stipend.

Conflict of Interest: You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any trade or business with our competitors or otherwise that might be detrimental to the company.

Standards of Business Conduct: In addition to the Terms and conditions above, your Internship will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the standards of business conduct your contract will be terminated with immediate effect.

### **General Conditions:**

- 1) You will be expected to attend office – except while travelling on business – during normal working hours, with one-hour lunch break, and to work such hours as may be reasonably required to complete the business duties. Normal working hours are between 9:00 am and 6:00 pm on all days from Monday to Saturday. Your working hours, weekly offs, periods of work and public holidays will be based on company policy applicable for your job role and location.
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- 2) If you are absent from your designated office beyond a period of 4 working days (including overstay of leave/training) without adequate authorization as per company policy, you shall be deemed to have abandoned the assignment on your own will. In such cases company will terminate your contract without notice or explanation.
- 3) Except on the proper course of your assignment, or thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the company or any information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of contract with the company is deemed to be confidential.
- 4) You will be covered by GramTarang Intellectual Property Policy - If you conceive any new or advanced methods of improving process / systems or product inventions with information gained through your contract with the company, such development will be fully communicated to the company and any patents or intellectual property remains sole right / property of the company.
- 5) Upon separation from the company on account of either completion or termination, you need to immediately return to the company all the assets and property (including any leased properties) of the company including documents, files, papers, books, emails, memos in your possession or custody.
- 6) Payment of stipend is subject to submission of periodic reports and successful completion of tasks and deliverables. In case of non-completion, company reserves the right to withhold payment till such time as it deems fit for completion of deliverables.

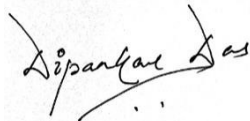
The terms of this offer are intended to be kept strictly confidential

Kindly sign and return a copy of this letter within 7 days of offer letter issue date. Please initial each page in acceptance of the terms and conditions set out herein.

We welcome you and wish you every success in your career with GramTarang Technologies Private Limited.

For any clarifications and/or queries, please contact your Human Resources Manager

With best regards,  
For GramTarang Technologies Pvt. Ltd.



Dipankar Das  
Director GramTarang Technologies Pvt. Ltd.

I accept the above referred Pay and benefits, and the General terms and conditions of contract.

Signature:

Name:

Date:

Place: