

# Removal of line striping and shot noise from remote sensing imagery using a deep neural network with post-processing for improved restoration quality

Ashwini M. Deshpande , Sujata R. Patale & Sampa Roy

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## ABSTRACT

Remote sensing imagery is generally prone to various radiometric distortions such as stripe noise, line loss, line or column drop out, banding, random bad pixels i.e. shot noise. These errors arrive due to on-board anomalies. These severely degrade the radiometric quality of the measured imagery and introduce a considerable level of incorrectness. Images with such a considerable level of radiometric incorrectness cannot be used directly for any image analysis application. It needs to be analyzed and pre-processed with Image Processing

improves the image quality of remote sensing imagery. The proposed method shows improved performance in terms of Peak Signal-to-Noise Ratio (PSNR) and Structural Similarity Index Measure (SSIM) quality measures when compared with the state-of-the-art methods. In addition, destriping by residual DNN is followed by a new post-processing step using multilevel wavelet decomposition and frequency domain filtering to remove the residual striping artefacts. A global residual learning method, batch normalization, mini batch selection and skip connection steps help speeding up the training process as well as boost the network performance.

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## Acknowledgements

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## Disclosure statement

No potential conflict of interest was reported by the author(s).

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## Data policy

- The dataset used from NWPU VHR-10 (CHENG et al. 2014), in this work is available in the public domain.
  - Restrictions apply to the availability of the data from (<https://www.nrsc.gov.in/>) and cannot be shared publicly due to ethical/legal restrictions.
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**August 5, 2019**

**Prof. Dr. Vikram Athalye  
Associate Professor  
Head Dept. of Physics and Dean  
Cummins College of Engineering  
Pune, India**

**Dear Dr. Athalye,**

**On the recommendation of Dr. Emmanuel Haven, I am pleased to invite you to the Faculty of Business Administration at Memorial University as a visiting researcher for the period November 11- 15, 2019 discussing research as well as exploring ideas to identify synergies between Cummins College and our department**

**Dr. Haven will pay for your economy airfare and 7 nights' accommodations from his start up funds. No salary nor stipend will be paid for this visit.**

**This appointment is not subject to the collective agreement between the University and the Faculty Association and does not cover medical insurance. We suggest you purchase personal medical insurance before travelling to, or upon arrival in Canada. Space and research facilities will be available to you to support your research. Dr. Haven will be glad to answer any queries you may have about our research facilities.**

**This offer is subject to compliance with the immigration laws of Canada and is conditional on any approvals, authorizations and/or permits required under the Immigration and Refugee Protection Act and in the regulations made pursuant to that Act. If you have any questions regarding immigration requirements, please contact the Office of Faculty Relations directly at 709-864-4732.**

**We look forward to having you with us and trust you will enjoy your associations with Memorial University and the Faculty of Business Administration.**

**Sincerely,**

A handwritten signature in blue ink, appearing to read "Isabelle Dostaler".

**Isabelle Dostaler, PhD  
Dean**

**Cc: Dr. I. Dostaler, Dean  
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# An Efficient Image Deblurring Method with a Deep Convolutional Neural Network for Satellite Imagery

[Ashwini M. Deshpande](#)  & [Sampa Roy](#)*Journal of the Indian Society of Remote Sensing* **49**, 2903–2917 (2021)**267** Accesses | **1** Citations | [Metrics](#)

## Abstract

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Satellite imagery acquired from optical remote sensing systems is often suffered due to several types of blur, such as atmospheric turbulence blur, motion blur, and defocus. Any kind of blur degrades the image quality, as it reduces the sharpness of edges and texture, and hence, spatial resolution is also reduced. This degradation poses a challenge for further automated analysis using such blurred images.

Image deconvolution methods are conventionally applied to blurry images to estimate the blur and restore the original image. In this inverse and ill-posed problem, the restoration quality relies on the correct estimation of the point spread function that caused blur in the image. We aim to restore the blurred satellite imagery, corrupted by Gaussian blur, using the deep learning framework and hence prove the efficacy of the proposed method over the traditional methods. This paper presents an investigative analysis of the satellite image deblurring problem and simultaneously tackles the problem of low-resolution satellite imagery. A deep convolutional neural network (CNN) architecture is proposed to remove the Gaussian blur artifacts from images and increase their

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## Cummins Fellowship Program at Purdue University

The Cummins Fellowship Program was conceptualized in the year 2003 with goodwill of Dr. John Wall, Vice President and Chief Technical Officer at Cummins Inc. and Dr. Jay Gore, Reilly University Chair Professor of Mechanical Engineering, Mechanical Engineering School, Purdue University. The first student from Cummins College of Engineering reached Purdue campus in Fall 2004.

### Program Description:

As a top graduate of CCEW, a student is invited by Cummins to apply to Purdue University for acceptance into a Masters Degree program.

The program today allows the sponsorship of two students each year in Mechanical Engineering at Mechanical Engineering School, Purdue University.

Heads of Cummins College of Engineering for Women, Cummins Inc., and Purdue University formalized their association by signing the Memorandum of Understanding on Friday, 7<sup>th</sup> November 2008 at Mumbai. Prof. P.V.S. Shastry, Principal, Cummins College of Engineering for Women, Dr. John Wall, Vice President and Chief Technical Officer at Cummins Inc., U.S., and Dr. France Cordova, President, Purdue University, U.S., signed the M.O.U. on behalf of their respective institutions. Based on the success of this program, the MOU was renewed in the year 2013.

Dr. Supriya Kelkar is the Coordinator of this program since year 2004.

Till today, 49 students have benefitted from this program.

### **YEAR WISE LIST OF STUDENTS AT PURDUE TILL FALL- 2020**

| <b>YEAR</b> | <b>ECE School</b>   | <b>Mechanical Engg. School</b>            | <b>Computer &amp; I.T. School of Technology</b> |
|-------------|---------------------|---|---|
| Fall 2004   | 1. Vinita Apte      | -   | -   |
| Fall 2006   | 1. Pranati Surve    | 1. Gayatri Adi                            | -   |
| Fall 2007   | 1. Neha Chandrachud | 1. Rajani Modiyani                        | 1. Amruta Shiroor<br>2. Asaavari Kulkarni       |
| Fall 2008   | -                   | 1. Radhika Bali<br>2. Divya Varadaraj     | 1. Anagha Gokhale<br>2. Purva Sohoni            |
| Fall 2009   | -                   | 1. P.V.N. Laxmi Rekha<br>2. Jagruti Tembe | 1. P.V.N. Rama Rekha<br>2. Shefali Pawar        |
| Fall 2010   | -                   | 1. Neha Ruikar                            | 1. Kanak Mahadik<br>2. Nikita Atal              |
| Fall 2011   | -                   | 1. Sai Shirsikar<br>2. Mugdha Sane        | 1. Aditi Magikar<br>2. Anuya Ghanekar           |
| Fall 2012   |                     | 1. Aditi Joshi<br>2. Bilwa Jadhav         | 1. Shruti Umamaheshwaran<br>2. Shweta Sareen    |
| Fall 2013   |                     | 1. Mayura Halbe<br>2. Shambhavi           | 1. Urmi Bhayani<br>2. Jigna Shah                |

|           |  | Balasubramaniam                                 |  |
|-----------|--|---|--|
| Fall 2014 |  | 1. Mukta kulkarni<br>2. Vaidehi Hoshing         | 1. Monica Marathe<br>2. Sunanda Shanbhag |
| Fall 2015 |  | 1. Mrunal Joshi<br>2. Yeshaswi<br>Menghmalani   | 1. Prachita Mane<br>2. Tanmayee Kamat    |
| Fall 2016 |  | 1. Nilaya Abhyankar<br>2. M. S. Anushree        | 1. Harsha Deshmukh<br>2. Aishwarya Gupte |
| Fall 2017 |  | 1. Vaishnavi Radkar                             | 1. Nidhi Sakhala<br>2. Pooja Patil       |
| Fall 2018 |  | 1. Deepti Gnanaseelan<br>2. Radhika Bhopatkar   |  |
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08 April 2022

Abhilasha Gupta

A-301 Mont Vert Grande Pashan Sutarwadi Link Road

Pashan Armament

Pune

411021

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Intern in Customer Digital & data within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Abhilasha Gupta

Restricted - External

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority

(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an “Eligible Intern” on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a

payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;



- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be “work for hire”. You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company’s expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

“**Restricted Client**” means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **25. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the foregoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company’s intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

## **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

## **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

## **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

## **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

## **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.

### 34. ACCEPTANCE

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC India

08 April 2022

#### **Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by ..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed ..... Date .....

Full Name .....

Passport No. ....

To

Vaibhavi Vijay Ambarkar

Sr no 1/14/15 Flat no 202, Shree Swami Saniddhya 'A' Wing Near Navbharat high school  
Shivane, Pune 411023

**Sub: Addendum to Internship Offer letter dated February 23, 2022**

Dear Vaibhavi Vijay Ambarkar,

The purpose of this letter is to provide you with an addendum to the terms and conditions set forth in your Internship Offer letter dated **February 23, 2022** (the “**Internship Offer letter**”).

In Section **Internship Commencement Date and Term** of the Internship Offer letter, the commencement date will read as **June 01, 2022** and shall be completed on **August 05, 2022**. The earlier commencement date of **May 4, 2022**, and completion date of **July 15, 2022**, remains void. For all purposes, all the terms and conditions in the Internship Offer letter as applicable to you, shall apply with the commencement date of **June 01, 2022** and the Internship shall be completed on **August 05, 2022**.

Except the above, all other terms and conditions as contained in the Internship Offer letter shall remain the same.

To formally record your acknowledgement of this Addendum, please sign below and return one original of this letter to us as soon as possible.

Sincerely,

For and on behalf of

**BNY Mellon Technology Private Limited**



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**Sudarsanan Krishnamoorthy**  
**Director of Recruitment**

Acknowledged, Accepted & Signed



---

Full Name Vaibhavi Vijay Ambarkar

Date: Apr 19, 2022



**Intuit India Product Development Centre Pvt. Ltd.**  
8, PriTech Park SEZ Area  
Belandur Village Varthur Hobli,  
Bangalore East Taluk Campus  
Bangalore - 560 103  
Ph:+91 80 3076 7000  
Fax: +91 80 3076 7010



September 06, 2021

Dear Arushi Dubey,

Congratulations! Intuit India Product Development Center Private Limited (“Intuit”) would like to express our intent to extend an offer to you for a **Summer Intern position**. We hope you are as excited about this opportunity as we are to have you join our team. We will be following this letter up with a formal offer and employment agreement.

Included in our competitive offer will be the following:

- Monthly Stipend
- Relocation & Housing
- Paid Privilege Leave and Holidays

In order to get your offer to you, we need you to take the following steps:

**Your recruiter will send you a formal offer and employment agreement which will include stipend information, hiring manager, location, and start date.** The following page includes a summary of the typical terms of employment for a POSITION at Intuit.

Everyone who met you was impressed with your qualifications and we are very excited about the possibility of you joining the Intuit team.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mohan Kumar', is written over a light blue horizontal line. The signature is stylized and cursive.

Mohan Kumar  
Senior Talent Acquisition Manager  
**Intuit India Product Development Center Private Limited**

## **Terms and Conditions**

Any offer of employment will be subject to certain terms and conditions which will be set forth in the formal offer letter. Any offer of employment will be subject to certain terms and conditions which will be set forth in the formal offer letter. Some of those terms are summarized below. If there are any conflicts between this letter of intent and your employment agreement, the employment agreement applies, not this letter of intent.

Any offer (and your employment) will be contingent on:

- Verification of your background information, even if you start employment before the verification is complete.

Of course, in order to start employment you will also need to confirm that you are not aware of any agreement that would limit you in any way from working for in the position offered, including, for example, non-competition agreements.

This also confirms that you will not be asked to disclose to any secrets or proprietary information from your prior places of employment.

# V O L V O

## Contract – Temporary Employment

### Employer

Volvo Car Corporation, SE-405 31 Gothenburg, Sweden, Telephone +46 31 59 00 00,  
www.volvocars.com, Organization's nr. 556074-3089.

### Employee

Volvo Car Corporation hereafter called the "Company", and Mayuri Sunil Bajbalkar with social security number 20020520-0000, hereafter called the "Employee", have entered the following terms of a temporary employment. This contract revokes all previous agreements.

### Position

Summer internship

### Type of Employment

Temporary employment

### Location/Department

Dept. 61531, Gothenburg

### Duration of employment

From 2022-06-10 to 2022-09-08

### Working hours

Working hours is full-time.



November 1, 2021

Siddhi Ratanlal Bhutada

Kashikunj, Kelanagar Irrigation colony, near Kela post office

Khamgaon, Maharashtra 444303

Re: Internship with Atlassian India LLP

Dear Siddhi Ratanlal Bhutada,

We are pleased to offer you the position of Software Engineer Intern with Atlassian India LLP ("**Atlassian**").

The terms and conditions of your internship are as set out in this agreement ("**Agreement**") between you and Atlassian.

**1. Duration of Internship**

- 1.1. The internship will commence on May 2, 2022.
- 1.2. Your working days and hours, overtime payment, if any, and leave entitlements will be in accordance with the internal policies of Atlassian and in compliance with Applicable Laws. You may be required to work on leave or non-working days and/or be required to be on-call to respond to urgent business needs of Atlassian and/or its customers on any day. If you are required to work on a leave or non-working day, you will be given compensatory leave for the same. Further, Atlassian will pay overtime wages due to be given to you for additional work undertaken by you as per Applicable Laws
- 1.3. The duration of your internship is fixed from the date specified in Clause 1.1. above and will complete on June 24, 2022.
- 1.4. For the duration of the internship, you are permitted to work remotely from Khamgaon, Maharashtra. Should applicable travel restrictions and office closures due to the circumstances of COVID-19 become lifted before or during the internship program, you will also be permitted to work from Atlassian's office in Bengaluru, Karnataka, India. In that scenario, whether you work remotely or from the office is entirely up to you. The Company will not request your presence in any office at any point during the internship program.

AtlassianIndia LLP

9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
Karnataka 560103 T - 91 80 4695 0644 F + 91 80 46950683

[www.atlassian.com](http://www.atlassian.com)

LLPIN AAL-4543

[hrops@atlassian.com](mailto:hrops@atlassian.com)



## 2. Eligibility

2.1. This internship offer with Atlassian is contingent on the condition of you satisfying the following:

- a. You must be pursuing either a Bachelor or Master's degree at one of the institutions identified in your application
- b. If you are pursuing a Bachelor or Master degree in Engineering / Technology, your current CGPA must be minimum 7 or its equivalent measure followed by your institution.
- c. At the time of applying you should not have any backlogs

## 3. Your Role

3.1. Your role will be based on the sole discretion of Atlassian and your internship will be under the guidance of Nameeta Kagvate – Talent Acquisition Manager.

3.2. In accepting the terms of this Agreement, you acknowledge that you are not subject to any direct or indirect restrictions on your ability to fully perform the duties of the position and will not be breaching any obligation to a third party by entering into this contract. You further acknowledge that the information furnished by you and as recorded in **Appendix A** is accurate.

## 4. Stipend

4.1. During the Internship Period, you will be compensated a monthly stipend of INR 70,850, subject to any deduction as required by law.

4.2. You will not be eligible to receive variable compensation, in the nature of bonus payouts, incentive compensation, or any social security contributions.

## 5. Background Check

5.1. Your internship is contingent on a successful background check regarding criminal records, education and employment verification, and in some cases credit history. By signing below, you hereby authorize such a verification and background check and agree to sign any and all documents necessary to enable Atlassian to conduct this verification and background check, and you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release Atlassian from any claim or cause of action arising out of Atlassian's verification of such information.

## 6. Confidentiality

6.1. You acknowledge that you may have access to Atlassian's Confidential Information during the Internship Period and agree that all Confidential Information will remain the sole and exclusive property of Atlassian.

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[www.atlassian.com](http://www.atlassian.com)

LLPIN AAL-4543

[hrops@atlassian.com](mailto:hrops@atlassian.com)



- 6.2. You represent and warrant that you will use Confidential Information strictly as required in fulfilling your requirements as an intern of Atlassian and will not use, copy, tamper, extract or disclose such Confidential Information for any other purpose, including for use with any employer, disclosure to a future employer or an employee thereof, or use in business or for personal gain.
- 6.3. In accordance with the Confidentiality section, interns are prohibited from publishing papers regarding Atlassian technology without prior written approval from their Atlassian manager. The approval should be via a Jira ticketing system for publication approval or via email in the event such a system is not available.
- 6.4. For the purposes of this Agreement, "**Confidential Information**" means information and physical material not generally known or available outside Atlassian and information and physical material entrusted to Atlassian in confidence by third parties. Confidential Information includes, without limitation:
- a. Atlassian's inventions, being discoveries, developments, concepts, designs, ideas, know how, improvements, inventions, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable including but not limited and related to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon which could be discovered, developed, conceived, or reduced to practice after your contribution towards it or part thereof during the Internship Period; and
  - b. Technical data, trade secrets, know-how, research, product or service ideas or plans, software codes and designs, developments, inventions, laboratory notebooks, processes, formulas, techniques, biological materials, mask works, engineering designs and drawings, hardware configuration information, lists of, or information relating to, suppliers and customers (including, but not limited to, customers of Atlassian with whom you have become acquainted during the Internship Period), price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed to you by Atlassian either directly or indirectly, whether in writing, electronically, orally, or by observation.
- 6.5. You hereby assign all rights, title and interest thereto in any invention which has been ideated, conceived, designed or developed with the help of your efforts in the Internship Period or thereafter, in perpetuity, to Atlassian. To this endeavor, you hereby agree to execute and sign all documents necessary in the opinion of Atlassian to eliminate any ambiguity as to ownership by Atlassian.

## **7. Termination of Agreement**

- 7.1. In the course of the internship, you may terminate this Agreement on service of 14 (fourteen) days' notice in writing. Atlassian may terminate this Agreement at its sole discretion on service of 7 (seven) days' notice in writing.

AtlassianIndia LLP  
9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
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[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



7.2. Atlassian may terminate your internship without notice and payment of stipend and/or housing benefit if you commit any breach of this Agreement, fail to observe its terms, conditions or stipulations, or are guilty of any serious negligence, fraud or gross misconduct including on disciplinary grounds in connection with the business or affairs of Atlassian.

**8. Consequences of Completion of Internship or Termination of Agreement**

8.1. Immediately upon the completion of the Internship Period or earlier termination of this Agreement, you will deliver to Atlassian (and will not keep in your possession, recreate or deliver to any third party) any and all property, including hardware, software, data, notes, correspondence, specifications, equipment, other documents or property, or reproductions of any of the aforementioned items, whether or not it has been contributed to, ideated, created or developed by you or any Confidential Information known to you during the Internship Period.

8.2. You acknowledge and agree that the obligations set out in Clause 7 (*Confidentiality*), Clause 11 (*Personal Data Collection*), and Clause 13 (*Governing Law*) of this Agreement will survive the completion and/or earlier termination of this Agreement.

**9. Relationship**

9.1. You acknowledge that this Agreement with Atlassian is solely for the purposes of the internship and does not create a relationship of agency or employment or apprenticeship between the Parties.

9.2. You may not represent yourself as an authorized agent of Atlassian except in the course of the proper performance of your duties or where authorized to do so. When your internship ends, you must not hold yourself out in any business context as being an employee or representative of, or otherwise affiliated with Atlassian.

9.3. Atlassian will be entitled, but not obligated to, make an offer of employment to you at its sole discretion, upon successful completion of the Internship Period.

**10. Personal Data Collection**

You hereby grant your consent to Atlassian, to collect, use, store, and process your personal data or information, including any sensitive personal data, as defined under the applicable laws, required for purposes ancillary to your internship.

**11. Compliance with Policies and Applicable Laws**

You confirm that you have read, understood and agree to comply with all the provisions of the policies of Atlassian as amended from time to time in addition to compliance with applicable laws. Your signature in the space provided below will be construed as acceptance of this Agreement.

AtlassianIndia LLP  
9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
Karnataka 560103 T - 91 80 4695 0644 F + 91 80 46950683  
[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



## 12. Governing Law

The validity, interpretation and implementation of this Agreement will be governed by and construed in accordance with the laws of India. The courts at Bengaluru, Karnataka, India will have the exclusive jurisdiction to deal with all matters arising out of this Agreement.

Signed on Behalf of **Atlassian**

A handwritten signature in blue ink, appearing to read "Ajmera", with a horizontal line underneath.

**By: Dinesh Ajmera**

**Title: Site Lead & Head of Engineering, Bengaluru**

Signed and Accepted by Siddhi Ratanlal Bhutada

DocuSigned by:  
A handwritten signature in blue ink, appearing to read "S. Bhutada", with a horizontal line underneath.  
9B6E71CC97F54C9...

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**Date: November 1, 2021**





**APPENDIX A**

**Intern Information**

Name: Siddhi Ratanlal Bhutada

Residential Address: Kashikunj, Kelanagar Irrigation colony, near Kela post office Khamgaon, Maharashtra 444303

Contact Number: 9834605302

E-mail Address: siddhi.bhutada@cumminscollege.in

Enclosed: (Proof of identity and residence, copies of education transcripts)

AtlassianIndia LLP

9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
Karnataka 560103 T - 91 80 4695 0644 F + 91 80 46950683

[www.atlassian.com](http://www.atlassian.com)

LLPIN AAL-4543

[hrops@atlassian.com](mailto:hrops@atlassian.com)



**Certificate Of Completion**

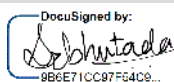
|   |                             |
|---|-----------------------------|
| Envelope Id: 2D8B2E65061443D89C6D960328AF945D     | Status: Completed           |
| Subject: Offer from Atlassian                     |                             |
| Source Envelope:                                  |                             |
| Document Pages: 7                                 | Signatures: 1               |
| Certificate Pages: 1                              | Initials: 0                 |
| AutoNav: Enabled                                  | Envelope Originator:        |
| Envelope Stamping: Enabled                        | Debbie Delos Trinos         |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | 350 Bush Street, 13th Floor |
|   | San Francisco, CA 94104     |
|   | ddelostrinos@atlassian.com  |
|   | IP Address: 44.225.206.62   |

**Record Tracking**

|                     |                             |                    |
|---------------------|-----------------------------|--------------------|
| Status: Original    | Holder: Debbie Delos Trinos | Location: DocuSign |
| 01-Nov-2021   07:18 | ddelostrinos@atlassian.com  |                    |

**Signer Events**

Siddhi Ratanlal Bhutada  
siddhi.bhutada@cumminscollege.in  
Security Level:  
.Email  
ID: dd5a725a-a50f-47e6-ab2b-010154f2434f  
01-Nov-2021 | 07:24

**Signature**

Signature Adoption: Drawn on Device  
Using IP Address: 157.33.44.59  
Signed using mobile

**Timestamp**

Sent: 01-Nov-2021 | 07:18  
Viewed: 01-Nov-2021 | 07:25  
Signed: 02-Nov-2021 | 23:47

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

|                     |                  |                     |
|---------------------|------------------|---------------------|
| Envelope Sent       | Hashed/Encrypted | 01-Nov-2021   07:18 |
| Certified Delivered | Security Checked | 01-Nov-2021   07:25 |
| Signing Complete    | Security Checked | 02-Nov-2021   23:47 |
| Completed           | Security Checked | 02-Nov-2021   23:47 |

**Payment Events****Status****Timestamps**



Date: March 2, 2022

Ms. Aditi Bornare,

Sai Hospital, Ladgaon Road, Vaijapur, Dist. Aurangabad, Maharashtra - 423701

Dear Aditi,

We are pleased to make you an offer of an internship position under Mastercard Technology Private Limited, ("The Company/Mastercard") whose ultimate indirect parent company is Mastercard International Incorporated or its successor entity. Unless repugnant to the context, each of 'Intern' and 'Mastercard' are individually referred to as 'Party' and collectively as 'Parties'.

This internship program is offered on the following terms and conditions, subject to your understanding and agreement on the terms and conditions, and subject to Mastercard's prevailing policies/practices, that may be changed from time to time by Mastercard at its sole discretion.

- 1) **Internship** : This full-time Internship program is for a period commencing on **May 16, 2022** and ending on **July 15, 2022**
- 2) **Placement/Scope of Training** : Whilst every endeavor will be made to adhere to the assigned duties, there may, however, be occasions where the nature of the environment and consequent business needs, your duties and assignment may change subject to the discretion of Mastercard. You may also be called upon from time to time to assist in other duties that may be considered necessary in ensuring that the established objectives of this internship are met.
- 3) **Hours of Internship Program** : A normal workday will be from 9:30 am to 6:30 pm, from Monday to Friday.
- 4) **Payment of Allowances** : You will be paid a local stipend of **INR 40,000** per month.
- 5) **Insurance, Medical & Dental** : You will be responsible for the cost of your own travel and medical insurance, medical and/or dental needs.
- 6) **Income Taxes** : You will be responsible for all personal income taxes arising from your Internship Program with Mastercard and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 103, Opp Poona Club Golf Course, Airport Road, Yerwada, Pune 411006

t +91 20 67074001 f +91 20 67074617  
mastercard.com  
CIN - U72200PN2000PTC014585



**1) Confidentiality/Conflict of Interest** : You agree to abide by all company policies and agree to sign a Confidentiality Agreement, Code of Conduct Certification or any such document as required by the company from time to time under its policies. It is an expressed condition of your internship that you will not disclose to any other person, institution or party any proprietary or confidential information of the Mastercard or its members unless required to by applicable law.

It is also an expressed condition of your internship that you may not participate in any other form of assignment, venture and/or activity which would result in a conflict of interest with Mastercard and that you will at all times act in the best interest of Mastercard.

**2) Termination of Internship** : During the nine-week program, your internship may be terminated by either party by giving one (1) week notice or salary-in-lieu of notice. In the event of gross negligence or breach of Clause as above, termination of your internship will be immediate without notice.

#### **9) Intellectual Property:**

You agree to promptly disclose to Mastercard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of Mastercard, which you may create, invent, discover, develop or learn in connection with your Internship Program. In consideration of your Internship Program with the Mastercard, you agree that such Intellectual Property, whether created at your home or at the office premises of Mastercard or any other place, shall be the exclusive and absolute property of Mastercard and that Mastercard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of Internship Program and that which may be relevant to the subject matter of your Internship Program by the Mastercard and Mastercard, whether or not the same was made at the direction of Mastercard or was intended for Mastercard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created,



conceived of or reduced to practice by you does not automatically vest in Mastercard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to Mastercard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to Mastercard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.

- a. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 (“**Copyright Act**”) or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as “moral rights” or “authors’ special rights” including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of Mastercard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of Mastercard created by you prior to the date of appointment. You agree that at Mastercard’s request and expense, for the purpose of perfecting the title of Mastercard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of Mastercard, and you shall make best endeavors to do so and shall also make best endeavors to provide such information and documents as may be requested from time to time by Mastercard, both before and after the termination of this Internship Program Letter for any reason.

You acknowledge and accept that Mastercard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by Mastercard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under of this letter, at its sole discretion.

- b. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect Mastercard in the conduct of its business and that, if you become employed/associated by another employer, you shall be required to disclose the existence of this Paragraph to such employer and you hereby consent to and Mastercard is hereby given permission to disclose the existence of this letter to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of Mastercard, and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- c. You acknowledge and agree that this Internship Program including, without limitation, the restraints imposed upon you pursuant to this Letter does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Letter will result in irreparable harm and continuing damages to Mastercard and its business and that Mastercard’s remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of Mastercard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and



restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Internship Program Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Internship Program Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

**10. Consent to Use Image**

You grant full permission to Mastercard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "Image") in any internal or external communication, public filings or advertising materials for any purpose Mastercard considers appropriate. You understand that any such Images and all rights associated with them will belong solely and exclusively to Mastercard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such Images including compensation, copyright, privacy rights and any right to inspect or approve such Images.

**11. General:**

- a) The execution and delivery of this Internship Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound
- b) During the period of internship, you hereby agree to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all prevailing applicable Mastercard's policies, procedure and guidelines from Mastercard.

If you agree to accept the internship appointment on the foregoing terms and conditions, please sign and return the duplicate copy of this letter to signify your acceptance by the close of business on **March 06, 2022**.

Sincerely yours,

**Priti Singh**  
**Senior Vice President, Human Resources**

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I agree to and accept the internship program on the above terms and conditions offered.

Signature and Date : \_\_\_\_\_

Name: : \_\_\_\_\_

Congratulations on accepting your offer with Dell Technologies! External > Inbox x DELL x



Dell My HR <noreply@dell.com>  
to me ▾

Feb 17, 2022



Dear Simran Chandak ,

Thank you for accepting your offer! We are excited you have decided to join the Dell Technologies family.



---

## Congratulations and Welcome to DB and Application Submission

4 messages

---

**Shilpa Shetty** <shilpa.shetty@db.com>

Thu, Oct 14, 2021 at 6:04 PM

To: "srushti.chiddarwar@cumminscollege.in" <srushti.chiddarwar@cumminscollege.in>

Dear Srushti Sanjay Chiddarwar,

Congratulations and welcome to the **Intern Class of 2022 at Deutsche Bank**! DB's Graduate Programme is always very competitive and you have obviously impressed the business from the outset, and all your hard work and preparation has been worth it. So I personally wanted to say well done.

Now that you have accepted our offer, I would like to request you to be our campus ambassador. Share your experience so that others who may have similar interests like yours may benefit.

Request you all to register on the below link by 17<sup>th</sup> October 2021, Sunday and submit your application so that I can proceed with the onboarding process.

<https://db.recsolu.com/external/requisitions/O52Bkht9ePnY4zYv8xzdag>

**Follow us on Social Media & Like/Share our posts:** Do follow the bank on our social handles and like/share content that the Bank posts regularly, especially on early careers opportunities with your network. You may even want to do a post on your profile to say that you are joining DB and tag us.

: <http://www.facebook.com/DeutscheBankCareers>

: <https://www.linkedin.com/company/deutsche-bank>

 <http://instagram.com/deutschebank>

 <https://twitter.com/careersDB>

# Application for internship

External

Inbox x



**muskan.sanganeria@mercedes-benz.com**

to me, thompson.xavier ▾

Tue, May 3, 4:36 PM (8 days ago)

Dear Isha,

With reference to your application for an internship with MB India and our subsequent telephonic discussions,

We are happy to confirm your internship as per the details given below :

|   |   |
|---|---|
| Department  | Information technology  |
| Internship period starts from   | June 01, 2022 to July 31, 2022  |
| Work time   | 08.00 to 05.30 hrs. (General shift) or 6.30 to 3.00 hrs. (First Shift)  |
| Documents to be shared via email and carried on your first day of joining | <ol style="list-style-type: none"><li>1. Letter from your college with internship months mentioned</li><li>2. Relevant educational documents</li><li>3. Three passport size photographs</li></ol> |

Thank you.

With Best Regards,

**Muskan**

If you are not the addressee, please inform us immediately that you have received this e-mail by mistake, and delete it. We thank you for your support.



3617 MITALI DESHPANDE <mitali.deshpande@cumminscollege.in>

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## Target : UpCurve Launch

1 message

---

**Majo.George** <Majo.George@target.com>

Thu, Feb 17, 2022 at 11:16 PM

To: "mitali.deshpande@cumminscollege.in" <mitali.deshpande@cumminscollege.in>



Dear Mitali,

Greetings from Target!

Congratulations on your selection for the UpCurve program at Target! We are excited to officially launch the program through a zoom session. We will use this time to share a detailed overview of the program and a closer look at what we do at Target.

### UpCurve Program Launch Details

Date & Day: 18<sup>th</sup> February 2022, Friday

Time: 5:30pm to 7:00pm

Meeting URL: <https://target.zoom.us/j/95101310266?pwd=MU1sY29jQnlqVzVZUytjTUVHNDdqUT09&from=addon>

Meeting ID: 951 0131 0266

Passcode: 403562

We look forward to seeing you on the call.

Thanks and Regards,

**Majo George**

Campus Hiring |  Target | Phone: 9980911070

work somewhere you  I [Careers@Target](#)

Vaishnavi Gadage

02/25/2022

Dear Vaishnavi

We refer to your application for an educational internship opportunity with SolarWinds India Private Limited ("**SolarWinds**" or "**Company**") as part of your ongoing academic curriculum. The Company is pleased to confirm your internship as per the terms set out below.

1. Your internship with SolarWinds will commence from **06/01/2022** and shall be for a duration of 2 months ending on **07/29/2022**, unless terminated earlier by the Company. The term of internship may also be reduced or extended or otherwise modified at the sole discretion of the Company.
2. Your internship will be at the Company's office located in **Bangalore** during the Company's regular business hours on Monday through Friday from 9am to 6pm. However, and in light of the current pandemic situation, your internship will be conducted remotely until such time as specified.
3. You may also be required to work out of the Company's other offices as specified to you from time to time.
4. During your internship period, you will be trained by the Prakash Babu ("**Mentor**") or any other person so designated. The training details will be those as described to you in your internship orientation with your Mentor and/or HR.
5. During the term of your internship, you shall devote your entire time and attention to complete the assignments and tasks assigned to you. Accordingly, you shall not be employed in any other organisation on a permanent, temporary or part-time basis or offer any kind of services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company.
6. During your internship, should you need to be away from work due to personal or medical reasons, you will be required to inform your Mentor in advance. Any deductions from the stipend amount payable to you on account of your absence shall be at the discretion of the Company.
7. Upon successful completion of your internship, you will be entitled to an internship completion certificate and a scholarship amount of up to **INR Rs40,000.00/Mo.** subject to the necessary statutory deduction/s' and tax withholdings as applicable.

8. You agree and understand that your relationship with the Company shall not be construed as an employer - employee relationship. You shall therefore not represent yourself as an employee or representative of the Company or its affiliates, either during or after the internship period.
9. As an intern, you are also not eligible to participate in any of the Company's employee sponsored benefit programs. You are also not entitled to any employee benefits whether statutory or otherwise, including but not limited to bonus, provident fund, insurance, etc.
10. You understand and acknowledge that nothing contained in this letter shall be construed as a guaranteed employment opportunity with the Company. Accordingly, you should not have any expectation of another internship opportunity or employment with the Company on or after the successful completion of your internship or otherwise.
11. The Company reserves the right to discontinue the internship arrangement for any reason whatsoever (including on account of unsatisfactory performance), without serving you any notice, intimation and/or assigning any reason whatsoever.
12. Should you wish to terminate the internship arrangement, you are required to serve a written notice of 7 days to the Company.
13. During the course of your internship, you may have access to confidential and proprietary information of the Company, its affiliates or its clients/customers. You understand and acknowledge that it is essential to the conduct of the Company's business and to the protection of its clients' interests that all information and knowledge acquired by you during your internship be kept confidential. You hereby agree and undertake not to misuse or wrongfully disclose or disseminate this information to any person either during or after your term of internship with the Company.
14. Any and all intellectual property developed or created by you during your internship shall belong to the Company. You hereby absolutely and irrevocably assign to the Company with full title guarantee and without restriction any intellectual property rights which do not automatically vest in the Company. This assignment shall operate as a present assignment of future rights, to the extent that such rights have not yet been created. You hereby unconditionally and irrevocably waive all moral rights that you may have in relation to any materials in which intellectual rights are embodied or subsists.
15. It shall be your duty to ensure the protection and appropriate and efficient use of all Company assets entrusted to you for training purposes, which may include physical assets like the laptop, electronic assets, information systems and any other data or information. All Company assets should be used only for matters in connection with your internship and use of any external devices, software etc. on such Company provided equipments is strictly barred. You are also required return all such Company property and documents immediately upon request or upon termination of your internship.
16. You recognize and agree that the Company shall be entitled to recover from you and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of any misuse of the Company's property by you

and/or any damage occasioned to the Company's property whilst in the custody of or entrusted to you during the course of your internship.

17. As an intern, you will be expected to abide by all of the Company's policies and procedures and code of conduct in effect from time to time as applicable to interns. If requested, you will acknowledge in writing your receipt and understanding of existing, modified or new Company policies. You also understand that SolarWinds may at any time modify, revoke, suspend or terminate any such policies in whole or part, with or without advance notice.

Your internship is also contingent upon you furnishing to the Company the following documents prior to commencing your internship:

1. a request or no objection letter from your college / university providing its permission to you to accept internship with the Company for the internship period
2. copy of your Student Identity Card for the current academic term
3. copy of your PAN card and Aadhar card.

You are required to confirm acceptance to your internship with the Company and the terms of this letter by Vaishnavi Gadage within 3 business days by email to [universityrelations@solarwinds.com](mailto:universityrelations@solarwinds.com) / [morasa.guruswamy@solarwinds.com](mailto:morasa.guruswamy@solarwinds.com)

We wish you a happy learning experience at the Company.

Yours faithfully,

For  
**SolarWinds India Private Limited**



---

Name: Jason Bliss  
Position: EVP, Chief Administrative Officer

**Acknowledgement, Consent and Acceptance**

Signature:

**Solarwinds India Private Limited**

Registered Office: No.18, 3rd Floor, RMS Apartments, 12, Gopalakrishna Street, T. Nagar, Chennai – 600 017.  
Bangalore Address: WeWork Galaxy, 43, Residency Road, Bangalore - 560025



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 10, 2022

Rutuja Ghorpade  
Rutuja Nivas, Eranjivayal  
Kalpetta, Kerala 673121

Dear Rutuja,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of INR75000 per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.

As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources





mastercard

Date: March 2, 2022

Ms. Gouri Ghurka,  
1-8-344/A, Flat no. 302, Fore Front Royale Apartment, Indian Airlines Colony, Begumpet, Hyderabad – 500003.

Dear Gouri,

We are pleased to make you an offer of an internship position under Mastercard Technology Private Limited, ("The Company/Mastercard") whose ultimate indirect parent company is Mastercard International Incorporated or its successor entity. Unless repugnant to the context, each of 'Intern' and 'Mastercard' are individually referred to as 'Party' and collectively as 'Parties'.

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- 2) Placement/Scope of Training** : Whilst every endeavor will be made to adhere to the assigned duties, there may, however, be occasions where the nature of the environment and consequent business needs, your duties and assignment may change subject to the discretion of Mastercard. You may also be called upon from time to time to assist in other duties that may be considered necessary in ensuring that the established objectives of this internship are met.
- 3) Hours of Internship Program** : A normal workday will be from 9:30 am to 6:30 pm, from Monday to Friday.
- 4) Payment of Allowances** : You will be paid a local stipend of **INR 40,000** per month.
- 5) Insurance, Medical & Dental** : You will be responsible for the cost of your own travel and medical insurance, medical and/or dental needs.
- 6) Income Taxes** : You will be responsible for all personal income taxes arising from your Internship Program with Mastercard and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 103, Opp Poona Club Golf Course, Airport Road, Yerwada, Pune 411006

1-800-300-0000  
www.mastercard.com  
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Gghurka



- 1) **Confidentiality/Conflict of Interest** : You agree to abide by all company policies and agree to sign a Confidentiality Agreement, Code of Conduct Certification or any such document as required by the company from time to time under its policies. It is an expressed condition of your internship that you will not disclose to any other person, institution or party any proprietary or confidential information of the Mastercard or its members unless required to by applicable law.

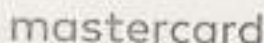
It is also an expressed condition of your internship that you may not participate in any other form of assignment, venture and/or activity which would result in a conflict of interest with Mastercard and that you will at all times act in the best interest of Mastercard.

- 2) **Termination of Internship** : During the nine-week program, your internship may be terminated by either party by giving one (1) week notice or salary-in-lieu of notice. In the event of gross negligence or breach of Clause as above, termination of your internship will be immediate without notice.

9) **Intellectual Property:**

You agree to promptly disclose to Mastercard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of Mastercard, which you may create, invent, discover, develop or learn in connection with your Internship Program. In consideration of your Internship Program with the Mastercard, you agree that such Intellectual Property, whether created at your home or at the office premises of Mastercard or any other place, shall be the exclusive and absolute property of Mastercard and that Mastercard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of Internship Program and that which may be relevant to the subject matter of your Internship Program by the Mastercard and Mastercard, whether or not the same was made at the direction of Mastercard or was intended for Mastercard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created,

Gghuntesa



conceived of or reduced to practice by you does not automatically vest in Mastercard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to Mastercard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to Mastercard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.

- a. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 ("Copyright Act") or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as "moral rights" or "authors' special rights" including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of Mastercard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of Mastercard created by you prior to the date of appointment.

You agree that at Mastercard's request and expense, for the purpose of perfecting the title of Mastercard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of Mastercard, and you shall make best endeavors to do so and shall also make best endeavors to provide such information and documents as may be requested from time to time by Mastercard, both before and after the termination of this Internship Program Letter for any reason.

You acknowledge and accept that Mastercard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by Mastercard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under of this letter, at its sole discretion.

- b. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect Mastercard in the conduct of its business and that, if you become employed/associated by another employer, you shall be required to disclose the existence of this Paragraph to such employer and you hereby consent to and Mastercard is hereby given permission to disclose the existence of this letter to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of Mastercard, and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- c. You acknowledge and agree that this Internship Program including, without limitation, the restraints imposed upon you pursuant to this Letter does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Letter will result in irreparable harm and continuing damages to Mastercard and its business and that Mastercard's remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of Mastercard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 505, Opp Poona Club Golf Course, Airport Road, Yerwada, Pune 411008

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restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Internship Program Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Internship Program Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

#### 10. Consent to Use Image

You grant full permission to Mastercard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "Image") in any internal or external communication, public filings or advertising materials for any purpose Mastercard considers appropriate. You understand that any such images and all rights associated with them will belong solely and exclusively to Mastercard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such images including compensation, copyright, privacy rights and any right to inspect or approve such images.

#### 11. General:

- The execution and delivery of this Internship Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound.
- During the period of internship, you hereby agree to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all prevailing applicable Mastercard's policies, procedure and guidelines from Mastercard.

If you agree to accept the internship appointment on the foregoing terms and conditions, please sign and return the duplicate copy of this letter to signify your acceptance by the close of business on **March 06, 2022**.

Sincerely yours,

**Priti Singh**  
Senior Vice President, Human Resources

I agree to and accept the internship program on the above terms and conditions offered.

Signature and Date : Gourika 02/03/2022

Name : GOURIKA GHURKA



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 14, 2022

Anushka Gulhane  
53,Satpura, Anushaktinagar,B.A.R.C. Colony, Mumbai - 400094  
Mumbai, Maharashtra 400094

Dear Anushka,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of INR75000 per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.

As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources

**PERSONAL AND STRICTLY CONFIDENTIAL**

May 6, 2022

To,

Gurav

**Internship Appointment Letter**

Dear Gurav,

This is with reference to your application for internship project with Eaton.

We are pleased to offer you Internship project with us on the following terms and conditions:

Your project will be for a period starting from **1st June 2022 to 31st July 2022**. During the training period you will be paid stipend of **INR 12,000/-** per month. You will have to make your own arrangements for lodging etc. However, you may use the Company's transport subject to the rules governing the use of such transport.

- Your work timings will be from 9 am to 6.30 pm daily or as informed to you on joining.
- During the internship period your Eaton project guide will provide you guidance necessary to carry out the project allotted.
- Professional tax is applicable on stipend.
- You may avail meal card / subsidized canteen facility as per the entity/location you are interning for.
- You shall have to register your attendance through Kronos every day.

**• Insurance**

- Medical Insurance – INR 100,000/-, only for self
- Accident insurance – The sum Insured shall be 36 times monthly retainership fees / stipend or INR 10,00,000/-, whichever is higher (Refer Insurance Benefits guidelines for non-employees 2017 for more details).

- The topic of project will be decided at the beginning of your assignment. At the end of your assignment, you will have to submit a written project report to your Eaton project guide.
- Please note that your study report(s) would be subject to the following rules

1. It shall be submitted to your Institute only after the Company has given written permission.
2. You shall refrain from making any presentations in writing or orally using the Company information contained in the study report(s) in any form. Exceptions to this would be made with a prior application from you and after approval is given by the Eaton Project guide.
3. You shall refrain from publishing any part of the report(s) / drawings unless the Company approves a specific application.

- Upon the end / termination of your internship with us, you shall forthwith return any and all information / materials, documents etc. that may be shared with you during the course of your internship.
- Please note that this is purely an internship assignment and does not constitute any employment offer or any employee or employer relationship between you and Eaton India Innovation Center LLP or any of its affiliated / group companies. The terms and conditions of your training mentioned above are extended to you at the discretion of the Company. If the above terms and conditions are acceptable to you, kindly sign this letter and send us the duplicate of this letter on the date of joining.

You are required to report to our HR Dept. on your date of Joining at Eaton, 7th Floor, Cluster B, Wing 3, EON free zone, MIDC Kharadi knowledge park, Pune- 411 014, Maharashtra, India” to complete all formalities related to form fillings.

**Welcome to Eaton.**

I understand, acknowledge and agree that my personal data and / or sensitive personal data will be collected, processed and used by Eaton for the following purposes and Eaton may disclose/ transfer my personal data and / or sensitive personal data to third parties where necessary for the following purposes including but not limited to : (a) performing obligations under or in connection with my internship with Eaton, including but not limited to payment of stipend and tax as applicable ; (b) any and all administrative and human resources related matters within the organisation, including administering payroll, granting access to Eaton's premises and computer systems, processing leave applications, administering my insurance and other benefits, processing my claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies; (c) managing and terminating my internship with Eaton, including but not limited to monitoring my internet access and my use of Eaton's intranet email to investigate potential contraventions of Eaton's internal or external compliance policies / regulations, and resolving any grievances related to my internship; (d) assessing and evaluating my suitability for my appointment or continued appointment as an intern or any other position within the organisation; (e) ensuring business continuity for Eaton in the event that my internship with Eaton is or will be terminated; (f) performing obligations under or in connection with the provision of Eaton's goods or services to its clients; (g) for facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of Eaton's organisation / business , or corporate restructuring process etc. and (h) for facilitating Eaton's compliance with any laws, customs and regulations as may be applicable;

I hereby give my voluntary and unconditional consent and permission to Eaton for the collection, processing, use and disclosure / transfer of my personal data and / or sensitive personal data as mentioned above.

Regards,

**For Eaton India Innovation Center LLP.**

Shiju John

Manager-Human Resource Corporate & Services

I accept the terms and conditions mentioned in the above offer. The original of this letter is in my possession. I shall report on 01/06/2022

**Signature :**



**Name: SAISHWARI SANTOSH GURAV**

**Date:06/05/2022**



01/27/2022

Ruchita Herlekar  
Cummins College

Dear Ruchita,

**RE: INTERNSHIP AT VISA**

Pursuant to discussions with Cummins College and you, we at Visa Consolidated Support Services (India) Private Limited – Tech Unit (“Visa”) are pleased to offer you an internship opportunity with the Company commencing from 05/16/2022. Your internship at Visa shall be in accordance with the terms and conditions set forth under this letter and in accordance with the Company policies applicable to you. The specific terms and conditions of your internship are set out below.

- 1. Internship Period**

The term of internship shall be for a minimum duration of 12 weeks starting from 05/16/2022, unless terminated earlier in accordance with the provisions of this letter (“**Internship Period**”). Notwithstanding the above, the Internship Period may be reduced or extended or otherwise modified at the sole discretion of the Company, without assigning any reason whatsoever. During the Internship Period, your training requirements shall be monitored by Dharasu Banerjee.
- 2. Background Check**

Your internship with Visa shall be subject to the Company obtaining satisfactory results (in the opinion of the Company) of background and reference checks, which may be conducted either before or during the Internship Period. In the event that any information or document provided by you to the Company is found to be false or inaccurate, or if you have misrepresented any information that the Company has relied on with respect to your internship, the Company reserves the right to terminate your internship with immediate effect, without any obligation to provide any notice or payment.
- 3. Place of Internship**

Your primary location of internship shall be Bangalore, India.
- 4. Training**

The assignments required to be completed by you as part of your training shall be communicated to you from time to time.





- 5. Monthly Intern Allowance/ Stipend** You will receive an all-inclusive stipend of INR 65,000.00 per month, which could be subject to applicable tax deductions, withheld as required under applicable law, if any. You should acknowledge and understand that the stipend will be paid monthly for your convenience, and that such payment of stipend shall not be construed as salary nor creating an employer-employee relationship between the Company and you.
- 6. Relationship with the Company** You agree and understand that your relationship with the Company shall not be construed as an employer- employee relationship and you shall not be entitled to any employee benefits, statutory or otherwise, including but not limited to bonus, provident fund, insurance, medical reimbursement, communication expenses, leave travel expenses, etc. You also agree and understand that the purpose of internship is only to facilitate your learning and education. You further understand and acknowledge that nothing contained in this letter shall be construed as a guaranteed employment opportunity with the Company post your internship or at any later point in time.
- 7. Internship Schedule** You will be required to devote such amount of time towards the internship as may be specified to you from time to time. Unless otherwise communicated to you, you will need to be in office between 9:00 AM and 6:00 PM, from Monday to Friday.
- 8. Holiday Schedule** You will be entitled to public holidays as scheduled for the Bangalore office of the Company.
- 9. Annual Leave** You will not be entitled to any paid annual leave. Should you be unable to attend office on a day/days, due to personal or medical reasons, you will be required to inform Dharasu Banerjee of the same. Deductions from the stipend amount payable to you on account of your absence shall be at the discretion of the Company.
- 10. Taxes** You will be responsible for payment of your tax and filing of appropriate returns, in accordance with applicable law.

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Visa Consolidated Support Services India Private Limited  
C-70, 1702 A Wing, The Capital, G Block, Bandra Kurla Complex,  
Mumbai 400051  
Office: 022 66884100 | Fax 022 67258211  
CIN: U32109MH1999PTC207960  
[www.visa.co.in](http://www.visa.co.in)

SEZ Unit:  
Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR  
Bangalore: 560 048  
Office: 080 67508000 | Fax 080 67508010



## 11. Conduct & Discipline

During the Internship Period, you undertake to diligently perform all tasks as may be assigned to you from time to time as part of your training.

During the Internship Period, you shall not be allowed to be employed or engage in any activity in any other organisation on a permanent, temporary or part time basis or offer any kind of services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company. During the Internship Period, you undertake that you will not enter into any contract, agreement or arrangement with any person or entity that binds the Company or creates any liability or obligation upon the Company. You must not enter into any pecuniary obligation, which would render you financially embarrassed. You shall also not communicate with the media or with journalists in relation to the Company or its affairs and/or make any false, defamatory or disparaging statements about the Company, its employees, officers, directors etc. or disclose any Confidential Information about the same.

## 12. Company Regulations

During the Internship Period, you must observe and comply with all of rules, regulations, directives and policies of the Company or of such other company where you may be sent for the purpose of your internship. Visa will have the right to alter and amend its rules and regulations as well as any of the terms of your internship.

In addition to the general policies that would apply, you will be bound by the Visa Code of Business Conduct and Ethics, which may be amended and replaced from time to time. You will be bound by any amendments to it as soon such amendments are implemented.

## 13. Termination

The Company may, without any prior notice or payment in lieu thereof, terminate the internship arrangement, with immediate effect, in case it is not satisfied with your performance or upon breach of any terms contained herein or in case of an act of misconduct (as per Company policies). Notwithstanding anything

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contained herein, the Company shall have the right to discontinue the internship arrangement for any reason whatsoever, during the Internship Period without serving you any notice, intimation and/or assigning any reason whatsoever. The arrangement shall otherwise automatically expire upon completion of the Internship Period. In case of an earlier termination on account of unsatisfactory performance or an act of misconduct, you shall not be entitled to any stipend for the duration of internship completed at Visa.

Upon completion of your internship or upon earlier termination by Visa, you shall deliver to Visa any and all of the Company's property including but not limited to drawings, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature belonging to Visa or any reproduction thereof which may have been provided to you during the course of your internship with Visa. You recognize and agree that the Company shall be entitled to recover from you and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of any misuse of the Company's property by you and/or any damage occasioned to the Company's property whilst in the custody of or entrusted to you during the course of your internship. You further undertake not to cause any action or deed, which might in any way affect Visa's reputation or good standing, or those of its products or services.

#### 14. Confidentiality

As an intern with Visa, you have and will have access to a wide range of confidential information that is valuable and proprietary to Visa, its members, affiliates, consultants, licensees, customers, partners and vendors (collectively, the "**Related Parties**"). "**Confidential Information**" includes any information that is known to Visa and not generally known by or available to third parties other than Related Parties. Examples of Confidential Information include inventions, trade secrets, unpublished original works of authorship, technical data, knowledge or know-how, marketing information, business strategy, promotional plans, company financial information, customer lists, account information, and information regarding the business or finances of Related Parties and/or cardholders.

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You must not, during or post your Internship Period, use the Confidential Information for any purpose whatsoever other than for the performance of your responsibilities as designated to you by Dharasu Banerjee. You must not disclose or cause or allow to be disclosed Confidential Information to any unauthorized third party.

You must take reasonable precautions to prevent unauthorized disclosure of Confidential Information. If Visa authorizes you to disclose Confidential Information to a third party, you must do so only after ensuring that the third party is bound by appropriate non-disclosure obligations. Your unauthorized disclosure of Confidential Information could lead to termination of your internship with Visa, as well as other legal action.

You agree to keep confidential all information disclosed in confidence by a third party to Visa which you may become aware of in the course of your internship, and use such information only for the purpose of carrying out the tasks based on Visa's agreement with that third party and as is specifically assigned to you. You must not use on behalf of Visa, disclose to Visa, or induce Visa to use any information belonging to any of the organizations that you may have been previously associated with. You confirm that Visa has not asked or encouraged you to disclose information belonging to any such party.

Upon the end of your internship with Visa, or upon Visa's earlier request, you must deliver to Visa all Confidential Information and all Visa property that you may have in your possession or control, including any and all copies thereof. "**Visa Property**" includes, but is not limited to, computers, equipment and other devices, records, files, notes, reports, memoranda, proposals, lists, correspondence, specifications, drawings, and other documents or tangible property, originals or copies.

## 15. Intellectual Property

You recognize that during your internship with Visa you may, solely or jointly with others, create, conceive, develop, or reduce to practice inventions, trade secrets, original works of authorship,

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discoveries, concepts, ideas, improvements, processes, know-how, methods, formulas, designs, trademarks, service marks, trade dress, domain names, and/or other ideas, matters or things that are protectable under principles of law applicable to intellectual property (for example, laws protecting copyrights, patents, trademarks, trade names, trade secrets, designs etc). All such creations and developments are referred to collectively as **“Intellectual Property.”**

You acknowledge and agree that the Intellectual Property as well as any portion thereof developed by you during your Internship Period shall be the sole property of the Company from the date of creation thereof. You hereby irrevocably, absolutely and perpetually assign all your worldwide rights, title, and interest in and to all Intellectual Property to Visa free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term. The intellectual property rights to any Intellectual Property shall not be deemed to have been lapsed if the Company does not exercise the rights for any period and you agree to waive your rights under Section 19(4) of the Indian Copyright Act, 1957 and any other similar law on Intellectual Property, which cannot (as a matter of law) be assigned to the Company, then (a) you unconditionally and irrevocably waives the enforcement of such rights and all claims and causes of action of any kind against the Company with respect to such rights, and (b) to the extent that such a waiver cannot be made under law, you hereby irrevocably, absolutely and perpetually agree to assign to Company or its designees, all of the your rights, title and interest including intellectual property rights therein or any part thereof.

### **Non-Assigned Inventions**

You understand and Visa acknowledges that you have not assigned, and are not obligated to assign, to Visa anything you create (an **“Invention”**) that meets all of the following criteria: (1) the Invention was developed entirely on your own time; (2) none of Visa’s equipment, supplies, facilities, and/or trade secrets were used to develop the Invention; (3) at the time the Invention was

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conceived or was reduced to practice, the Invention did not relate to Visa's business or to Visa's actual or demonstrably anticipated research or development; and (4) the Invention did not result from any task/assignment that you performed for Visa. (Inventions meeting all the above criteria are referred to collectively as "**Non-Assigned Inventions**").

You must complete, and at the request of Visa anytime during the course of your internship, update the attached Schedule A form identifying any and all Non-Assigned Inventions in which you have an ownership interest. If you leave **Schedule A** blank or do not return it to Visa, that means that you represent that you do not have any ownership interest in any Non-Assigned Inventions.

You agree that if during the Internship Period you incorporate any Non-Assigned Invention into any Intellectual Property, you grant Visa an irrevocable, perpetual, non-exclusive, worldwide license to use, make, sell, offer to sell, practice, distribute, copy, display, publicly perform, adapt, sub-license, and otherwise exploit the Non-Assigned Invention and any patent or copyright that may be obtained for the Non-Assigned Invention as part of or in connection with any Intellectual Property.

You understand that Visa agrees not to disclose, without your consent, any confidential information that you provide to Visa relating to any Non-Assigned Invention.

### **Internet Domain Names**

You have listed on **Schedule A** each Internet domain name that is registered in your name, or in the name of any person or entity that you own or control, as of the date of this agreement. You agree that you will not, during the Internship Period with Visa, register in your own name, or participate in the registration in the name of any person or entity that you own or control, any domain name that: (1) consists, in whole or in part, of any trade name, trademark, service mark or product name owned or used by Visa or Related Party, or (2) is likely to be confusingly similar to any such name or mark, or (3) contains the name of any director or

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officer of Visa or any Related Party.

### **Assistance In Protecting Intellectual Property**

You agree to assist Visa and any of its designees to obtain, secure, maintain, register, perfect, extend, defend, enforce and otherwise protect Visa's or Visa affiliates' rights in all its Intellectual Property in any and all countries. Such assistance will include, as requested and for example, disclosing to Visa all information you have about its Intellectual Property; executing applications, specifications, oaths, assignments and all other instruments that Visa deems necessary in order to protect such rights and/or in order to assign and convey to Visa, its successors, assigns and nominees the sole and exclusive right, title and interest in and to such Intellectual Property; and maintaining inventor notebooks and otherwise keeping complete and accurate records for the benefit of Visa for all Intellectual Property that you create, conceive, develop, discover or reduce to practice, solely or in collaboration with others, during the Internship Period. Your obligation to assist Visa in these ways will continue even after your internship ends with Visa, in which case, you understand that you may be compensated at Visa's discretion at a reasonable rate for time spent on such assistance.

If Visa is unable, because of your unavailability, mental or physical incapacity, or for any other reason, to secure your signature to apply for or to pursue any application or assignment for any patent, copyright, trademark or domain name registration anywhere in the world covering any of the Intellectual Property that you assigned to Visa above, then you hereby irrevocably designate and appoint Visa and its duly authorized officers and agents as your agent and attorney-in-fact, to act on your behalf to execute and file any such application or assignment and to do all other lawfully permitted acts to further the registration, issuance or assignment of patents, copyrights, trademarks and domain names with the same legal force and effect as if executed by you.

### **16. Data Use**

You acknowledge and agree that you have been provided with

Registered Office:  
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C-70, 1702 A Wing, The Capital, G Block, Bandra Kurla Complex,  
Mumbai 400051  
Office: 022 66884100 | Fax 022 67258211  
CIN: U32109MH1999PTC207960  
[www.visa.co.in](http://www.visa.co.in)

SEZ Unit:  
Bagmane WTC, 4th Floor, Aquamarine  
KR Puram - Marathahalli ORR  
Bangalore: 560 048  
Office: 080 67508000 | Fax 080 67508010



the Company's Employee Personal Information Protection Notice, attached hereto as Schedule B, and that you consent to collection, transfer, use, and disclosure of our personal data as it describes.

## 17. Conflicting Obligations

You represent that you are not a party to any written or oral employment agreement, non-competition agreement, or other contract that: (1) prohibits your internship with Visa; (2) conflicts with any part of this agreement or precludes you from complying with any part of this agreement; (3) conflicts with your obligations to use your best efforts to promote Visa's interests, or; (4) conflicts with the business conducted and/or proposed to be conducted by Visa.

You agree not to enter into any agreement, written or oral, with anyone that conflicts with any part of this agreement. You agree to indemnify, defend, and hold Visa harmless from and against any and all claims, liabilities, damages and expenses, including reasonable attorneys' fees and costs of suit, arising out of your breach of any obligations under this agreement.

During the Internship Period and for a period of 18 months following cessation/termination of internship, you shall not, directly or indirectly, solicit and/or attempt to solicit any employee, client or customer of Visa.

## 18. Governing Laws

This Agreement will be governed by and construed in accordance with the laws of India.

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We look forward to a very fruitful and engaging association with you.

To accept this offer, please sign and date this letter in the space provided below within a week of the date of this letter, failing which this offer will lapse.

I look forward to you joining the team.

Sincerely,

Pawan Setty

Vice President, Global Human Resources

I, Ruchita Herlekar, acknowledge and agree with the above terms and conditions of my employment with Visa Consolidated Support Services (I) Pvt Ltd.

Accepted:  \_\_\_\_\_  
Ruchita Herlekar

Date: January 30, 2022

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
## ACKNOWLEDGEMENT

I, Ruchita Herlekar, acknowledge and agree that I have read, understood and agreed to the terms and conditions of my internship with Visa contained in the letter dated 01/27/2022. I also confirm that:

- i. I am a bonafide student of Cummins College and all particulars/documents furnished by me to the Company are true, subsisting and accurate.
- ii. I understand the terms, purposes and effects of this letter, and that I have signed the same only after having had the opportunity to seek clarifications;
- iii. I have been given a signed copy of this letter for my own record;
- iv. I have signed this letter of my own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees.
- v. I have not been subjected to duress or undue influence of any kind to execute this letter and this letter will not impose any undue hardship upon me;
- vi. I understand that nothing contained in the letter guarantees me an employment opportunity with the Company upon completion of my internship or in the later future.

Acknowledgement, Consent and Acceptance

Signature:

Accepted:  \_\_\_\_\_  
Ruchita Herlekar

Date: January 30, 2022

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## SCHEDULE A

### Non-Assigned Inventions and Other Intellectual Property Not Assigned to Visa

The following is a complete list of all patents, copyrights, trade secrets, trademarks, Internet domain names and other proprietary information in which I currently have an ownership interest:

(If you do not have any, please enter "not applicable".)

- not applicable

Accepted:  \_\_\_\_\_  
Ruchita Henekar

Date: January 30, 2022

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]

**SCHEDULE B**  
**VISA EMPLOYEE PERSONAL INFORMATION**  
**PROTECTION NOTICE**

**1. Introduction**

Visa Inc. and its affiliated entities (“Visa”) value the trust of its employees and are committed to protecting the personal information of employees. The information You provide to Visa helps support routine Human Resources and operational processes, contingency planning and internal talent searches.

**2. About This Notice**

Visa operates in many different countries, some of which have laws related to the collection, use, transfer and disclosure of the personal information of individuals, including our employees. We take these obligations very seriously and are giving You this Employee Personal Information Protection Notice (“Notice”) to provide transparency about what we do with personal information and why.

**3. What Information About You We Collect, Use, Transfer And Disclose, And Why**

In connection with Your employment with Visa, we may collect or assemble information about You and Your working relationship with Visa, Your spouse, domestic/civil partner, dependents or other personal relations. We refer to such information as “Personal Information”. A list of the Personal Information referred to in this Notice can be found in Exhibit A. Personal Information does not include information that is not considered personal information under applicable law (e.g., aggregated and deidentified data). Visa will not use or disclose Personal Information for any other purpose incompatible with the purposes identified to You prior to collection, use or disclosure, or those described in this Notice, unless it is required or authorized by law, authorized by You, or is reasonably needed for an emergency that threatens the life, health or security of an individual.

Your Personal Information may be obtained from the following sources or such other sources that may be required:

- information provided or submitted by You, through among others, employee onboarding and application forms;
- publicly available or publicly accessible information;
- websites, telephonic communications, emails, facsimiles;
- third party administrators;
- educational records;
- information provided by previous employer(s) through employee reference checks;
- employment agencies, if applicable;
- background checks;
- professional and personal reference; and

- such other written or verbal communications or documents delivered to us prior to and during the course of Visa's relationship with You.

With the exception of certain information that is necessary to fulfill the employment contract, establish, manage or terminate an employment relationship, required by law or important to the performance of our business, Your decision to provide Personal Information to Visa is optional. However, if You do not provide certain information, Visa may not be able to accomplish some of the purposes outlined in this Notice.

For more specific information regarding Visa's use or collection of Personal Information, please see the list at the end of this Notice.

#### **4. Transfer And Joint Use Of Personal Information**

Due to the global nature of Visa's operations, Visa may disclose Personal Information to personnel and departments throughout Visa to fulfill the purposes described at the end of this Notice. This may include transferring Personal Information to other countries (including countries other than where You are based that have a different data protection regime than is found in the country where You are based). If You are located in the European Economic Area, this may include countries outside of that area. For a list of the companies that may jointly process and use Personal Information see Visa Businesses. Visa Inc. will remain responsible for Personal Information about You that is transferred and jointly used.

All personnel within Visa will generally have access to Your business contact information such as name, position, telephone number, postal address and email address. This may include personal information like Your personal mobile phone number if You add them to our directory. However, access to other Personal Information within Visa will be limited to those who have a need to know the information, and may include Your managers and their designees, personnel in HR, IT, Compliance, Legal, Finance and Accounting and Internal Audit.

In many cases, Visa must share Personal Information with third party service providers. To ensure the integrity and security of Personal Information, Visa requires that third party service providers are contractually obligated to conduct themselves in a manner consistent with this Notice and Visa's other policies relating to the privacy and security of Personal Information.

From time to time, Visa may need to make Personal Information available to other unaffiliated third parties that may be located outside of Your home country, including the United States. For a list of the categories of unaffiliated third parties, please see the end of this Notice. When we share information with unaffiliated third parties, they are obligated to protect the confidentiality and security of Personal Information, and only use Personal Information to provide services to Visa and its affiliates for the purposes set out above, and in compliance with applicable law.

#### **5. Security**

Visa takes data security very seriously. We seek to protect Your Personal Information in a way consistent with applicable privacy and data security laws and regulations, as well as requiring any third party service providers to protect the confidentiality and security of Personal Information.

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## 6. Data Integrity

Visa will take reasonable steps to ensure that the Personal Information processed is reliable for its intended use, and is accurate and complete for carrying out the purposes described in this Notice.

## 7. Data Retention

Visa will retain Personal Information for as long as necessary to fulfill the purposes outlined in this Notice unless a longer retention period is required or permitted by law.

## 8. Access And Correction Requests, Questions And Complaints

If You have any questions or concerns about how Visa processes Personal Information, or if You wish to access, correct, suppress or delete Personal Information, please contact Your local Human Resources Representative or send an email to [askhr@visa.com](mailto:askhr@visa.com). Please note, however, that certain Personal Information may be exempt from such access, correction and deletion requests pursuant to applicable data protection laws or other laws and regulations.

## 9. Employee Obligations

**Please keep Your Personal Information, including the Personal Information of Your spouse, domestic/civil partner, dependent, or other personal relations, accurate and up to date. It is also Your responsibility to inform any individuals (e.g. spouse, dependents) impacted by Visa's data use about this Notice. Visa shall assume, without independent verification, that You have obtained such individual's consent for the disclosure of such information and/or personal data as well as the processing of the same in accordance with this Notice.**

**Please note that the obligations in this Section continue after the end of Your employment relationship with Visa.**

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## EXHIBIT A

### Types of Personal Information Visa May Collect, Use, Transfer and Disclose may include:

- **Personal Details:** Name, employee identification number, work and home contact details (email, phone numbers, physical address) language(s) spoken, gender, date of birth, national identification number, social security number, marital/civil partnership status, domestic partners, dependents, emergency contact information and photograph.
- **Documentation Required under Immigration Laws:** Citizenship, passport data, national ID or Social Security Number, details of residency or work permit.
- **Compensation and Payroll:** Base salary, bonus, benefits, compensation type, salary step within assigned grade, details on stock options, stock grants and other awards, currency, pay frequency, effective date of current compensation, salary reviews, banking details, working time records (including vacation and other absence records, leave status, hours worked and department standard hours), pay data and termination date.
- **Position:** Description of current position, job title, corporate status, management category, job code, salary plan, pay grade or level, job function(s) and subfunction(s), company name and code (legal employer entity), branch/unit/department, location, employment status and type, full-time/part-time, terms of employment, employment contract, work history, hire/re-hire and termination date(s) and reason, length of service, retirement eligibility, promotions and disciplinary records, date of transfers, and reporting manager(s) information.
- **Talent Management Information:** Details contained in letters of application and resume/CV (previous employment background, education history, professional qualifications, language and other relevant skills, certification, certification expiration dates), information necessary to complete a background check, background checks conducted by investigation companies, details on performance management ratings, development programs planned and attended, e-learning programs, performance and development reviews, willingness to relocate, driver's license information, and information used to populate employee biographies.
- **Management Records:** Details of any shares of common stock or directorships.
- **System and Application Access Data:** Information required to access company systems and applications such as System ID, LAN ID, email account, instant messaging account, mainframe ID, previous employee ID, previous manager employee ID, system passwords, employee status reason, branch state, country code, previous company details, previous branch details, and previous department details, and electronic content produced by You using Visa systems.
- **Sensitive Information:** We may also collect certain types of sensitive information only when permitted by local law, such as health/medical information, place of birth, trade union membership information, religion, and race or ethnicity. We collect this information for specific purposes, such as health/medical information in order to accommodate a disability or illness and to provide benefits; religion or church affiliation in countries such as Germany where required for statutory tax deductions; and diversity-related Personal Information (such as gender, race or ethnicity) in order to comply with legal obligations and internal policies



relating to diversity and anti-discrimination. Please be assured that, as explained in the following section, we will only use such sensitive information for the following purposes and as provided by law.

**The Purposes for Which We May Collect, Use, Transfer and Disclose Personal Information include:**

- **Managing Workforce:** Managing work activities and personnel generally, including recruitment, appraisals, performance management, promotions and succession planning, rehiring, administering salary, and payment administration and reviews, wages and other awards such as stock options, stock grants and bonuses, healthcare, pensions and savings plans, training, leave, managing sickness leave, promotions, transfers, secondments, honoring other contractual benefits, providing employment references, loans, performing workforce analysis and planning, performing employee surveys, performing background checks, managing disciplinary matters, grievances and terminations, reviewing employment decisions, making business travel arrangements, managing business expenses and reimbursements, planning and monitoring of training requirements and career development activities and skills, and creating and maintaining one or more internal employee directories.
- **Communications and Emergencies:** Facilitating communication with You, ensuring business continuity, providing references, protecting the health and safety of employees and others, safeguarding IT infrastructure, office equipment and other property, facilitating communication with You, Your nominated contacts in an emergency.
- **Business Operations:** Operating and managing the IT and communications systems, managing product and service development, improving products and services, managing company assets, allocating company assets and human resources, strategic planning, project management, business continuity, compilation of audit trails and other reporting tools, maintaining records relating to business activities, budgeting, financial management and reporting, communications, managing mergers, acquisitions, sales, re-organizations or disposals and integration with purchaser.
- **Compliance:** Complying with legal and other requirements, such as income tax and national insurance deductions, record-keeping and reporting obligations, conducting audits, compliance with government inspections and other requests from government or other public authorities, responding to legal process such as subpoenas, pursuing legal rights and remedies, defending litigation and managing any internal complaints or claims, conducting investigations and complying with internal policies and procedures.

**Types of Third Parties with Whom Visa May Share Personal Information include:**

- **Professional Advisors:** Accountants, auditors, lawyers, insurers, bankers, and other outside professional advisors in all of the countries in which Visa operates.
- **Service Providers:** Companies that provide products and services to Visa such as payroll, pension scheme, benefits providers; human resources services, performance management, training, expense management, IT systems suppliers and support; third parties assisting with equity compensation programs, credit card companies, medical or health practitioners, trade bodies and associations, travel agents, and other service providers.

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- **Public and Governmental Authorities:** Entities that regulate or have jurisdiction over Visa such as regulatory authorities, law enforcement, public bodies, and judicial bodies.
- **Corporate Transaction:** A third party in connection with any proposed or actual reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of Visa business, assets or stock (including in connection with any bankruptcy or similar proceedings).
- **Clients:** An individual or entity that receives products or services from Visa.

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Bangalore: 560 048

Office: 080 67508000 | Fax 080 67508010

Congratulations on accepting your offer with Dell Technologies! Inbox x



**Dell My HR** <noreply@dell.com>  
to me ▾



Dear Himanshi Methwani ,

Thank you for accepting your offer! We are excited you have decided to join the Dell Technologies family.

**Next steps:**

---



**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

10 May 2022

Shilpa Sanjay Jagtap  
Banpimpri Mandavgan  
Ahmadnagar  
Ahmadnagar  
414101

### **BGSC Internship Programme ("Internship Programme")**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the "Company") on the following terms and conditions. You should carefully read this internship offer ("Offer") in conjunction with the Company Policies and Guidelines ("Policies") (as amended from time to time and published in the HR Portal on the Company's intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Intern in Markets Post Trade within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company's Affiliates (the Company and its Affiliates are referred to as "Barclays"), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company's Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Shilpa Sanjay Jagtap

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority

(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an "Eligible Intern" on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a



payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;

- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be "work for hire". You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

**"Restricted Client"** means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **25. DEFINITION OF BARCLAYS**

"Barclays" means the Company and its Affiliates. "Affiliates" means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the forgoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company's satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company's intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

### **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

### **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

### **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

### **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

### **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.

### **34. ACCEPTANCE**

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC India

10 May 2022

#### **Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by 06 June 2022 . If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed



Date 11 May 2022

Full Name SHILPA SANJAY JAGTAP

Passport No. ....





01 April 2022

Sakshi Kamble  
Cummins College Rd, Karve Nagar, Pune,  
Pune, India, 411052

Dear Sakshi,

**Subject: Internship with Citrix**

We are pleased to offer you internship with Citrix R&D India Pvt. Ltd as a Software Engineer Intern. You will be part of the Citrix Engineering organization.

This offer of internship is subject to fulfillment of the following conditions:

You will be working at our office in Bangalore from 02 June 2022 (for a period of 2 Months).



## **Remuneration**

The details of your remuneration and benefits structure are outlined in the enclosed Annexure I. Outstation candidates will be eligible to avail Relocation Assistance of INR 1,00,000 /- subject to actuals. Refer to **Annexure I** for details.

You will be responsible for all taxation derived from your income and any related consultation charges. All your remuneration is subject to applicable withholding and other taxes as imposed under law.

During the tenure of your service with the Company, you are prohibited from undertaking any other employment whether on a full or part-time basis and from engaging in any trade or business or contract or avocation or honorary work anywhere, without the prior permission of the Company. Contravention of this condition will result in termination of your services with the Company without any notice.

Your internship is subject to signing a separate Non-Disclosure Agreement.

This offer of internship is issued to you with the understanding that all information furnished by you in your application is correct. If the information given by you while seeking internship with the Company is not found to be correct and/or true and/or if it is found that you have knowingly suppressed any information, the Company will have the right, either to withdraw this offer before you join service or at any time thereafter, without any notice and or without payment of any compensation in lieu of notice to you.

## **Duties**

Your duties and responsibilities will be shared by your Manager. The Company may vary these duties and responsibilities from time to time.

## **Hours of Work**

You are required to work 5 days Monday to Friday each week. Standard hours are from 9.00 a.m. to 5.30 p.m. You may be required to work overtime (whether on weekdays, weekends or public holidays) from time to time in order to meet the needs of the Company or during such hours as your Manager may reasonably require of you.

## **Method of Payment**

Salaries and wages will be paid by electronic funds transferred on or before the last working day of each month. The Company reserves its right to vary this procedure at its option. However, such variance will be communicated to you in advance.

## **Public Holidays**

The Company will observe 10 public holidays for each calendar year. The list of holidays will be declared at the beginning of the calendar year.



### **Sick & Casual Leave**

You are entitled to 1 day of Sick/Casual Leaves per month of service as an intern. Casual Leave may be availed to attend to any personal commitments of a duration up to two days in a single instance, and a total of three days in a month. Unused Sick & Casual Leaves will lapse at the end of your internship period. Under most circumstances, we expect interns to judiciously plan for and avail Casual Leaves and proceed on such leave only with the prior permission of the manager

### **Equal Opportunities**

The Company is an equal opportunities employer and does not permit discrimination or harassment based on the ground of sex, pregnancy, marital or family status or disability. The Company complies with its statutory obligations regarding the personal data of its employees.

### **Confidential Information, Inventions Assignment and Noncompetition Agreement**

You will be required to comply with company policy in reference to the “Confidential Information, Inventions Assignment and Noncompetition Agreement”. The Agreement includes provisions governing your use of confidential information and any other intellectual property you create during the course of your internship with Citrix. Acceptance of this offer must be in conjunction with signing of this agreement.

### **Foreign Corrupt Practices Policy**

You agree that you will not make, permit or procure, (or make, permit or procure any other person, business or corporation to make), any bribe, corrupt payment, gift, benefit, inducement or incentive to any other person, business, authority or corporation whatsoever for the purpose of procuring or retaining business for or with, or directing business to, any person, business, authority or corporation during their Internship with Citrix, and that such activity is an offence warranting summary dismissal. You acknowledge that such activity is expressly forbidden by Citrix and such activity is not within the course and scope of Internship with Citrix. You further agree that you will comply with Citrix’s Foreign Corrupt Practices Policy.

### **Company Policies**

Once you start at Citrix, global and local company policies which may apply to your Internship can be accessed via Backstage. The contents of policies and guidelines hosted on Backstage may change periodically. It is acknowledged by you that as a condition of your continued Internship, you will comply in every respect with the aforementioned company policies as may be in effect from time to time.

### **Termination**

Your Internship may be terminated at any time by yourself, or by the Company, upon providing 15 days’ written notice to the other party. In the case of the Company, termination may be affected by payment of salary equal to your notice period not worked as payment in lieu of notice



The Company may terminate your Internship without notice or payment in lieu of notice, if you are:

(i) Incompetent or guilty of misconduct or neglect or acting in breach of any of the terms and conditions of Internship hereunder or committing or having committed at any time during your Internship any act which is prejudicial to the interests of the Company; or

(ii) Become bankrupt or make any arrangement or composition with your creditors; or

(iii) Be convicted of any offence other than an offence which in the reasonable opinion of the Company does not affect your position with the Company; or

(iv) Otherwise permitted by law.

On termination of your Internship, you must immediately return to the Company in accordance with its instructions all equipment, correspondence, records, specifications, software, disks, models, notes, reports and other documents and any copies thereof and any other property belonging to the Company or its Associated Companies (including but not limited to the Company keys, credit cards, equipment and passes) which are in your possession or under your control. You must, if so required by the Company, confirm in writing that you have complied with your obligations under this paragraph.

If you fail to return all Company property to the Company, this will be considered a failure to complete the procedures for the handover of work. The Company reserves the right to deduct an amount corresponding to the value of the Company property not returned from the final payment due to you, and take other appropriate measures to recover any losses resulting from such failure.

To the extent permitted by law, any payment made to you in respect of the cessation of your Internship satisfies (in whole or in part) any statutory entitlements you may have to payments in lieu of notice and redundancy pay.

### **Power to suspend**

If the Company decides to investigate whether or not disciplinary action should be taken against you, the Company may suspend you from your duties during its investigation. The Company will give you written notice of the suspension and may include such conditions as it thinks fit during the suspension.

If the Company is unable to complete its investigation within two weeks of the suspension being affected due to your fault, the suspension will continue without pay. Otherwise you will remain on full pay during the period of suspension.

### **Duty to Cooperate**



You, upon termination of your Internship agree to fully cooperate and assist the Company, on request and at the Company's sole expense, in providing truthful testimony or information with respect to all inquiries or investigations, claims and litigations, or any other matter pertaining to the Company. Further it has been agreed by you that you will fully, unconditionally and immediately cooperate and assist the Company, in respect of any matter whatsoever on which in the opinion of the Company your assistance is required.

### **Changes to Terms of Internship**

The Company reserves the right to make changes to any of your terms and conditions of Internship in writing.

You will be given not less than 15 days' written notice of any significant changes that may be given by way of an individual notice. Such changes will be deemed to be accepted unless you notify the Company of any objection in writing before the expiry of the notice period.

### **Representing the Company**

You are not permitted to represent yourself as an authorized agent of the Company except in the course of the proper performance of your duties or where authorized to do so. When your internship ceases, you must not hold yourself out in any business context as being a Trainee or representative of, or otherwise connected to the Company. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between the Company, including but not limited to, its customers, agents and suppliers, the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as a result.

### **Warranty**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your internship, or any of them, in accordance with the terms and conditions of this letter.

### **Deductions**

You agree that the Company can deduct any overpayments it has made to you or money you owe it from your pay or other benefits during your internship or from your final pay and holiday pay at the end of your Internship.

### **Privacy**

You acknowledge that you have read and agree to the Company's Privacy Statement for Employees, Trainees, Interns and Job Applicants. In particular, you consent to the Company:

- i. Collecting personal information about you for the Company's personnel administration purposes;
- ii. Disclosing your personal information fairly and reasonably to third parties when providing references or similar information; and
- iii. Disclosing your personal information where we reasonably need to for the Company's business reasons



### Contingencies

This offer of Internship is contingent upon your execution of an Employee Confidentiality Agreement, Code of Business Conduct and Background Check Authorization. In addition, this offer is contingent upon successful completion of both your references and background check.

### Governing Law

The provisions of this letter of internship shall be subject to the laws of India and the parties agree to submit to the exclusive jurisdiction of the Courts of India.

On termination of services, you shall obtain no objection and no-due clearance from all the departments within the company and return the properties of the company, until then dues if any to you shall be withheld. Properties include both movable and immovable.

You will be governed by the Company's rules and regulations as in force from time to time with respect to all matters not covered by this letter.

Would you please signify your acceptance of this offer and these conditions within three (3) working days by signing and returning to Human Resources:

1. Enclosed copy of offer letter
2. Statement of Company Policy regarding Insider Trading
3. Confidential Information, Inventions Assignment and Noncompetition Agreement.

Yours faithfully,  
Citrix R&D India Pvt. Ltd

*Qhurrath AH*

Qhurrath AH (Apr 2, 2022 23:29 GMT+5.5)

Qhurrathulian A H  
Lead HR Business Partner

I, Sakshi Kamble, accept the internship offer letter upon the terms and conditions as outlined above.

Signature: *Sakshik*

Sakshi Kamble



If the above terms and conditions are acceptable to you, please return to the undersigned duplicate copy of this letter duly signed by you **within 3 working days** of receiving it, and sign the non - disclosure agreement at the time of joining.

## ANNEXURE 1

**1. Internship Stipend:** INR 60,000 per month .

**2. Relocation Assistance** - Relocation benefit will be reimbursed at actual cost subject to a maximum amount of **INR 1,00,000** (Rupees **One Lakh** only). The relocation package includes movement of household goods, temporary accommodation including meals (reimbursable for a maximum of 21 days), airfare and taxi fare to and from the station/airport and food expenses. Relocation benefit is for employee, their spouse, dependent parents and children.

You will have two options to choose from:

**1st Option:** Contact Citrix facilities team for end-to-end relocation services.

**2nd Option:** Choose to manage their relocation on their own and claim the expenses as per the relocation policy.

**1st Option:** You can contact Citrix facilities team for end-to-end relocation services:

- **Air tickets and airport transfer** will be booked and managed by facilities through Citrix travel desk
- **Temporary Accommodation Assistance:** Citrix will provide accommodation, as part of relocation support for the new hire and family either at the company's Guest House or at a hotel of the Company's choice, (as arranged by Citrix facilities team) for a period not exceeding 21 days after arrival. No reimbursement would be given for private telephone calls, entertainment and bar expenses

**2nd Option:** You can choose to manage the relocation on your own and claim the expenses as per the relocation policy. You would need to apply for the reimbursement of relocation expenses through the employee self-service portal within 1 month of joining date, otherwise the claim will lapse. HR/ Manager will approve all claims before they are processed.

**Liability:** An intern who voluntarily leaves the service of Citrix before completion of the internship period, will be required to refund the reimbursed relocation expenses before leaving the company



3. In addition to the above, depending on your place of posting, you will be provided following benefits as detailed below:

- Shuttle / Cab Services includes to and from commute for Bangalore location (within the city limits/30kms radius) as defined by the Transport guidelines of the company will be available to you
- Food and Refreshments will be provided at company cafeteria

\*Not availing these benefits will not lead to an equivalent cash payout.

The management reserves the right to change /modify benefits without any prior intimation. Discontinuation will not lead to a cash payout.

All earnings are subject to prevailing income tax guidelines.

## CONFIDENTIAL INFORMATION, INVENTIONS ASSIGNMENT AND NONCOMPETITION AGREEMENT

I, Sakshi Kamble, am entering into this Agreement as a condition of my hire by Citrix Systems Inc. This Agreement sets forth important terms that will apply during and after my employment by Citrix, and my agreement to such terms is a condition of my employment. In consideration for employment by Citrix, the compensation I shall receive from Citrix during my employment, and as a material condition for Citrix to disclose to me in connection with its business certain confidential, proprietary and/or trade secret information described below, I agree as follows:

**1. Best Efforts and Avoidance of Conflicts of Interest.** During my employment with Citrix, I will devote my best efforts, attention, energies and skills to the performance of those job duties and responsibilities assigned to me by Citrix. I further agree that I will devote my best efforts to the interests of Citrix and will not engage in any other employment or activity which may (a) interfere with the performance of any job duties and responsibilities assigned to me by Citrix, (b) create a conflict of interest, or (c) be competitive with the business activities, products or services of Citrix.





**2. Confidential Business Information.** I understand that in the course of my employment with Citrix I will produce, have access to, be entrusted or become acquainted with various confidential, trade secret and/or proprietary information of Citrix and/or its Affiliates, current and proposed customers and business partners (all of which is hereinafter referred to as "Confidential Business Information"). By way of illustration only, and not limitation, Confidential Business Information includes nonpublic information regarding (a) marketing strategies, programs, plans and methods; (b) pricing policies, product strategies, and methods of operation and other business methods; (c) customer lists, customer identification, customer prospects, prospective leads or target accounts, and other basic customer information; (d) technical data, specifications, designs, concepts, discoveries, improvements, product plans, research and development information, formulas, compilations, programs, methods, techniques, inventions, devices, systems, and techniques; (e) expansion plans, management policies and other business policies and strategies, (f) business forecasts, financial data, costs, sales and revenue reports, and any analyses not publicly disclosed; (g) employment lists, salary information and other information regarding employees, agents, representatives, consultants and independent contractors of Citrix and/or its Affiliates; (h) computer programs and software, computer source code, integrated computer systems and data, and internal procedures and forms; (i) lists of Citrix's (and/or its Affiliates') vendors and suppliers and terms of service contracts; and (j) other information which enables Citrix and/or its Affiliates, current and proposed customers and business partners to compete successfully. I agree:

- (a) to use Confidential Business Information only in the performance of my duties for Citrix;
- (b) to hold and retain Confidential Business Information in confidence and trust for the benefit of Citrix; and
- (c) to use all reasonable precautions to assure that Confidential Business Information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Citrix.

For the purpose of this Agreement, "Affiliate" means in relation to Citrix, any subsidiary or holding company of Citrix (including but not limited to the ultimate parent company of Citrix), any subsidiary of such holding company, and any company in which Citrix or any such holding company holds or controls directly or indirectly not less than 20% of the equity.

**3. Disclosure and Assignment of Inventions.** If at any time during my employment with Citrix, I (either alone or with others) make, conceive, discover or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, secret or other intellectual property whatsoever or any interest therein (whether or not patentable or protectable under copyright or similar statutes or subject to analogous protection) (hereinafter called "Developments") that (a) relates to the business of Citrix or any of the products or services being researched, developed, manufactured or sold by Citrix; (b) results, directly or indirectly, from tasks, duties and/or responsibilities assigned to me by Citrix;



or (c) results, directly or indirectly, from the use of premises or personal property (whether tangible or intangible) owned, leased or contracted for by Citrix, or from knowledge of or access to Citrix's Confidential Business Information (collectively, "Citrix-Related Developments"), such Citrix-Related Developments and the benefits thereof shall be considered "work made for hire," and shall immediately become the sole and absolute property of Citrix and its assigns. I agree to immediately disclose to Citrix (or any persons designated by it) each Development created, made, conceived or reduced to practice by me (alone or jointly with others) or under my direction during the period of my employment, and communicate to Citrix, without cost or delay, and without publishing the same, all available information relating thereto (with all necessary or desirable documentation and models). I further agree to immediately make such disclosures to Citrix for three months after the end of my employment, whether or not I believe a Development is subject to this Agreement, to permit a determination by Citrix as to whether or not the Development is or should be considered a Citrix- Related Development.

If any of the Citrix-Related Developments is not, by operation of law or otherwise, considered a "work made for hire" by me for Citrix or if ownership of all right, title, and interest of the intellectual property rights therein or related thereto does not otherwise vest exclusively in Citrix, I hereby assign to Citrix, and upon the future creation thereof automatically assign to Citrix, without further consideration, the ownership of all of my rights, title and interest in such Citrix-Related Developments and all intellectual property rights therein or related thereto. I understand and agree that Citrix shall have the right to obtain and hold in its own name copyrights, patents, registrations, and any other protection available in the Citrix-Related Developments. I agree during the term of my employment and at any time thereafter, at the request and cost of Citrix, to sign, execute, make and do all such deeds, documents, acts and things as Citrix may reasonably require to perfect and protect all interests throughout the world in Citrix-Related Developments and/or all intellectual property rights therein or related thereto.

In the event Citrix is unable, after reasonable effort, to secure my signature on any papers that Citrix deems necessary or desirable in order to protect its rights or interests in Citrix-Related Developments (including, without limitation, copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney), whether because of my physical or mental incapacity or for any other reason whatsoever, I hereby irrevocably designate and appoint Citrix and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf and stead to execute and file any such application(s) and to do all other lawfully permitted acts to further the prosecution and issuance of any intellectual property rights (including without limitation, patents, copyrights and other analogous protection) relating to any Citrix-Related Developments with the same legal force and effect as if executed by me.

To the extent any of the rights, title and interest in and to Citrix-Related Developments cannot be assigned by me to Citrix, I hereby grant to Citrix an exclusive, royalty-free, transferable, irrevocable, worldwide, fully paid-up license (with rights to sublicense through multiple tiers of sublicensees) to fully use, practice and exploit those non-assignable rights, title and interest, including, but not limited to, the right to make, use, sell, offer for sale, import, have made, and have sold, the Citrix-Related Developments. To the extent any of the rights, title and interest in and to Citrix-Related Developments can neither be assigned nor licensed by me to Citrix, I hereby irrevocably waive and agree never to assert the non-assignable and non-licensable rights, title and interest against Citrix, any of Citrix's successors in interest, and any of Citrix's customers.



To preclude any possible uncertainty, I represent that the Developments, if any, identified in the Schedule of Separate Works attached hereto as Exhibit A, comprise all the Developments which I have made, conceived, developed or reduced to practice prior to my employment by Citrix and to which I retain any ownership rights or interest (collectively, the "Prior Developments"). The Prior Developments listed in Exhibit A are excluded from and shall not be assigned to Citrix pursuant to this Agreement. I understand that it is only necessary to list in Exhibit A the title and purpose of the Prior Developments but not details thereof. If nothing is listed on Exhibit A, I represent that there are no Prior Developments. I hereby grant to Citrix and Citrix's designees a royalty-free, transferable, irrevocable, worldwide, fully paid-up license (with rights to sublicense through multiple tiers of sublicensees) to fully use, practice and exploit all patent, copyright, moral right, mask work, trade secret and other intellectual property rights relating to any Prior Developments that I incorporate, or permit to be incorporated, in any Citrix-Related Developments or otherwise use them in connection with Citrix's business. Notwithstanding the foregoing, I agree not to include, in whole or in part, any Prior Developments in any Citrix-Related Developments or otherwise use them in connection with Citrix's business without Citrix's prior written consent.

**4. Respect for Rights of Former Employers.** I represent and warrant that I am not under any contract, agreement or restrictive covenant, and have not previously executed any documents with any other person, firm, association, or corporation, that will, in any manner, prevent me from performing any of the job duties and responsibilities that may be assigned to me from time to time by Citrix. I also represent and warrant that I will not bring and have not brought with me to Citrix and that I will not use in the course and scope of my employment with Citrix any confidential, proprietary and/or trade secret materials, documents or information that I obtained from a former employer or other individual or entity, without the express written authorization of the pertinent former employer or other individual or entity. I further represent and warrant that, during my employment with Citrix, I will not breach any obligation or duty to maintain and not to disclose or use any confidential information that I may owe to any former employer or other individual or entity, and I agree to fulfill and comply with any and all such obligations and duties during my employment by Citrix.

**5. Work Product.** The product of all work performed by me during and within the scope of my Citrix employment, including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Citrix. I understand that Citrix has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Citrix Property.** I will not remove any Citrix property (tangible or intangible and including without limitation Confidential Business Information) from Citrix premises without Citrix's express permission. Upon termination of my employment with Citrix, I will immediately return all Citrix property unless I obtain Citrix's written permission to keep it.



**7. Restriction on Post-Employment Activities.** I understand that an agreement not to disclose or use Citrix's Confidential Business Information or Citrix- Related Developments after my employment by Citrix ends would be inadequate, standing alone, to protect Citrix's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Business Information and Citrix-Related Developments as well as the goodwill and customer relationships that Citrix will pay me to develop for it during my employment by Citrix. I recognize that activities that violate Citrix's rights in this regard, whether or not intentional, are likely to be undetectable by Citrix until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Citrix. To prevent this kind of irreparable harm, I agree that for a period of twelve months following the termination of my employment with Citrix (the "Restriction Period") for any reason, I will abide by the following:

**(a) No Conflicting Business Activities.** I will not provide services to a Competitor in any role or position (as an employee, consultant, or otherwise) that would involve Conflicting Business Activities; provided, however, that this Section 7(a) shall not apply to me at any time during the Restriction Period when my residence, and my principal place of work for that Competitor, are in the State of California;

**(b) No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Citrix in furtherance of a Competing Line of Business if (i) I had any contact with or exposure to information regarding that customer while employed by Citrix, or (ii) such soliciting or communicating could result in the use or disclosure of Citrix's Confidential Business Information; provided, however, that this Section 7(b) shall not apply to me at any time during the Restriction Period when my residence, and my principal place of work for that Competitor, are in the State of California;

**(c) No Solicitation of Citrix Employees.** I will not, directly or indirectly, by myself or through any individual or entity, (i) solicit, hire, retain, induce or attempt to induce away from Citrix any Citrix employee, independent contractor, consultant, agent, or any other representative of Citrix, or (ii) otherwise disrupt, impair, damage or interfere with any relationship between Citrix and any of its employees, independent contractors, consultants, agents, or any other representatives of Citrix; and

**(d) No Solicitation of Citrix Distributors, Resellers, or Other Channel Partners.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any distributor, reseller, or other Channel Partner of Citrix in furtherance of a Competing Line of Business if (i) I had any contact with or exposure to information regarding that distributor, reseller, or other Channel Partner while employed by Citrix, or (ii) such soliciting or communicating could result in the use or disclosure of Citrix's Confidential Business Information; provided, however, that this Section 7(d) shall not apply to me at any time during the Restriction Period when my residence, and my principal place of work for that Competitor, are in the State of California.

**(e) Definitions.** As used herein:

"Competitor" means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business.



“Competing Line of Business” means a business that involves a product or service offered or under development by anyone other than Citrix that would replace or compete with any product or service that is offered, will be offered, or is under development by Citrix (unless Citrix is no longer engaged in or planning to engage in that line of business).

“Conflicting Business Activities” means job duties or other business-related activities in the United States or in any other country where Citrix does business, if such job duties or business-related activities (i) are the same as or similar to the job duties or business-related activities in which I participate while employed by Citrix, (ii) would cause me to come into contact with the same customers, distributors, resellers, or other Channel Partners I had any contact with or exposure to information regarding while employed by Citrix, or (iii) otherwise could result in the use or disclosure of Citrix’s Confidential Business Information.

“Channel Partner” means any individual, corporation, other business entity or separately operated business unit of an entity that assists Citrix in selling its products or services as a distributor or otherwise, or has entered a formal business relationship with Citrix for the purpose of advancing Citrix business interests.

The foregoing restrictions on post-employment activities stated in this Section 7 are expressly provided herein to avoid any future misunderstanding and/or dispute between myself and Citrix regarding specific restrictions on my post-employment conduct. These restrictions are reasonable, necessary and enforceable to protect Citrix’s Confidential Business Information, Citrix-Related Developments, goodwill, and other legitimate business interests. Among other interests, this Agreement is intended to provide mutual understanding, certainty and predictability for both me and Citrix regarding enforceable boundaries on my future conduct.

**8. Notice of Post-Employment Activities.** If I accept a position with a Competitor (as defined in Section 7(e) “(Definitions)”) at any time within twelve months following termination of my employment with Citrix, I will promptly give written notice to Citrix and will provide Citrix with the information it needs about my new position to determine whether such position would likely lead to a violation of this Agreement (except that I need not provide any information that would include the Competitor’s trade secrets).

**9. Non-Disparagement.** I agree that at no time during or after my employment will I disparage, or otherwise portray in a negative light, Citrix or any of its employees, officers, directors or others with whom Citrix has a business relationship.

**10. Use of Voice, Image and Likeness.** I give Citrix permission to use my voice, image and likeness, with or without using my name, in connection with Citrix’s products or services or both, for the purposes of advertising and promoting such products and/or services and/or Citrix, and for any other purposes deemed appropriate by Citrix in its reasonable discretion, except to the extent expressly prohibited by law.



**11. Remedies for Violation of Agreement.** I recognize that any violation of my obligations set forth in Sections 1, 2, 3, 7 or 9 of this Agreement will cause irreparable harm to Citrix, the full amount of which will be impossible to estimate or determine and which cannot be adequately compensated. I understand that Citrix will be entitled to a restraining order, preliminary and/or permanent injunction, or other equitable relief from any court of competent jurisdiction to enforce this Agreement in the event of an actual, potential or threatened breach of Sections 1, 2, 3, 7 or 9. In addition to the foregoing, I understand that, to the extent permitted by law, a violation of Sections 1, 2, 3, 7 or 9 will cause me to forfeit any commissions, bonus, equity or variable cash compensation to which I might otherwise be entitled. If I am found to have violated any restrictions of Section 7, then the time period for such restrictions will be extended by one day for each day that I have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions. I understand that, without regard to whether Citrix seeks or is granted any equitable relief, Citrix will not be prejudiced in its right to seek and be awarded damages for any breach of my obligations under Sections 1, 2, 3, 7 or 9 of this Agreement. I also understand that, if any action at law or equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and costs, in addition to any other relief to which it may be entitled.

**12. Amendment or Modification.** This Agreement may not be changed or amended except in writing signed by myself and Citrix that identifies itself as an amendment to this Agreement.

**13. Survival of Agreement and Assignment by Citrix.** I understand that my obligations under this Agreement will continue in accordance with its express terms regardless of any changes in my title, position, duties, geographic location, salary, compensation or benefits or other terms and conditions of employment. I further understand that my obligations under this Agreement will continue following the termination of my employment, regardless of the reason for such termination, and that Section 3 ("Disclosure and Assignment of Inventions") and Section 5 ("Work Product") will be binding upon my heirs, executors and administrators. Citrix will have the right to assign this Agreement to its affiliates, successors and assigns. I expressly consent to be bound by the provisions of this Agreement for the benefit of Citrix or any parent, subsidiary or affiliate to whose employ I may be transferred without the necessity that this Agreement be resigned at the time of such transfer.

**14. Waiver.** The waiver by Citrix of any breach of any provision of this Agreement shall not be construed as a waiver of any other breach of such provision or the breach of any other provision contained in this Agreement.



**15. Governing Law.** I understand that this Agreement will be governed by, construed and enforced in accordance with the laws of India, where Citrix's corporate offices are located, without regard to its principles of conflict of laws. I agree that any action, suit or proceeding, including but not limited to any proceeding for injunctive or declaratory relief, arising out of this Agreement, shall be initiated only in the courts located in the State of [\*], and I waive any objection (including objections regarding lack of personal jurisdiction and objection to the convenience of the forum) that I may now or hereafter have to such venue or jurisdiction in any action, suit or proceeding brought in any court located in the State of [\*]. I hereby specifically consent to appear in the courts of the State of [\*] and agree that this Agreement as well as such other contact I have had with the State of [\*] is sufficient to provide me with notice that the courts located in the State of [\*], will be the forum for any action, suit or proceeding arising out of this Agreement. Notwithstanding the foregoing, to the extent that I am a resident of, or am working in, the State of California at the time of any legal action between Citrix and me, I also (a) waive any objection (including objections regarding lack of personal jurisdiction and objection to the convenience of the forum) to having any such action, suit, or proceeding brought in any State or federal court located in Santa Clara County, California at the sole election of Citrix, and (b) specifically consent to appear in such courts for the purpose of any such action, suit, or proceeding.

**16. Severability.** In case any provisions (or portions thereof) contained in this Agreement is, for any reason, held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained herein. If, moreover, any one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with applicable law.

**17. No Employment Contract for a Specific Term.** Nothing in this Agreement will be construed as giving rise to any contract of employment or guarantee of employment for any fixed period of time. Absent a separate written employment contract for a specific term signed by a duly authorized officer of Citrix, I understand that my employment by Citrix is for an indefinite period of time and may be terminated by either me or Citrix at any time, for any reason.

**18. Notice of Nonassignable Innovations to Employees in California.** If I am an employee whose principal workplace is in California, this Agreement does not apply to any Development that qualifies fully as a non-assignable invention under the provisions of Section 2870 of the California Labor Code. I acknowledge that a condition for an Innovation to qualify fully as a non-assignable invention under the provisions of Section 2870 of the California Labor Code is that the invention must be protected under patent laws. I have reviewed the notification in Exhibit B (Limited Exclusion Notification) if I am an employee in California and agree that my signature on this Agreement acknowledges receipt of the notification.



**19. Compliance With Law.** I understand that Citrix is committed to the highest standards of ethical business conduct and hereby agree to abide by all policies and codes of conduct governing business practices, conflicts of interest, employee conduct, access and use of Citrix information technology, and similar matters as may be adopted from time to time by Citrix. I further agree to abide by all state and federal laws and regulations governing business practices, whether domestic or foreign, including those relating to bribery, foreign corrupt practices, price-fixing, securities (including laws on “insider trading”), deceptive trade practices, exportation and importation of encrypted software or other restricted articles, and the falsification or destruction of records and documents.

**20. Entire Agreement.** This Agreement represents my entire understanding with Citrix with respect to the subject matter of this Agreement and supersedes all previous understandings, written or oral. No person has made any promise or representation to me related to the subject matter of this Agreement, except for the promises and representations expressly written in this Agreement. I have not relied on any such promise or representation and I understand that Citrix does not allow any person to make any such promise or representation.

**21. Notices.** All notices, requests, demands, claims and other communications made pursuant to or required by this Agreement shall be in writing and shall be deemed complete if delivered by certified or registered mail, guaranteed overnight delivery, or facsimile transmission if such transmission is confirmed by delivery to the following address (or to such other addresses or facsimile numbers which Citrix or I shall designate in writing from time to time):

Citrix Systems Inc.

Address

\_\_\_\_\_  
\_\_\_\_\_

Attention: Human Resources Department

Facsimile Number: \_\_\_\_\_

Employee

Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_





I UNDERSTAND THAT THIS AGREEMENT AFFECTS IMPORTANT RIGHTS. BY SIGNING BELOW I CERTIFY THAT I HAVE READ IT CAREFULLY AND AM SATISFIED THAT I UNDERSTAND IT COMPLETELY, AND THAT I AM ENTERING INTO THIS AGREEMENT KNOWINGLY, WILLINGLY, AND VOLUNTARILY.

IN WITNESS WHEREOF, the undersigned has executed this Agreement as a sealed instrument on this Date:  
Apr 7, 2022

**EMPLOYEE:**

---

Employee's Signature

Sakshi Kamble

---

Employee's Printed Name



## Exhibit A

### SCHEDULE OF SEPARATE WORKS

This Exhibit A, Schedule of Separate Works, is provided to [Citrix R&D India Pvt. Ltd] in accordance with Section 3 “Disclosure and Assignment of Inventions”) of the Confidential Information, Inventions Assignment and Noncompetition Agreement, signed by me.

Check one of the following:

No Separate Works, as defined in Section 3 of the Confidential Information and Inventions Assignment Agreement exist.

or

Yes, Separate Works, as defined in Section 3 of the Confidential Information and Inventions Assignment Agreement exist and are described below (include basic description of each Separate Work):

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(Use additional space/pages if necessary.)



## **Exhibit B**

### **LIMITED EXCLUSION NOTIFICATION FOR EMPLOYEES IN CALIFORNIA ONLY**

THIS IS TO NOTIFY you in accordance with Section 2872 of the California Labor Code that the foregoing Agreement between you and Citrix does not require you to assign or offer to assign to Citrix any invention that you developed entirely on your own time without using Citrix's equipment, supplies, facilities or trade secret information except for those inventions that either:

- (1) Relate at the time of conception or reduction to practice of the invention to Citrix's business, or actual or demonstrably anticipated research or development of Citrix; or
- (2) Result from any work performed by you for Citrix.

To the extent a provision in the Agreement purports to require you to assign an invention otherwise excluded from the preceding section, the provision is against the public policy of California and is unenforceable.

This limited exclusion does not apply to any patent or invention covered by a contract between Citrix and the United States or any of its agencies requiring full title to a patent or invention to be in the United States.

I ACKNOWLEDGE RECEIPT of a copy of this notification.

**Citrix**

**By:**

**Date:** \_\_\_\_\_

**By:**

**Title** \_\_\_\_\_

**Date:** \_\_\_\_\_



भारत सरकार  
GOVERNMENT OF INDIA

भारत मौसम विज्ञान विभाग  
INDIA METEOROLOGICAL DEPARTMENT

टेलीफोन : +91 020 25535211 फैक्स : +91 020 25535435/25533201  
TELEPHONE +91 020 25535211, FAX +91 020 25535435 / 25533201  
E-mail : crs.pune@imd.gov.in, crspune@hotmail.com.

जलवायु अनुसंधान एवं सेवाएं के प्रमुख का कार्यालय  
शिवाजीनगर, पुणे - 411 005

Office of the Head, Climate Research and Services  
Shivajinagar, Pune - 411 005

संख्या  
No. ....

दिनांक  
Date 07/07/2022

## CERTIFICATE OF COMPLETION OF INTERNSHIP

भारत सरकार  
GOVERNMENT OF INDIA

शिवाजीनगर, पुणे - 411 005  
Office of the Head, Climate Research and Services

TO WHOMEVER IT MAY CONCERN

भारत मौसम विज्ञान विभाग  
INDIA METEOROLOGICAL DEPARTMENT

This is to certify that Ms. Sakshi Vikas Kamble, a student of Cummins College of Engineering, 3<sup>rd</sup> year IT branch, has successfully completed the internship under my guidance at India Meteorological Department, Pune.

During the internship she has worked for developing programs for scientific research using python and also worked for the Smart-city module of website using flask framework.

During the period of her internship programme, she has demonstrated her skills with self motivation to learn new skills. She was found punctual, hardworking, inquisitive and result oriented.

Her association with us was beneficial and we wish her all the best in her future endeavours.

डॉ. दिव्या ई. सुरेन्द्रन, वैज्ञानिक - "सी"  
Dr. Divya E. Surendran, Scientist - "C"  
जलवायु निगरानी और प्राग्णवित्त समूह  
Climate Monitoring and Prediction Group  
जलवायु अनुसंधान एवं सेवाएं के प्रमुख का कार्यालय  
O/o the Head, Climate Research and Services  
भारत मौसम विज्ञान विभाग  
India Meteorological Department  
शिवाजीनगर / Shivajinagar, पुणे / Pune - 411005

Dr. Divya Surendran,  
Scientist C



# BD Intern Selects

External



Inbox



**Aishwarya Landekar** Mar 16

to Placements, Svidha, ...



Respected Sir,

It was a pleasure conducting an Internship Program Drive at Cummins College.

Kindly find attached below selected and waitlisted students:

| Sr. No. | Name of the student | Status     |
|---------|---------------------|------------|
| 1       | Bhakti Mhaske       | Selected   |
| 2       | Srushti Deore       | Selected   |
| 3       | Neha Kulkarni       | Waitlisted |

Heartiest congratulations and good luck for a bright future ahead!

Many thanks,

**Warm Regards,**

# JPMORGAN CHASE & Co.

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## Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune's* Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

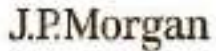
During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.

A handwritten signature in black ink, appearing to read "Jamie", with a large, stylized flourish above it.



11-Jan-2022

Meghana Mohanty  
Prasun corner, Viman Nagar, Pune  
-411014  
PUNE  
Maharashtra  
INDIA

Dear Meghana,

**Your Internship by J.P. Morgan**

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 15-Jan-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

\*This is a computer generated communication and does not have a signature.

## **Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS**

### **A1. Title/Category**

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Bengaluru, India.

### **A2. Internship Commencement Date**

Your internship shall begin on 06-Jun-2022 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 29-Jul-2022 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

### **A3. Working Hours**

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

### **A4. Stipend**

Your stipend will be INR50,000/- per month.

### **A5. Probationary Period**

Your internship will not be subject to a probationary period.

### **A6. Leave Entitlement**

#### **A6.1 Annual Leave**

You will not be entitled to any annual leave, given the short length of your fixed-term contract.

#### **A6.2 Other Leave**

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

### **A7. Benefits**

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

### **A8. Retirement Scheme**



You are not eligible for retirement benefits.

#### **A9. Notice Period**

Either party can terminate the employment by giving the other party 15 days' written notice (or such longer notice period as may be prescribed by applicable law) or by the Company making a payment in lieu of notice period.

### **APPENDIX B – GENERAL INTERNSHIP TERMS AND CONDITIONS**

#### **B1. Internship**

B1.1 Your internship is subject to:

- a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Bengaluru, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.
- b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and
- c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:
  - i) by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;
  - ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel

and work in different locations within and outside your hiring location.

- B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

## **B2. Remuneration**

- B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.
- B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

## **B3. Incentive Compensation**

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

## **B4. Termination**

- B4.1 Your internship may be terminated as follows:
- a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
    - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
    - ii) seriously breach the Code of Conduct and any other Company policies;
    - iii) disobey the Company's lawful and reasonable instructions/requirements;
    - iv) habitually neglect your duties; or

- v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

- (a) suspend you from the performance of any duties or assign you alternative duties;
- (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
- (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
- (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
- (e) remove your access to the Company premises and computer systems;
- (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix
- (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.4 During any Notice Period:

- (a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- (b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

## **B5. Leave**

B5.1 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and the Company's internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your internship.

B5.2 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

#### **B6. Confidentiality**

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

#### **B7. Return of Company Property**

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

#### **B8. Post internship Restrictions**

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or

any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
  - iii) but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.
- d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the

- jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.
  - v. that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
  - vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
  - vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
  - viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
    - i. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

## **B9. Code of Conduct and Staff Regulations and Affirmation**

- B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:
- (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and

procedures for the line of business in which you are to undertake work.

- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

#### **B10. Working Hours**

- B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working hours may be revised at the discretion of the Company.

#### **B11. Retirement Benefits**

You are not eligible for retirement benefits.

#### **B12. Contract Execution**

- B12.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

#### **B13. Governing Law and Jurisdiction**

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

### **APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT**

## **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

## **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.



You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

### **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

### **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

**Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:**

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited  
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West),  
Mumbai - 400 104, India  
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000



To: Muskan Singhal

Congratulations, you are being offered an Internship role with Dell Technologies!

We are pleased to inform that you have been selected and shortlisted for the role of **Undergraduate Intern at IN Grade**.

You will be based out of **Hyderabad/Bangalore** location.

Your Stipend will be INR **25000** per Month.

Post your confirmation, completion and clearance of graduation and after due internal approvals on your candidature a definitive formal letter of employment with compensation break-up and date of joining will be issued which will be the final offer from the Company.

Should you have any queries please feel free to contact: [UR\\_India@Dell.com](mailto:UR_India@Dell.com)

Kindly confirm your acceptance to enable us to consider your candidature.

Feel free to reach out to us for any additional information. We look forward to hearing back from you very soon!

Best Regards,

A handwritten signature in blue ink that reads "Savneet".

**Savneet Shergill**  
**Senior Director - Talent Acquisition**  
**Dell Technologies**

Schlumberger India Technology Centre Private Limited

Office 301, 3<sup>rd</sup> Floor, Building 8, CommerZone,

Samrat Ashok Path, Off Airport Road,  
Yerwada, Pune, 411006, Maharashtra, India Phone: +91-20-6741 7900 [www.slb.com](http://www.slb.com)



**Date: 10-May-2022**

**To,**  
**Maitreyee Narkhede**  
**Pune**

**Subject: Internship Agreement Letter**

Dear Maitreyee,

We are pleased to offer you an opportunity as **Intern** with Schlumberger India Technology Centre Pvt. Ltd for duration of 2 months starting from **01/06/2022** or on successfully passing of the medical examination. A notice period of 3 working days has to be served in the event of an early termination of this trainee agreement.

Located in Pune, you shall report to Saurabh Purwar- DES QA Manager.

You will be eligible to receive a monthly stipend of **INR 30,000/-** (subject to Tax regulations).

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, which will be conducted prior to the commencement of the internship.
- You shall be required to produce the documents listed in Appendix 1 of this offer. Please let us know if you do not have passport and degree certificate (at least provisional).
- Your acceptance of further documents pertaining to Schlumberger Code of Ethics and Confidentiality of information.

Please note that this offer letter is for internship for the period described above. This letter does not constitute an offer of employment or guarantees employment with Schlumberger at a future date.

Please indicate your agreement and acceptance to the above terms by signing the duplicate of this letter and returning it to us as your acceptance thereof.

Congratulations and we wish you all the best in your future endeavours.

Sincerely,

Agreed & Accepted,

-----  
**Priyanka Prabhudesai**  
**PITC Talent Acquisition Manager**

-----  
**Name: Maitreyee Atul Narkhede**  
**Date: 11/05/2022**

Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



27-April-2022  
Rutuja Nikumb

Dear Rutuja,

We are pleased to offer you an internship at **Northern Operating Services Private Limited** on the terms set out in this agreement (**Agreement**) below.

## 1. Internship

The content of your internship program will be determined by Northern. You will be advised of your main point of contact for further guidance during your internship program once you have joined the program. The purpose of this internship program is to provide you with relevant guidance and experience that will be helpful in your future career. In furtherance of this, you may be asked to execute various assignments/tasks from time to time during the course of your internship. You are expected to use your best efforts in performing and delivering the tasks for Northern. During the tenure of your internship, you should work closely with your manager **Rajesh Puvvada, Practice CAO** who will guide you and review your assignments/tasks.

- (a) During your internship with Northern, you will be working from home. However, if required and at Northern's request, you may have to work from Northern's office in **Bangalore**.
- (b) In case you are offered employment by another organisation during your internship, you must communicate this to your manager, and take prior approval to end this internship before accepting such offer of employment.
- (c) It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by Northern upon completion of your internship.

## 2. Stipend and Certificate

- (a) You will be paid a stipend of **INR 50,000** per month, payable monthly on Northern scheduled pay dates, subject to applicable deductions. The stipend paid to you is not and shall not be construed as 'wages' for the purpose of any employment statute.
- (b) You will be reimbursed the two-way travel expenses incurred by you for your travel to Pune / Bangalore upon producing the relevant bills and vouchers. This will cover the lowest non-refundable cost of travel.
- (c) You will be eligible to access Northern's transport facility to travel to and from Northern offices (when required).



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- (d) You will not be entitled to any other allowances or benefits given to the regular employees of Northern other than those set out in this Agreement unless otherwise agreed in writing by Northern or required by Law.
- (e) On your successful completion of the internship program, you will be provided an internship certificate by Northern confirming the duration of your internship.

### 3. Term of the Internship

- (a) Your internship program shall be for a maximum term of **12 weeks**, starting on **01-June-2022** up until **10-August-2022**.

### 4. Working Hours and Leave

- (a) During the course of your internship, you would be required to be available for 40 hours a week.
- (b) During the course of your internship, in case you require to take leave for any personal emergencies, you would be required to take approval from your manager prior to taking such leave.

### 5. Termination

- (a) During your internship program, either party may terminate this Agreement by giving 1 weeks' notice in writing.
- (b) Northern shall be entitled to terminate this Agreement with immediate effect (but without prejudice to the rights and remedies of Northern for any breach of this Agreement and to your continuing obligations under this Agreement) if you are guilty of dishonesty or serious or persistent misconduct, or without reasonable cause neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe Company's disciplinary rules or any other applicable regulations of Northern.

### 6. Limited Authority

You will not enter into any commitments or dealings on behalf of Northern or be a party to any alteration of any principle or policy of Northern or exceed the authority or direction vested in you without the previous sanction of Northern or those in authority over you. Any violation of this may lead to termination of your internship program with immediate effect.

### 7. Confidentiality/Intellectual Property



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- (a) You shall keep confidential all the information and material provided to you by Northern concerning their affairs or any information that comes to your knowledge during the course of the internship program, except as required to perform tasks during the course of your internship. Your obligation to keep such information confidential shall remain valid even on the termination or cancellation of your internship.
- (b) You shall also keep your internship terms and conditions strictly confidential. Any disclosure will constitute a breach of this Agreement and may result in termination of this Agreement.
- (c) You may be required to be involved in developing material for Northern's requirements. Any material or intellectual property so developed shall be the exclusive property of Northern and you shall not use the same in any personal capacity, during the term of the internship program or at any point in time thereafter. You agree to assist and cooperate with Northern in perfecting its rights in all such materials and intellectual property.
- (d) You shall also disclose to Northern any discovery, invention (whether patentable or not and whether or not patent protection has been applied for or granted), process or improvement made or discovered by you while with Northern and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of Northern. Northern shall have a right to freely develop and alter such material and intellectual property rights and license and assign them to third parties.

## 8. Non-compete and Non-solicit

You acknowledge that during the course of your internship with Northern, you may become familiar with Company's trade secrets and the other confidential information concerning Northern, its associates, related companies and that your work may be of a special, unique and extraordinary value to Company. You agree that during the term hereof –

- (i) you shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business similar to or in competition with Northern.
- (ii) you shall not directly or indirectly solicit, encourage, or induce any employee, agent, vendor, or consultant to terminate his/her employment with Northern.

## 9. Return of Company Property

On expiry or earlier termination of this Agreement, you will be responsible for the safe return of all the properties of Northern including any drawings, software, notebooks, manuals, documents, computerization of technical data, specifications, files, memoranda, or other records of any nature belonging to Northern or any reproduction thereof which may have been provided to you during the course of your internship with Northern or which may be in your use, custody, care or charge. For the loss of any property of Northern in your possession, Northern will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.



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## 10. Data Privacy

Prior to as well as during the course of your internship, Northern may collect personal information, including sensitive personal information such as, your bank details, medical records and history, etc. as it may deem necessary, from time to time, for the purposes of your internship. You hereby acknowledge and grant your consent to Northern collecting, using, processing, storing, disclosing, and transferring, whether to the parent company, its subsidiaries, any other company or to third party service providers, within or outside India, any such personal information (including sensitive personal information) relating to you. Refer to the attached Intern Data Privacy Notice for more details.

## 11. Surveillance

You agree and understand that Northern may use various modes to ensure that the internet, email facilities and other communication systems provided by Northern are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited by you. For the purpose of safeguarding Northern's confidential and proprietary information, Northern shall have the right to monitor any personal e-mail or social media forum that may be accessible to you from Northern including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc. Northern also reserves the right to monitor your activities using various security measures including but not limited to closed circuit television systems. These may be installed on Northern's premises overtly or covertly to ensure that you do not participate or propagate any activities which are or could be prejudicial to Northern's business interests or which could bring it into disrepute.

## 12. Tax Liability

You will arrange to take care of your tax liabilities as may be applicable to the aforesaid stipend payments, and Northern will not be liable for the same. All stipend and other payments (if any) to you may be subject to tax withholding in accordance with applicable laws.

## 13. Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of India. The courts in Bangalore will have exclusive jurisdiction in relation to all disputes arising out of this Agreement.





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This Agreement constitutes the entire terms and conditions governing your engagement as an intern with Northern.

If the terms and conditions of this Agreement are understood and accepted, please sign and return the attached copy of this Agreement.

Yours sincerely,

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

### **Acknowledgement**

I **Rutuja Nikumb**, hereby accept that I understand and agree to execute the internship assignment on the terms and conditions set out in the foregoing Agreement.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





## INTERN DATA PRIVACY NOTICE

### 1. INTRODUCTION

In order to comply with the applicable data protection legislation, Northern Operating Services Private Limited (2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bengaluru 560037) and Northern Operating Solutions Private Limited (8th and 9th Floor, Tower B, Eon Phase II, SEZ, Survey No- 72/2/1, Kharadi, Pune-411014) ("**Northern**") has prepared this Data Privacy Notice ("**Notice**") to outline our practices regarding the collection, use and disclosure of individually identifiable information ("**Personal Data**") about you.

### 2. PURPOSE FOR WHICH PERSONAL DATA IS TO BE COLLECTED, USED AND/OR DISCLOSED

The following are the purposes for which Northern may collect, hold, or process personal data about you.

- a) facilitating, processing, dealing with, administering, managing, maintaining and/or terminating your internship relationship with us, including but not limited dealing with and/or recording your achievements or progress, training programmes (whether conducted by us or by third parties) including determining your suitability for the same and which may require us to disclose your personal data to the providers of such training programmes, dealing with insurance checks, payroll administration, performance appraisal, job assessment, compensation, planning and organisation, monitoring compliance with internal rules of Northern including without limitation the India handbook and code of business conduct; conducting investigations related to compliance with Northern policies or applicable law;
- b) dealing with conflict of interests;
- c) supporting, dealing with and/or administering your health needs, medical needs, safety and welfare requirements (all of which may or may not be provided by us at our absolute discretion);
- d) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars, and/or your interest or participation in any events, seminars, and/or other opportunities that we may (at our discretion) make available to interns;
- e) dealing with, monitoring, administering and/or managing your use of infrastructure, equipment or facilities that may be provided by us including but not limited to provision of IT (information technology) equipment and services. Without prejudice to the generality of the aforesaid, this includes monitoring and surveillance of all your electronic communications and contents thereof (whether personal or business related) that are sent or received through our infrastructure, equipment or facilities as well as your Internet



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usage/browsing. Purpose of surveillance and monitoring being to fulfil the organisation's compliance with laws applicable to Northern Trust's Legal Entities;

- f) contacting you or communicating with you via phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your internship relationship with us such as but not limited to communicating with you for administrative matters and sending you correspondence. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- g) facilitating communication with you or your nominated contacts in an emergency, such as but not limited to medical emergency, flood etc;
- h) carrying out due diligence or other screening activities in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
- i) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your internship relationship or any other matter arising from, dealing with or related to your internship relationship with us, and whether or not there is any suspicion of the aforementioned; and/or investigating any alleged or actual fraud, misconduct or unlawful conduct within Northern and/or the Northern Trust group of companies;
- j) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, as well as rules, guidelines or notices issued by applicable regulatory authorities, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in India or elsewhere, with which we are expected to comply, and/or complying with Northern's internal policies;
- k) facilitating and/or administering tax related requirements, deductions or matters relating to your stipend payment such as but not limited to disclosure of your Personal Data to the Inland Revenue Authority of India;
- l) dealing with, handling and/or conducting disciplinary, security and/or quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of our offices for security reasons and you acknowledge that your Personal Data will be collected by such cameras and processed by us consequently;
- m) responding to and/or dealing with legal process, pursuing legal rights and remedies, defending or pursuing litigation or claims and managing any complaints or claims;



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- n) record-keeping purposes and producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements;
- o) storage, hosting, back-up and/or disaster recovery, of your Personal Data;
- p) dealing with references or reference checks (or opinions) pertaining to you. In this regard, you agree that we may obtain Personal Data, references or opinions or reference checks, about you, from various sources or third parties without any need for your further consent, to determine your suitability for internship;
- q) facilitating, dealing with and/or administering external audit(s) or internal audit(s) of the business(es), transactions, processes, policies, practices and/or systems of Northern;
- r) any other purposes for which we have obtained your express consent.

(collectively, the “**Purposes**”).

### 3. DESCRIPTION OF PERSONAL DATA

The following are the types of Personal Data which Northern may collect, use and disclose (although the list is not exhaustive):

- (a) Personal identifiers such as your name, gender, date and country of birth, nationality, race, marital status, residential and personal email addresses, telephone and mobile numbers, National Registration Identity Number, Foreign Identification Number, Tax Payer Identification Number, passport details, Emergency Contact Person Details (Name/Tel/Address/Relationship).
- (b) Financial or other identifiers such as your bank account details.
- (c) Personal details including photographs, closed circuit television footage, personality, character, interests, leisure activities, physical and mental health records, disabilities, infirmities, racial or ethnic origin, religion, electoral register status, psychometric and ability test results.
- (d) Relationships to other employees.
- (e) Immigration status and details, work permit details.
- (f) Curriculum vitae, including academic record, qualifications and skills, membership of committees and/or professional bodies.
- (g) Background records including periodic checks on criminal records etc., if applicable.
- (h) Financial details including bank account, income, assets, investments, loans, mortgages, credits, payments, deductions, Court judgments, bankruptcy details, attachment of earnings details.





- (i) Membership of voluntary or charitable bodies, public offices held, other employment.
- (j) Details of any criminal, court, tribunal or inquiry proceedings, including motoring or other arrests, judgements or convictions.
- (k) Security details including system and building log in and access records.
- (l) Insurance details.
- (m) Agreements or contracts.
- (n) In situations like a pandemic (e.g. COVID-19), personal information necessary to protect the health and safety of the workforce and comply with local laws and regulations, including, but not limited to positive confirmations of infection (of you and/or members of your family / dependants).
- (o) Any other Personal Data necessary for the conduct of the Internship Agreement between Northern and the data subjects.

If you provide Northern with individually identifiable information about members of your family and/or other dependents (e.g., for emergency contact) ("**Dependent Personal Data**"), it is your responsibility to inform them of the purposes for which such Dependent Personal Data is being provided and to obtain the consent of those individuals (provided they are legally competent to give their consent) to the processing (including transfer) of that Dependent Personal Data as set out in this Notice. You confirm that you have or will have obtained their consent prior to your provision of the Dependent Personal Data to Northern.

#### **4. DISCLOSURE OF PERSONAL DATA**

4.1 For one or more of the purposes set out in section 2 above, Northern may disclose Personal Data about you where appropriate, to:

- (a) employees of Northern;
- (b) successors in title of Northern or other current or potential transaction partners;
- (c) Northern affiliates;
- (d) external auditors;
- (e) regulatory, enforcement and government authorities;
- (f) service providers and suppliers of goods or services to Northern;
- (g) in situations like a pandemic, processing of your personal information including disclosure to third parties or public health authorities where required under local law or regulation; and



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- (h) current, past and potential recipients, customers or clients for the goods or services of Northern,  
  
(collectively, the “**Local Recipients**”).

## 5. OVERSEAS TRANSFERS

Because Northern uses Internet, e-mail and other means of telecommunication, Personal Data about you may be transmitted within Northern and to its affiliates, and may be sent to employees of these entities when they are working overseas, or to external auditors, advisors or consultants, regulatory and government authorities, service providers, including their overseas affiliates, suppliers of goods or services to Northern or current, past and potential recipients, customers or clients for the goods or services of Northern, or to any other categories of recipients noted in this document, in countries whose data protection laws may not be as comprehensive as those of India, (collectively the “**Foreign Recipients**”) for one or more of the purposes listed in Clause 2 herein.

## 6. ACCURACY OF AND ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access Personal Data held about you (with the exception of any documents that are subject to legal privilege, that provide Personal Data about Northern Trust employees, or that otherwise are not subject to access rights). In addition, to the extent required by applicable law, you have the right to have inaccurate Personal Data corrected or removed and to object to the processing of your Personal Data as described in this Notice for legitimate purposes. If you wish to access such Personal Data, you should apply in writing to the email address set out in Section 9 below.

To assist us in maintaining accurate Personal Data you must advise Northern of any changes to your Personal Data. In the event that Northern becomes aware of any inaccuracy in the Personal Data that Northern has recorded, Northern will correct that inaccuracy at the earliest practical opportunity.

## 7. SECURITY AND RETENTION

Northern maintains appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction, or accidental loss, alteration, unauthorized disclosure or access, in compliance with applicable regulations.

We will retain your personal data only so long as it is required for purposes for which it was collected. This will usually be the period of your internship/contract with us plus the length of any applicable statutory limitation period following your departure. Northern will not keep your data for longer than is necessary for the purpose for which it was obtained, except where required by law or due to other circumstances such as litigation or criminal or governmental investigation.



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## 8. CHANGES TO THE PRIVACY NOTICE

Northern will inform you of any changes to the description of Personal Data or the purposes for which Personal Data are held or used.

## 9. QUESTIONS OR GUIDANCE

Should you have any questions in respect of this Notice, please contact your Data Grievance Officer, the general email address is [Privacy\\_Compliance@ntrs.com](mailto:Privacy_Compliance@ntrs.com).

## ACKNOWLEDGEMENT

I **Rutuja Nikumb** confirm that I have read, understood, and accept the terms of this privacy notice. This Privacy Notice will be updated from time to time in accordance with relevant regulations and you will be required to acknowledge the updated versions as they become available.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





Wells Fargo International Solutions Private LTD  
Outer Ring Rd  
BENGALURU URBAN,KA, 560103

April 30, 2022

Miss Rujuta Shirang Palimkar  
E-3, Shree Chintamani Society,  
Pune

Dear Rujuta,

### Offer of Internship

We are pleased to offer you an Educational Internship at Wells Fargo International Solutions Private LTD ("Wells Fargo"), on the following terms and conditions:

1. You will be designated as **Intern**. On your first day of internship, June 06, 2022 you will need to report at **7:30 AM** to Outer Ring Rd, BENGALURU URBAN, KA, 560103.
2. The Internship Period is for **2 Months** starting on June 06, 2022 and ending on the close of business on August 05, 2022 ("Internship Period")
3. You would be eligible to receive a maximum stipend of ₹960,000.00 /- ₹80,000.00 per month during the Internship Period, subject to you meeting the criteria laid down by Wells Fargo and continue exhibiting good performance during the Internship Period. On successful completion of your internship you will be provided with Internship completion certificate, in the manner and form as may be deem fit and proper by Wells Fargo.
4. You will be based at the Wells Fargo Offices at BENGALURU URBAN. You shall report to a designated person who will be indicated at the time of joining and you can carry out the learning activities all through Monday to Friday during ordinary working hours at Wells Fargo office.
5. Your internship will include Training/Orientation and focus primarily on learning and developing new skills and gaining deeper understanding on the concepts through hands on application of the knowledge you have gained.
6. As an intern, you will have access to Wells Fargo's confidential information and you may, during the course of your Internship, develop certain information or inventions, which will become the property of Wells Fargo, or its parent or any of its subsidiaries, associate companies or that of its customers or partners. You may be required to sign a Non Disclosure Agreement as a condition of your Internship at the date of joining Wells Fargo or thereafter. In the event, you develop certain intellectual property, information and inventions during the Internship Period, you shall specifically agree to sign and execute the assignment deed or such agreement as may be necessary to confer the ownership rights of such information, intellectual property or invention to Wells Fargo.
7. Internship Program is purely an academic learning activity which attracts course credit and therefore, your institute shall have an equal right to evaluate your performance and manage/supervise you during the internship, subject to necessary approvals from Wells Fargo.
8. During the Internship period, you will be eligible for Personal Accident cover of **INR 500,000**.
9. Separation with Cause/no Cause: With a prior notice of 7 (seven) calendar days; Wells Fargo may terminate your internship before completion of Internship Period, upon notifying the reason of such termination to your educational institute and you. Your failure to conduct yourself in accordance to the policies of Wells Fargo may render you liable for such actions as may be prescribed under the applicable laws and/or policy of Wells Fargo. You agree that all property, including, without limitation, laptop, equipment, tangible proprietary information, documents, computer disks (and other computer-generated files and data) and copies thereof, created on any



medium and furnished to, obtained by, or prepared by you in the course of or incident to your internship, belongs to Wells Fargo and shall be returned promptly to Wells Fargo upon termination or expiration of the Internship Period.

10. During the Internship Period, you shall abide by such reasonable instructions of your reporting personnel appointed by Wells Fargo and you shall fully abide by the applicable policies of Wells Fargo. Your Internship appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of Wells Fargo.

11. You shall keep Wells Fargo and/or its employees indemnified and harmless in the event of any loss, expenses, claim or penalties to/against Wells Fargo/its employees, due to your act/s or omission/s or directly/indirectly attributable to you in any manner.

12. You are required to submit various documents as detailed in Annexure 'B' for our records on or before joining Wells Fargo as an intern.

13. This Internship offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. Should any discrepancy arise or the background screening reveal that any information provided by you, including without limitation the details regarding educational qualifications, for securing the offer was incorrect/fraudulent, this offer stands terminated or withdrawn in its entirety.

At the discretion of Wells Fargo, you may be provided with maximum of INR 10,000/- (Rupees Ten Thousand Only) towards relocation cost, expenses and other allowances. This will be paid subject to applicable taxes and norms. In addition, your expenses towards travel (Onward and Return) for Internship will be reimbursed as prescribed under the policy of Wells Fargo - if not previously paid by the business.

**Your Internship with Wells Fargo does not in anyway be considered as an offer of employment or your candidature for employment with Wells Fargo.**

I take this opportunity to wish you a great Internship Program at Wells Fargo. Please confirm your acceptance of Internship by signing and returning one of the original Internship letter, failing which this Internship offer shall deemed to be declined by you. Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

For Wells Fargo International Solutions Private LTD,

Chandrasekhar Narayana Bhatta  
Recruiting Senior Manager

#### **Annexure 'B'**

##### **List of Documents to be submitted prior to joining Wells Fargo**

1. Education provisional certificate or mark sheets of the highest qualified degree / professional qualification.
2. Copy of passport (First and Last Pages).
3. Two (2) passport size photographs.
4. Copy of the PAN (permanent account number) Card, self attested.
5. Supporting documents for Background verification.
6. Internship request letter.
7. Recommendation letter from College.

By signing and submitting this offer letter, you accept and agree to all terms and conditions of this offer of employment.

Accepted and agreed to by:



---

Signature for Candidate Rujuta Palimkar

05/03/2022 12:50:26 PM

---

Date



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## Congratulations and Welcome to DB and Application Submission

1 message

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**Shilpa Shetty** <shilpa.shetty@db.com>  
To: 08rasikapande@gmail.com <08rasikapande@gmail.com>

Thu, Oct 14, 2021 at 18:06

Dear Rasika Pande,

Congratulations and welcome to the **Intern Class of 2022 at Deutsche Bank!** DB's Graduate Programme is always very competitive and you have obviously impressed the business from the outset, and all your hard work and preparation has been worth it. So I personally wanted to say well done.

Now that you have accepted our offer, I would like to request you to be our campus ambassador. Share your experience so that others who may have similar interests like yours may benefit.

Request you all to register on the below link by 17<sup>th</sup> October 2021, Sunday and submit your application so that I can proceed with the onboarding process.

<https://db.recsolu.com/external/requisitions/O52Bkht9ePnY4zYv8xzdag>

**Follow us on Social Media & Like/Share our posts:** Do follow the bank on our social handles and like/share content that the Bank posts regularly, especially on early careers opportunities with your network. You may even want to do a post on your profile to say that you are joining DB and tag us.

: <http://www.facebook.com/DeutscheBankCareers>

: <https://www.linkedin.com/company/deutsche-bank>

 <http://instagram.com/deutschebank>

 <https://twitter.com/careersDB>

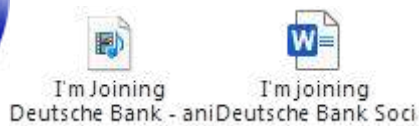
**Announcing jobs on social:** It is becoming commonplace for individuals to announce their new jobs on social media – in particular graduate and internship positions via LinkedIn. In case you would like to do similar posts, we have designed two brand approved set of assets for you to use both of which are attached here along with a how to guide:

- Profile photo frame/filter
- Animated announcement post

A sample message is provided for reference:

**Please do use the below tags on your post**

[#earlycareers](#) [#Internship](#) [#2022summer](#) [#positiveimpact](#) [#campusrecruitment](#)



On behalf of DB Early Careers team, congratulations again and we look forward to you joining us full time next year as part of the 2022 Internship Programme.

Thanks & Regards,



Shilpa Shetty  
Campus Recruitment

Deutsche India Private Limited  
Mobile +91 9322754579  
Email- [shilpa.shetty@db.com](mailto:shilpa.shetty@db.com)

Discover a career to look forward to at: [www.db.com/careers](http://www.db.com/careers)



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In order to monitor compliance with legal and regulatory obligations and our policies, procedures and compliance programs, we may review emails and instant messages passing through our IT systems (including any personal data and customer information they contain), and record telephone calls routed via our telephone systems. We will only do so in accordance with local laws and regulations. In some countries please refer to your local DB website for a copy of our Privacy Policy.

Please refer to <https://db.com/disclosures> for additional EU corporate and regulatory disclosures.



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 10, 2022

Vidhi Phatnani  
Sukhwani Capital 'C' Wing , 2nd floor , Flat no. 7, Vaibhav Nagar Pimpri,Pune  
Pune, Maharashtra 411017

Dear Vidhi,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of INR75000 per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.

As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources

Congratulations on your offer with Dell Technologies! External Inbox x



Dell My HR <noreply@dell.com>

to me ▾



Dear Priya Meher ,

Congratulations! You have received an offer for the position of Undergraduate Intern from Dell Technologies!

Your action:



## **Contract – Temporary Employment**

### **Employer**

Volvo Car Corporation, SE-405 31 Gothenburg, Sweden, Telephone +46 31 59 00 00,  
www.volvocars.com, Organization's nr. 556074-3089.

### **Employee**

Volvo Car Corporation hereafter called the "**Company**", and Diksha Ghanashyam Sharma with social security number 20011022-0000, hereafter called the "**Employee**", have entered the following terms of a temporary employment. This contract revokes all previous agreements.

### **Position**

Summer internship

### **Type of Employment**

Temporary employment

### **Location/Department**

Dept. 61511, Gothenburg

### **Duration of employment**

From **2022-06-10** to **2022-09-08**

### **Working hours**

Working hours is full-time.

### **Period of notice**

This agreement may be terminated prematurely. The notice period for both parties is one (1) month.



Wells Fargo International Solutions Private LTD  
OLD MUMBAI HWY FL 1-12  
SERILINGAMPALLY, TS, 500032

May 01, 2022

Miss Shruti Manohar Tanpure  
P-101, Jasminum  
Pune

Dear Shruti,

#### **Offer of Internship**

We are pleased to offer you an Educational Internship at Wells Fargo International Solutions Private LTD ("Wells Fargo"), on the following terms and conditions:

1. You will be designated as **Intern**. On your first day of internship, June 06, 2022 you will need to report at **7:30 AM** to OLD MUMBAI HWY FL 1-12, SERILINGAMPALLY, TS, 500032.
2. The Internship Period is for **2 Months** starting on June 06, 2022 and ending on the close of business on August 05, 2022 ("Internship Period")
3. You would be eligible to receive a maximum stipend of ₹960,000.00 /- ₹80,000.00 per month during the Internship Period, subject to you meeting the criteria laid down by Wells Fargo and continue exhibiting good performance during the Internship Period. On successful completion of your internship you will be provided with Internship completion certificate, in the manner and form as may be deemed fit and proper by Wells Fargo.
4. You will be based at the Wells Fargo Offices at SERILINGAMPALLY. You shall report to a designated person who will be indicated at the time of joining and you can carry out the learning activities all through Monday to Friday during ordinary working hours at Wells Fargo office.
5. Your internship will include Training/Orientation and focus primarily on learning and developing new skills and gaining deeper understanding on the concepts through hands on application of the knowledge you have gained.
6. As an intern, you will have access to Wells Fargo's confidential information and you may, during the course of your Internship, develop certain information or inventions, which will become the property of Wells Fargo, or its parent or any of its subsidiaries, associate companies or that of its customers or partners. You may be required to sign a Non Disclosure Agreement as a condition of your Internship at the date of joining Wells Fargo or thereafter. In the event, you develop certain intellectual property, information and inventions during the Internship Period, you shall specifically agree to sign and execute the assignment deed or such agreement as may be necessary to confer the ownership rights of such information, intellectual property or invention to Wells Fargo.
7. Internship Program is purely an academic learning activity which attracts course credit and therefore, your institute shall have an equal right to evaluate your performance and manage/supervise you during the internship, subject to necessary approvals from Wells Fargo.
8. During the Internship period, you will be eligible for Personal Accident cover of **INR 500,000**.
9. Separation with Cause/no Cause: With a prior notice of 7 (seven) calendar days; Wells Fargo may terminate your internship before completion of Internship Period, upon notifying the reason of such termination to your educational institute and you. Your failure to conduct yourself in accordance to the policies of Wells Fargo may render you liable for such actions as may be prescribed under the applicable laws and/or policy of Wells Fargo. You agree that all property, including, without limitation, laptop, equipment, tangible proprietary information, documents, computer disks (and other computer-generated files and data) and copies thereof, created on any

Wells Fargo & Company

1



medium and furnished to, obtained by, or prepared by you in the course of or incident to your internship, belongs to Wells Fargo and shall be returned promptly to Wells Fargo upon termination or expiration of the Internship Period.

10. During the Internship Period, you shall abide by such reasonable instructions of your reporting personnel appointed by Wells Fargo and you shall fully abide by the applicable policies of Wells Fargo. Your Internship appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of Wells Fargo.

11. You shall keep Wells Fargo and/or its employees indemnified and harmless in the event of any loss, expenses, claim or penalties to/against Wells Fargo/its employees, due to your act/s or omission/s or directly/indirectly attributable to you in any manner.

12. You are required to submit various documents as detailed in Annexure 'B' for our records on or before joining Wells Fargo as an intern.

13. This Internship offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. Should any discrepancy arise or the background screening reveal that any information provided by you, including without limitation the details regarding educational qualifications, for securing the offer was incorrect/fraudulent, this offer stands terminated or withdrawn in its entirety.

At the discretion of Wells Fargo, you may be provided with maximum of INR 10,000/- (Rupees Ten Thousand Only) towards relocation cost, expenses and other allowances. This will be paid subject to applicable taxes and norms. In addition, your expenses towards travel (Onward and Return) for Internship will be reimbursed as prescribed under the policy of Wells Fargo - if not previously paid by the business.

**Your Internship with Wells Fargo does not in anyway be considered as an offer of employment or your candidature for employment with Wells Fargo.**

I take this opportunity to wish you a great Internship Program at Wells Fargo. Please confirm your acceptance of Internship by signing and returning one of the original Internship letter, failing which this Internship offer shall deemed to be declined by you. Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

For Wells Fargo International Solutions Private LTD,

Chandrasekhar Narayana Bhatta  
Recruiting Senior Manager

#### **Annexure 'B'**

##### **List of Documents to be submitted prior to joining Wells Fargo**

1. Education provisional certificate or mark sheets of the highest qualified degree / professional qualification.
2. Copy of passport (First and Last Pages).
3. Two (2) passport size photographs.
4. Copy of the PAN (permanent account number) Card, self attested.
5. Supporting documents for Background verification.
6. Internship request letter.
7. Recommendation letter from College.

By signing and submitting this offer letter, you accept and agree to all terms and conditions of this offer of employment.

Accepted and agreed to by:



E-Signed By Shruti Tanpure on 05/01/2022 23:37:36

05/01/2022 23:37:36

---

Signature for Candidate Shruti Tanpure

---

Date



---

## Congratulations and Welcome to DB and Application Submission

1 message

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**Shilpa Shetty** <shilpa.shetty@db.com>  
To: vidisha780@gmail.com <vidisha780@gmail.com>

Thu 14 Oct, 2021 at 6:06 PM

Dear Vidisha Pandey,

Congratulations and welcome to the **Intern Class of 2022 at Deutsche Bank!** DB's Graduate Programme is always very competitive and you have obviously impressed the business from the outset, and all your hard work and preparation has been worth it. So I personally wanted to say well done.

Now that you have accepted our offer, I would like to request you to be our campus ambassador. Share your experience so that others who may have similar interests like yours may benefit.

Request you all to register on the below link by 17<sup>th</sup> October 2021, Sunday and submit your application so that I can proceed with the onboarding process.

<https://db.recsolu.com/external/requisitions/O52Bkht9ePnY4zYv8xzdag>

**Follow us on Social Media & Like/Share our posts:** Do follow the bank on our social handles and like/share content that the Bank posts regularly, especially on early careers opportunities with your network. You may even want to do a post on your profile to say that you are joining DB and tag us.

: <http://www.facebook.com/DeutscheBankCareers>

: <https://www.linkedin.com/company/deutsche-bank>

 <http://instagram.com/deutschebank>

 <https://twitter.com/careersDB>

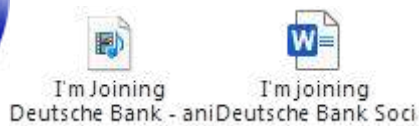
**Announcing jobs on social:** It is becoming commonplace for individuals to announce their new jobs on social media – in particular graduate and internship positions via LinkedIn. In case you would like to do similar posts, we have designed two brand approved set of assets for you to use both of which are attached here along with a how to guide:

- Profile photo frame/filter
- Animated announcement post

A sample message is provided for reference:

**Please do use the below tags on your post**

[#earlycareers](#) [#Internship](#) [#2022summer](#) [#positiveimpact](#) [#campusrecruitment](#)



On behalf of DB Early Careers team, congratulations again and we look forward to you joining us full time next year as part of the 2022 Internship Programme.

Thanks & Regards,



Shilpa Shetty  
Campus Recruitment

Deutsche India Private Limited  
Mobile +91 9322754579  
Email- [shilpa.shetty@db.com](mailto:shilpa.shetty@db.com)

Discover a career to look forward to at: [www.db.com/careers](http://www.db.com/careers)



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Please refer to <https://db.com/disclosures> for additional EU corporate and regulatory disclosures.



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 14, 2022

Vinita Chimalgi  
SVC Treewalk botanical garden road  
Hyderabad, Telangana 500084

Dear Vinita,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of INR75000 per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.

As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources

## Boeing - On Boarding process edit



Placements Cummins College <placements@cumminscollege.in>

to 3961\_Srushti\_Thakre, 3972\_Piyusha, 1715\_Yashaswi, 1702\_Samruddhi, C1708\_SAAKSHI, 3753\_PRANJAL, 3412\_Madhura, 3460\_Srushti, 3634, 3614, me, 3934\_AKSHAD

Apr 27, 2022, 2:27

Greetings from Boeing India.

This is to inform, that we have initiated our on-boarding process for the **Summer Internship** students. We will have their on-boarding as given below.

### Batch 2 – 03 June 2022 – 2 months internship

**Mode of Internship** – Currently we are operating on **Hybrid model** – 2 days work from office & 3 days work from home. Same will be applicable for them as well.

Request you to communicate the same to the students and plan accordingly.

They will also receive task to complete through Work Day, would be good if they can complete those immediately as part of the on-boarding process.

| Sl. No. | Name                           | Current Status | Offer Type    | College | Degree | Branch Name |
|---------|--------------------------------|----------------|---------------|---------|--------|-------------|
| 1       | Srushti Thakre                 | Selected       | Summer Intern | Cummins | B Tech | CSE         |
| 2       | DHAVAL Piyusha SANTOSH         | Selected       | Summer Intern | Cummins | B Tech | CSE         |
| 3       | Yashaswi Uday Gadekar          | Selected       | Summer Intern | Cummins | B Tech | Mechanical  |
| 4       | Samruddhi Chandrakant Ambavale | Selected       | Summer Intern | Cummins | B Tech | Mechanical  |
| 5       | Saakshi Nitin Cholkar          | Selected       | Summer Intern | Cummins | B Tech | Mechanical  |
| 6       | Pranjal Kiran Patil            | Selected       | Summer Intern | Cummins | B Tech | Mechanical  |
| 7       | Madhura Vikram Mhase           | Selected       | Summer Intern | Cummins | B Tech | CSE         |
| 8       | Srushti Sulgudie               | Selected       | Summer Intern | Cummins | B Tech | CSE         |
| 9       | Kareena Ravi Ganshani          | Selected       | Summer Intern | Cummins | B Tech | IT          |
| 10      | Ieesha Anmol Deshmukh          | Selected       | Summer Intern | Cummins | B Tech | IT          |
| 11      | Disha Sanjay Wani              | Selected       | Summer Intern | Cummins | B Tech | IT          |
| 12      | AKSHADA GIRISH MALPURE         | Selected       | Summer Intern | Cummins | B Tech | CSE         |
| 13      | GAIKWAD SANSKRUTI AVINASH      | Selected       | Summer Intern | Cummins | B Tech | Mechanical  |
| 14      | Neha Ravindra Kolhe            | Selected       | Summer Intern | Cummins | B Tech | Mechanical  |
| 15      | Shivani Ashish Pandit          | Selected       | Summer Intern | Cummins | B Tech | Mechanical  |



To: Chaitali Anil Chaudhari

Congratulations, you are being offered an Internship role with Dell Technologies!

We are pleased to inform that you have been selected and shortlisted for the role of **Undergraduate Intern at IN Grade**.

You will be based out of **Hyderabad/Bangalore** location.

Your Stipend will be INR **25000** per Month.

Post your confirmation, completion and clearance of graduation and after due internal approvals on your candidature a definitive formal letter of employment with compensation break-up and date of joining will be issued which will be the final offer from the Company.

Should you have any queries please feel free to contact: [UR\\_India@Dell.com](mailto:UR_India@Dell.com)

Kindly confirm your acceptance to enable us to consider your candidature.

Feel free to reach out to us for any additional information. We look forward to hearing back from you very soon!

Best Regards,

A handwritten signature in blue ink that reads "Savneet".

**Savneet Shergill**  
**Senior Director - Talent Acquisition**  
**Dell Technologies**



To: Namira Intiyaz Faras

Congratulations, you are being offered an Internship role with Dell Technologies!

We are pleased to inform that you have been selected and shortlisted for the role of **Undergraduate Intern at IN Grade**.

You will be based out of **Hyderabad/Bangalore** location.

Your Stipend will be INR **25000** per Month.

Post your confirmation, completion and clearance of graduation and after due internal approvals on your candidature a definitive formal letter of employment with compensation break-up and date of joining will be issued which will be the final offer from the Company.

Should you have any queries please feel free to contact: [UR\\_India@Dell.com](mailto:UR_India@Dell.com)

Kindly confirm your acceptance to enable us to consider your candidature.

Feel free to reach out to us for any additional information. We look forward to hearing back from you very soon!

Best Regards,

A handwritten signature in blue ink that reads "Savneet".

**Savneet Shergill**  
**Senior Director - Talent Acquisition**  
**Dell Technologies**



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



27-April-2022  
Bharambe, Gayatri Sanjay

Dear Gayatri,

We are pleased to offer you an internship at **Northern Operating Services Private Limited** on the terms set out in this agreement (**Agreement**) below.

## 1. Internship

The content of your internship program will be determined by Northern. You will be advised of your main point of contact for further guidance during your internship program once you have joined the program. The purpose of this internship program is to provide you with relevant guidance and experience that will be helpful in your future career. In furtherance of this, you may be asked to execute various assignments/tasks from time to time during the course of your internship. You are expected to use your best efforts in performing and delivering the tasks for Northern. During the tenure of your internship, you should work closely with your manager **Rajesh Puvvada, Practice CAO** who will guide you and review your assignments/tasks.

- (a) During your internship with Northern, you will be working from home. However, if required and at Northern's request, you may have to work from Northern's office in **Bangalore**.
- (b) In case you are offered employment by another organisation during your internship, you must communicate this to your manager, and take prior approval to end this internship before accepting such offer of employment.
- (c) It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by Northern upon completion of your internship.

## 2. Stipend and Certificate

- (a) You will be paid a stipend of **INR 50,000** per month, payable monthly on Northern scheduled pay dates, subject to applicable deductions. The stipend paid to you is not and shall not be construed as 'wages' for the purpose of any employment statute.
- (b) You will be reimbursed the two-way travel expenses incurred by you for your travel to Pune / Bangalore upon producing the relevant bills and vouchers. This will cover the lowest non-refundable cost of travel.
- (c) You will be eligible to access Northern's transport facility to travel to and from Northern offices (when required).



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Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
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EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



- (d) You will not be entitled to any other allowances or benefits given to the regular employees of Northern other than those set out in this Agreement unless otherwise agreed in writing by Northern or required by Law.
- (e) On your successful completion of the internship program, you will be provided an internship certificate by Northern confirming the duration of your internship.

### 3. Term of the Internship

- (a) Your internship program shall be for a maximum term of **12 weeks**, starting on **01-June-2022** up until **10-August-2022**.

### 4. Working Hours and Leave

- (a) During the course of your internship, you would be required to be available for 40 hours a week.
- (b) During the course of your internship, in case you require to take leave for any personal emergencies, you would be required to take approval from your manager prior to taking such leave.

### 5. Termination

- (a) During your internship program, either party may terminate this Agreement by giving 1 weeks' notice in writing.
- (b) Northern shall be entitled to terminate this Agreement with immediate effect (but without prejudice to the rights and remedies of Northern for any breach of this Agreement and to your continuing obligations under this Agreement) if you are guilty of dishonesty or serious or persistent misconduct, or without reasonable cause neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe Company's disciplinary rules or any other applicable regulations of Northern.

### 6. Limited Authority

You will not enter into any commitments or dealings on behalf of Northern or be a party to any alteration of any principle or policy of Northern or exceed the authority or direction vested in you without the previous sanction of Northern or those in authority over you. Any violation of this may lead to termination of your internship program with immediate effect.

### 7. Confidentiality/Intellectual Property



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- (a) You shall keep confidential all the information and material provided to you by Northern concerning their affairs or any information that comes to your knowledge during the course of the internship program, except as required to perform tasks during the course of your internship. Your obligation to keep such information confidential shall remain valid even on the termination or cancellation of your internship.
- (b) You shall also keep your internship terms and conditions strictly confidential. Any disclosure will constitute a breach of this Agreement and may result in termination of this Agreement.
- (c) You may be required to be involved in developing material for Northern's requirements. Any material or intellectual property so developed shall be the exclusive property of Northern and you shall not use the same in any personal capacity, during the term of the internship program or at any point in time thereafter. You agree to assist and cooperate with Northern in perfecting its rights in all such materials and intellectual property.
- (d) You shall also disclose to Northern any discovery, invention (whether patentable or not and whether or not patent protection has been applied for or granted), process or improvement made or discovered by you while with Northern and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of Northern. Northern shall have a right to freely develop and alter such material and intellectual property rights and license and assign them to third parties.

## 8. Non-compete and Non-solicit

You acknowledge that during the course of your internship with Northern, you may become familiar with Company's trade secrets and the other confidential information concerning Northern, its associates, related companies and that your work may be of a special, unique and extraordinary value to Company. You agree that during the term hereof –

- (i) you shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business similar to or in competition with Northern.
- (ii) you shall not directly or indirectly solicit, encourage, or induce any employee, agent, vendor, or consultant to terminate his/her employment with Northern.

## 9. Return of Company Property

On expiry or earlier termination of this Agreement, you will be responsible for the safe return of all the properties of Northern including any drawings, software, notebooks, manuals, documents, computerization of technical data, specifications, files, memoranda, or other records of any nature belonging to Northern or any reproduction thereof which may have been provided to you during the course of your internship with Northern or which may be in your use, custody, care or charge. For the loss of any property of Northern in your possession, Northern will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.



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## 10. Data Privacy

Prior to as well as during the course of your internship, Northern may collect personal information, including sensitive personal information such as, your bank details, medical records and history, etc. as it may deem necessary, from time to time, for the purposes of your internship. You hereby acknowledge and grant your consent to Northern collecting, using, processing, storing, disclosing, and transferring, whether to the parent company, its subsidiaries, any other company or to third party service providers, within or outside India, any such personal information (including sensitive personal information) relating to you. Refer to the attached Intern Data Privacy Notice for more details.

## 11. Surveillance

You agree and understand that Northern may use various modes to ensure that the internet, email facilities and other communication systems provided by Northern are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited by you. For the purpose of safeguarding Northern's confidential and proprietary information, Northern shall have the right to monitor any personal e-mail or social media forum that may be accessible to you from Northern including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc. Northern also reserves the right to monitor your activities using various security measures including but not limited to closed circuit television systems. These may be installed on Northern's premises overtly or covertly to ensure that you do not participate or propagate any activities which are or could be prejudicial to Northern's business interests or which could bring it into disrepute.

## 12. Tax Liability

You will arrange to take care of your tax liabilities as may be applicable to the aforesaid stipend payments, and Northern will not be liable for the same. All stipend and other payments (if any) to you may be subject to tax withholding in accordance with applicable laws.

## 13. Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of India. The courts in Bangalore will have exclusive jurisdiction in relation to all disputes arising out of this Agreement.



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This Agreement constitutes the entire terms and conditions governing your engagement as an intern with Northern.

If the terms and conditions of this Agreement are understood and accepted, please sign and return the attached copy of this Agreement.

Yours sincerely,

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

### **Acknowledgement**

**I Bharambe, Gayatri Sanjay**, hereby accept that I understand and agree to execute the internship assignment on the terms and conditions set out in the foregoing Agreement.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





## INTERN DATA PRIVACY NOTICE

### 1. INTRODUCTION

In order to comply with the applicable data protection legislation, Northern Operating Services Private Limited (2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bengaluru 560037) and Northern Operating Solutions Private Limited (8th and 9th Floor, Tower B, Eon Phase II, SEZ, Survey No- 72/2/1, Kharadi, Pune-411014) ("**Northern**") has prepared this Data Privacy Notice ("**Notice**") to outline our practices regarding the collection, use and disclosure of individually identifiable information ("**Personal Data**") about you.

### 2. PURPOSE FOR WHICH PERSONAL DATA IS TO BE COLLECTED, USED AND/OR DISCLOSED

The following are the purposes for which Northern may collect, hold, or process personal data about you.

- a) facilitating, processing, dealing with, administering, managing, maintaining and/or terminating your internship relationship with us, including but not limited dealing with and/or recording your achievements or progress, training programmes (whether conducted by us or by third parties) including determining your suitability for the same and which may require us to disclose your personal data to the providers of such training programmes, dealing with insurance checks, payroll administration, performance appraisal, job assessment, compensation, planning and organisation, monitoring compliance with internal rules of Northern including without limitation the India handbook and code of business conduct; conducting investigations related to compliance with Northern policies or applicable law;
- b) dealing with conflict of interests;
- c) supporting, dealing with and/or administering your health needs, medical needs, safety and welfare requirements (all of which may or may not be provided by us at our absolute discretion);
- d) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars, and/or your interest or participation in any events, seminars, and/or other opportunities that we may (at our discretion) make available to interns;
- e) dealing with, monitoring, administering and/or managing your use of infrastructure, equipment or facilities that may be provided by us including but not limited to provision of IT (information technology) equipment and services. Without prejudice to the generality of the aforesaid, this includes monitoring and surveillance of all your electronic communications and contents thereof (whether personal or business related) that are sent or received through our infrastructure, equipment or facilities as well as your Internet



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usage/browsing. Purpose of surveillance and monitoring being to fulfil the organisation's compliance with laws applicable to Northern Trust's Legal Entities;

- f) contacting you or communicating with you via phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your internship relationship with us such as but not limited to communicating with you for administrative matters and sending you correspondence. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- g) facilitating communication with you or your nominated contacts in an emergency, such as but not limited to medical emergency, flood etc;
- h) carrying out due diligence or other screening activities in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
- i) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your internship relationship or any other matter arising from, dealing with or related to your internship relationship with us, and whether or not there is any suspicion of the aforementioned; and/or investigating any alleged or actual fraud, misconduct or unlawful conduct within Northern and/or the Northern Trust group of companies;
- j) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, as well as rules, guidelines or notices issued by applicable regulatory authorities, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in India or elsewhere, with which we are expected to comply, and/or complying with Northern's internal policies;
- k) facilitating and/or administering tax related requirements, deductions or matters relating to your stipend payment such as but not limited to disclosure of your Personal Data to the Inland Revenue Authority of India;
- l) dealing with, handling and/or conducting disciplinary, security and/or quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of our offices for security reasons and you acknowledge that your Personal Data will be collected by such cameras and processed by us consequently;
- m) responding to and/or dealing with legal process, pursuing legal rights and remedies, defending or pursuing litigation or claims and managing any complaints or claims;



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- n) record-keeping purposes and producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements;
- o) storage, hosting, back-up and/or disaster recovery, of your Personal Data;
- p) dealing with references or reference checks (or opinions) pertaining to you. In this regard, you agree that we may obtain Personal Data, references or opinions or reference checks, about you, from various sources or third parties without any need for your further consent, to determine your suitability for internship;
- q) facilitating, dealing with and/or administering external audit(s) or internal audit(s) of the business(es), transactions, processes, policies, practices and/or systems of Northern;
- r) any other purposes for which we have obtained your express consent.

(collectively, the “**Purposes**”).

### 3. DESCRIPTION OF PERSONAL DATA

The following are the types of Personal Data which Northern may collect, use and disclose (although the list is not exhaustive):

- (a) Personal identifiers such as your name, gender, date and country of birth, nationality, race, marital status, residential and personal email addresses, telephone and mobile numbers, National Registration Identity Number, Foreign Identification Number, Tax Payer Identification Number, passport details, Emergency Contact Person Details (Name/Tel/Address/Relationship).
- (b) Financial or other identifiers such as your bank account details.
- (c) Personal details including photographs, closed circuit television footage, personality, character, interests, leisure activities, physical and mental health records, disabilities, infirmities, racial or ethnic origin, religion, electoral register status, psychometric and ability test results.
- (d) Relationships to other employees.
- (e) Immigration status and details, work permit details.
- (f) Curriculum vitae, including academic record, qualifications and skills, membership of committees and/or professional bodies.
- (g) Background records including periodic checks on criminal records etc., if applicable.
- (h) Financial details including bank account, income, assets, investments, loans, mortgages, credits, payments, deductions, Court judgments, bankruptcy details, attachment of earnings details.







- (i) Membership of voluntary or charitable bodies, public offices held, other employment.
- (j) Details of any criminal, court, tribunal or inquiry proceedings, including motoring or other arrests, judgements or convictions.
- (k) Security details including system and building log in and access records.
- (l) Insurance details.
- (m) Agreements or contracts.
- (n) In situations like a pandemic (e.g. COVID-19), personal information necessary to protect the health and safety of the workforce and comply with local laws and regulations, including, but not limited to positive confirmations of infection (of you and/or members of your family / dependants).
- (o) Any other Personal Data necessary for the conduct of the Internship Agreement between Northern and the data subjects.

If you provide Northern with individually identifiable information about members of your family and/or other dependents (e.g., for emergency contact) ("**Dependent Personal Data**"), it is your responsibility to inform them of the purposes for which such Dependent Personal Data is being provided and to obtain the consent of those individuals (provided they are legally competent to give their consent) to the processing (including transfer) of that Dependent Personal Data as set out in this Notice. You confirm that you have or will have obtained their consent prior to your provision of the Dependent Personal Data to Northern.

#### 4. DISCLOSURE OF PERSONAL DATA

4.1 For one or more of the purposes set out in section 2 above, Northern may disclose Personal Data about you where appropriate, to:

- (a) employees of Northern;
- (b) successors in title of Northern or other current or potential transaction partners;
- (c) Northern affiliates;
- (d) external auditors;
- (e) regulatory, enforcement and government authorities;
- (f) service providers and suppliers of goods or services to Northern;
- (g) in situations like a pandemic, processing of your personal information including disclosure to third parties or public health authorities where required under local law or regulation; and



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(h) current, past and potential recipients, customers or clients for the goods or services of Northern,  
  
(collectively, the “**Local Recipients**”).

## 5. OVERSEAS TRANSFERS

Because Northern uses Internet, e-mail and other means of telecommunication, Personal Data about you may be transmitted within Northern and to its affiliates, and may be sent to employees of these entities when they are working overseas, or to external auditors, advisors or consultants, regulatory and government authorities, service providers, including their overseas affiliates, suppliers of goods or services to Northern or current, past and potential recipients, customers or clients for the goods or services of Northern, or to any other categories of recipients noted in this document, in countries whose data protection laws may not be as comprehensive as those of India, (collectively the “**Foreign Recipients**”) for one or more of the purposes listed in Clause 2 herein.

## 6. ACCURACY OF AND ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access Personal Data held about you (with the exception of any documents that are subject to legal privilege, that provide Personal Data about Northern Trust employees, or that otherwise are not subject to access rights). In addition, to the extent required by applicable law, you have the right to have inaccurate Personal Data corrected or removed and to object to the processing of your Personal Data as described in this Notice for legitimate purposes. If you wish to access such Personal Data, you should apply in writing to the email address set out in Section 9 below.

To assist us in maintaining accurate Personal Data you must advise Northern of any changes to your Personal Data. In the event that Northern becomes aware of any inaccuracy in the Personal Data that Northern has recorded, Northern will correct that inaccuracy at the earliest practical opportunity.

## 7. SECURITY AND RETENTION

Northern maintains appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction, or accidental loss, alteration, unauthorized disclosure or access, in compliance with applicable regulations.

We will retain your personal data only so long as it is required for purposes for which it was collected. This will usually be the period of your internship/contract with us plus the length of any applicable statutory limitation period following your departure. Northern will not keep your data for longer than is necessary for the purpose for which it was obtained, except where required by law or due to other circumstances such as litigation or criminal or governmental investigation.



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## 8. CHANGES TO THE PRIVACY NOTICE

Northern will inform you of any changes to the description of Personal Data or the purposes for which Personal Data are held or used.

## 9. QUESTIONS OR GUIDANCE

Should you have any questions in respect of this Notice, please contact your Data Grievance Officer, the general email address is [Privacy\\_Compliance@ntrs.com](mailto:Privacy_Compliance@ntrs.com).

## ACKNOWLEDGEMENT

I **Bharambe, Gayatri Sanjay** confirm that I have read, understood, and accept the terms of this privacy notice. This Privacy Notice will be updated from time to time in accordance with relevant regulations and you will be required to acknowledge the updated versions as they become available.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.



Date:- 11-04-2022

**Neha Vijay Goyal**  
103, Vedvyas Apartment, Agrawal Nagar, Malegaon road, Dhule. 424001

**Private & Confidential**

Subject: Offer of Internship

Dear **Neha Vijay Goyal**

We are pleased to offer internship to you on a full-time basis as **Intern** with **Connectwise LLP**("Company") starting **06 June 2022** or such other date as may be notified by the Company to you. Your Internship will be for a period of **2 months**, which shall commence from the date of your joining the Company. The terms and conditions of your internship with the Company are set out within **Annexure "A"** attached to this letter.

You will be entitled to a stipend of **INR 10,000** per month. During Internship, benefit policy and social security act is not applicable to you. However, for safety of interns, company will issue Group Medclaim & Group Accident insurance policy.

If you wish to accept our offer of Internship, please provide your written confirmation within [3] days from the date of this letter and sign and return to us a copy of this letter (along with **Annexure "A"**) on or before the date of joining. Our offer shall automatically lapse and stand revoked unless you confirm your acceptance and provide a sign copy of this letter within the prescribed time.

You shall abide to the disciplinary policy, working days & hours policy, holiday list, travel arrangements as provided to employees and other terms and condition, while associated with the company.

Should you accept our offer, you are requested to provide the Company with copies of the following documents (if not provided earlier) along with 2 recent passport-sized photographs, on the date of joining the Company:

1. Passport (most recent)
2. Aadhar Card
3. Relevant educational certificates
4. Permanent Account Number (PAN) card
5. Birth certificate.

**CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

**Registered Office:** - Unit Nos.1&2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,

**Pune:** - Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com)  
Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India.  
Tel No: - +91-20 67701500

**Bangalore:** - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore - 560040.  
**Connectwise LLP is registered with limited liability.**

Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining deeper understanding of concepts through hands-on application of the knowledge.

The project and technical details of the assignment will be shared with you on or before commencement of your internship.

On successful completion of your internship and meeting performance as per the set standards for the aforesaid period, the company will issue you an Internship Completion letter.

If you have any questions in relation to this offer, please contact me at [recruitment@connectwise.com](mailto:recruitment@connectwise.com)

Yours sincerely,

For **Connectwise LLP**



**Malathi Rai**

Vice President- HR & Admin

### Acceptance

I hereby accept the terms and conditions of this offer for internship with Connectwise LLP. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer. I agree to join the Company on the joining date as provided in **Annexure "A"** of this letter.

Sign: \_\_\_\_\_

Name: \_\_\_\_\_

#### **CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

**Registered Office:** - Unit Nos.1&2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,

**Pune:** - Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com)  
Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India.  
Tel No: - +91-20 67701500

**Bangalore:** - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore - 560040.  
**Connectwise LLP is registered with limited liability.**

### Annexure A

#### **TERMS AND CONDITIONS OF INTERNSHIP**

1. **Information:** The Company's offer for Internship is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediately terminate your internship, besides the Company's right to initiate disciplinary action against you.
2. **Working Hours and Days:** You will observe the working hours and working days as may be communicated to you by the Company from time to time. It is hereby clarified that the Company operates on a 24X7 basis and accordingly the Company may require you to work in different shifts, including night shifts, as may be necessary from time to time. You accordingly agree to work in various shifts (including night shift) and confirm that you will comply with any and all directions and instructions as provided by the Company in relation to working in different shifts.
3. **Duties & Responsibilities:** You shall devote all of your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and you shall perform your duties with diligence and devotion. You may be required to perform other duties as required by the Company from time to time.
4. **Restriction:** While in the internship, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company.
5. **Compliance with Code of Conduct Guidelines and HR Policies:** You will abide by the Code of Conduct Guidelines, in letter and spirit. Please contact Human Resources to pursue a copy. You will also comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you. Your internship will, in addition to the terms and conditions of internship specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time, including those as may be provided in the Company's Employee HR Handbook, service rules, code of conduct, etc.
6. **Fitness:** In order to perform your duties towards the Company, you are required to keep yourself in good health and fitness both physically and mentally. The Company may subject you to medical checkup at regular intervals if applicable. If based on your medical checkup the Company determines that you are not physically or mentally fit to perform your duties towards the Company, the Company reserves the right to terminate your internship.
7. **Professionalism & Conduct:**
  - I. In course of your internship with the Company, you are expected to exert high degree of professionalism in discharging your duties towards the Company and in dealing with other employees of the Company including your superiors. All your actions must be directed towards the best interests of the Company. You may be liable to be dismissed from the Company without any notice in case you are found guilty of any misconduct, dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor.
  - II. Any lapse, deficiency or negligence on your part in discharging of your duties and performing your job responsibilities will be viewed seriously. On happening of such lapses etc., on your part, your internship with the Company may be liable to be terminated besides being liable to pay adequate damages to the Company.

#### **CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

**Registered Office:** - Unit Nos.1&2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,

**Pune:** - Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com)  
Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India.  
Tel No: - +91-20 67701500

**Bangalore:** - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore - 560040.

**Connectwise LLP is registered with limited liability.**

8. **Employee Confidentiality, Assignment of Development and Non-solicitation Agreement:** As a condition to your Internship with the Company, on or prior to joining, you shall be required to execute with the Company an Employee Confidentiality, Assignment of Developments and Non-solicitation Agreement as per the draft provided by the Company.
9. **Misuse of Company's property or facilities:** Any unauthorized use or misuse of Company's property or facilities, including but not limited to Company's system, software, internet facilities etc., on your part or any violation on any of the stipulations of Company's information security policy would also be treated as a serious lapse and violation of terms and conditions of your internship and would make the Company fully eligible to claim appropriate damages from you without prejudice to Company's unfettered right to terminate your services without any notice or pay in lieu thereof.
10. **Representations:** You hereby represent to the Company that:
  - a. you are legally permitted to reside and be employed in India;
  - b. you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
  - c. you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
  - d. you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
  - e. you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
  - f. you have all requisite power and authority, and do not require the consent of any third party to accept our offer;

You also represent to the Company that you have not appropriated any confidential, proprietary or trade secret information (including but not limited to written information, information contained in computer storage systems or information compiled or stored in any other manner) from any third party (including but not limited to any former employer), except as may have been expressly permitted in writing by such third party or its authorized representative. You shall not disclose to the Company, or otherwise use during the course of your internship with the Company, any confidential, proprietary or trade secret information of any third party which you may possess, without such written permission.

11. **Governing Law and Jurisdiction:** Your internship with the Company shall be governed and construed in accordance with the laws of India. The parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at **24** and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

**Agreed and accepted**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

**Registered Office:** - Unit Nos.1&2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,

Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com)

**Pune:** - Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India.

Tel No: - +91-20 67701500

**Bangalore:** - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore - 560040.

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Schlumberger India Technology Centre Private Limited

Office 301, 3<sup>rd</sup> Floor, Building 8, CommerZone,

Samrat Ashok Path, Off Airport Road,  
Yerwada, Pune, 411006, Maharashtra, India Phone: +91-20-6741 7900 [www.slb.com](http://www.slb.com)



**Date: 10-May-2022**

**To,  
Shradha Kumavat  
Pune**

**Subject: Internship Agreement Letter**

Dear Shradha,

We are pleased to offer you an opportunity as **Intern** with Schlumberger India Technology Centre Pvt. Ltd for duration of 2 months starting from **01/06/2022** or on successfully passing of the medical examination. A notice period of 3 working days has to be served in the event of an early termination of this trainee agreement.

Located in Pune, you shall report to Saurabh Purwar- DES QA Manager.

You will be eligible to receive a monthly stipend of **INR 30,000/-** (subject to Tax regulations).

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, which will be conducted prior to the commencement of the internship.
- You shall be required to produce the documents listed in Appendix 1 of this offer. Please let us know if you do not have passport and degree certificate (at least provisional).
- Your acceptance of further documents pertaining to Schlumberger Code of Ethics and Confidentiality of information.

Please note that this offer letter is for internship for the period described above. This letter does not constitute an offer of employment or guarantees employment with Schlumberger at a future date.

Please indicate your agreement and acceptance to the above terms by signing the duplicate of this letter and returning it to us as your acceptance thereof.

Congratulations and we wish you all the best in your future endeavours.

Sincerely,

Agreed & Accepted,

*Shradha Kumavat*

-----  
**Priyanka Prabhudesai**  
**PITC Talent Acquisition Manager**

-----  
**Name: Shradha Manoj Kumavat**  
**Date: 11/05/2022**

Company Identification Number (CIN): U29299PN2008PTC131255

Schlumberger-Private



## Appendix 1:

### Required Documents:

- ✦ You are requested to bring along the following documents. Please bring the originals and a photocopy of the following documents with you on your first day, along with it carry a digital copy of the same documents. Your originals will be returned to you after document verification. ✦ Class X and class XII or equivalent mark sheet if highest qualification is a graduate,
- ✦ Diploma or degree certificates (bachelors, masters or Ph. D.) for the highest qualification along with the final year mark sheet of that qualification,
- ✦ Photo identity proof in the form of any one of the following: Passport (Preferred) or Pan Card, Aadhar Card, Voter's ID or Driving License.
- ✦ Address proof in the form of any one of the following: Passport (preferred), Utility bill with clearly stated address, or attested Leave and License Agreement,
- ✦ Permanent Account Number (PAN) card
- ✦ Details of bank accounts (NEFT, cancelled cheque) for transfer of salary

### Please also bring:

- ✦ Four passport size (35 mm x 35 mm) photographs of yourself and one each of your family members.



## INTERNSHIP OFFER WITH HABITAT FOR HUMANITY TRUST

Date: May 24, 2022

Dear Aditee Amrane,

We welcome you to Habitat For Humanity Trust as a **Web Developer Intern**. At Habitat For Humanity Trust we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with Habitat For Humanity Trust.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

RAM  
PIKASH  
AGRAWAL  
Date: 2022.05.24  
21:04:42 +0530

Ram Agrawal  
Founder



### Annexure A

You shall be governed by the following terms and condition of service during your internship with Habitat For Humanity Trust, hereinafter referred to as organization, and those may be amended from time to time.

1. You are being hired as a **Web Developer Intern** and Advocate Ram Agrawal would be your Reporting Manager and Mentor during the internship. As an Intern you would be responsible for the responsibilities as told to you by your Mentor.
2. Your date of joining is 29<sup>th</sup> May, 2022 and the duration of the internship would be 1 month. During this time, you are expected to devote your time and efforts solely to Habitat For Humanity Trust work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.



---

## Course Enrollment Notification

1 message

---

**Networking Academy Team** <noreply@netacad.com>  
To: vaishnavi.kolhe@cumminscollege.in

Tue, May 24, 2022 at 2:49 PM



Dear Vaishnavi Kolhe,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

[Quoted text hidden]

## Course Enrollment Notification External Unblock



**Networking Academy Team** [nac@netacad.com](mailto:nac@netacad.com) [www.netacad.com](http://www.netacad.com)  
to me

Tue, May 24, 2:02 PM (1 day ago)



Dear Neha Goyal,

Welcome! You are now enrolled in the **Cisco** Networking Academy course: India\_Internship\_Cummins College\_Introduction to Cybersecurity

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the **It's Learning** tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the "It's Learning" tab to access your course. If you cannot find your activation email, then click "Resend Activation Email" on the "Log In" menu at <https://www.netacad.com>

We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,

**Cisco** Networking Academy Team

<https://www.netacad.com>

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## Course Enrollment Notification External Unblock



**Networking Academy Team** [nac@netacad.com](mailto:nac@netacad.com) [www.netacad.com](http://www.netacad.com)  
to me

Tue, May 24, 2:02 PM (1 day ago)



Dear Neha Goyal,

Welcome! You are now enrolled in the **Cisco** Networking Academy course: India\_Internship\_Cummins College\_Introduction to Cybersecurity

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Sincerely,

**Cisco** Networking Academy Team

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Networking Aca... Yesterday

to me ▾



Dear Anjali Yadav,

Welcome! You are now enrolled in the Cisco Networking Academy course:  
India\_Internship\_Cummins College\_Introduction to Cybersecurity

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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Dear Tejal Bhagwatkar,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cloud Security

\*\*\*

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Sincerely,

Cisco Networking Academy Team

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# Course Enrollment Notification

External

Inbox x



**Networking Academy Team** [noreply@netacad.com](mailto:noreply@netacad.com) via [amazonses.com](https://amazonses.com)  
to me ▾

1:16 PM (2 hours ago)



Dear Preeti Abnave,

Welcome! You are now enrolled in the Cisco Networking Academy course: [India\\_Internship\\_Cummins College\\_Introduction to Cybersecurity](#)

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3677 SAYALI HARIDAS &lt;sayali.haridas@cumminscollege.in&gt;

---

## Course Enrollment Notification

---

**Networking Academy Team** <noreply@netacad.com>  
To: sayali.haridas@cumminscollege.in

Tue, May 24, 2022 at 2:48 PM



Dear Sayali Haridas,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Introduction to Cybersecurity

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Sincerely,  
Cisco Networking Academy Team  
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3666 Vaishnavi Rani &lt;vaishnavi.rani@cumminscollege.in&gt;

---

## Course Enrollment Notification

---

**Networking Academy Team** <noreply@netacad.com>  
To: vaishnavi.rani@cumminscollege.in

Tue, May 24, 2022 at 3:16 PM



Dear VAISHNAVI RANI,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cloud Security

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

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Sincerely,  
Cisco Networking Academy Team  
<https://www.netacad.com>

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# Course Enrollment Notification External Inbox



**Networking Academy Team** [noreply@netacad.com](mailto:noreply@netacad.com) via [amazonses.com](mailto:amazonses.com)  
to me

Tue, May 24, 2:48 PM (1 day ago) ☆ ↶ ⋮



Dear Neha Torpe,

Welcome! You are now enrolled in the Cisco Networking Academy course: [India\\_Internship\\_Cummins\\_College\\_Introduction to Cybersecurity](#)

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Simply log in at <https://www.netacad.com> and go to the ["I'm Learning"](#) tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

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Sincerely,  
Cisco Networking Academy Team  
<https://www.netacad.com>

6:04

1.00 KB 4G 61



## Course Enrollment Notification

External

Inbox



Networking Ac... 3 days ago

to me



Networking Academy

Dear Sakshi Abbu,

Welcome! You are now enrolled in the Cisco Networking Academy course:  
India\_Internship\_Cummins College\_Introduction to Cybersecurity

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Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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## Course Enrollment Notification

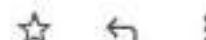
External

Inbox x



**Networking Academy Team** noreply@netacad.com via amazonses.com

Fri, May 20, 11:16 AM (3 days ago)



to me ▾



Dear Nikita Pathak,

Welcome! You are now enrolled in the **Cisco** Networking Academy course: India\_Internship\_Cummins College\_Introduction to Cybersecurity

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We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,

**Cisco** Networking Academy Team

<https://www.netacad.com>

Networking Academy Team [noreply@netacad.com](mailto:noreply@netacad.com) via [amazonses.com](mailto:amazonses.com)

to me

Fri, May 20, 11:23 AM (3 days ago)



Dear Shubhada Shinde,

Welcome! You are now enrolled in the Cisco Networking Academy course: [India\\_Internship\\_Cummins College\\_Cybersecurity Essentials](#)

\*\*\*

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the ["I'm Learning"](#) tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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Sincerely,

Cisco Networking Academy Team

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Activate Windows

Go to Settings to activate Windows.





## Course Enrollment Notification



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Inbox



Networking Academy... 3 days ago

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Networking Academy

Dear Neha Vaidya,

Welcome! You are now enrolled in the **Cisco** Networking Academy course: India\_Internship\_Cummins College\_Introduction to Cybersecurity

**If you already have a **Cisco** Networking Academy account:**  
Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the **Cisco** Networking Academy:**  
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We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,

**Cisco** Networking Academy Team  
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Cisco

## Course Enrollment Notification External Inbox X



**Networking Academy Team** noreply@netacad.com via amazonses.com  
to me ▾

Fri, May 20, 11:17 AM (3 days ago)



Dear Sharayu Patil,

Welcome! You are now enrolled in the Cisco **Networking Academy** course: India\_Internship\_Cummins College\_introduction to Cybersecurity

**If you already have a Cisco **Networking Academy** account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco **Networking Academy**:**

You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the "I'm Learning" tab to access your course. If you cannot find your activation email, then click "Resend Activation Email" on the "Log In" menu at <https://www.netacad.com>.

We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,

Cisco **Networking Academy** Team

<https://www.netacad.com>





## Course Enrollment Notification

External

Inbox



Networking Aca... 3 days ago

to me ▾



Networking Academy

Dear Sakshi Bankar,

Welcome! You are now enrolled in the Cisco Networking Academy course:  
India\_Internship\_Cummins College\_Introduction to Cybersecurity

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

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We hope this course helps you learn what you need to know to do work you'll love.

11:03

54%



## Course Enrollment Notification



Inbox



Networking Academ... 3 days ago

to me



Dear Preeti Kamble,

Welcome! You are now enrolled in the Cisco Networking Academy course:  
India\_Internship\_Cummins College\_Introduction to Cybersecurity

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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We hope this course helps you learn what you need to know to do work you'll love.



## Course Enrollment Notification External Inbox X



**Networking Academy Team** noreply@netacad.com via amazonses.com  
to me →

May 20, 2022, 11:17 AM (3 days ago)



Dear Aishwarya Gawas,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Introduction to Cybersecurity

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,

Cisco Networking Academy Team

<https://www.netacad.com>

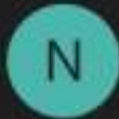


## Course Enrollment Notification



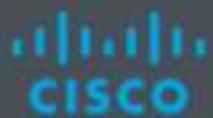
External

Inbox



Networking Acade... 3 days ago

to me



Networking Academy

Dear Arushi Mantri,

Welcome! You are now enrolled in the Cisco Networking Academy course:  
India\_Internship\_Cummins College\_Introduction to Cybersecurity

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the "I'm Learning" tab to access your course. If you cannot find your activation email, then click "Resend Activation Email" on the "Log In" menu at <https://www.netacad.com>.

We hope this course helps you learn what you need to know to do work you'll love.

भारत सरकार, रक्षा मंत्रालय  
रक्षा अनुसंधान एवं विकास संगठन  
अस्त्र अनुसंधान एवं विकास संस्थान  
डॉ. होमी भाभा रोड,  
अस्त्र डाकघर, पश्चिम,  
पुणे - 411021  
भारत



रक्षा सेवांसेवी सेवा  
Service to Services

Government of India, Ministry of Defence  
Defence R & D Organisation (DRDO)  
Armament R&D Estt. (ARDE)  
Dr. Homi Bhabha Road,  
Armament Post, Pashan,  
Pune - 411021  
INDIA

आर.टी.डी. 9021 2015 ११११  
ISO 9001 2015 Certified



Email/Website : www.drdo.gov.in

No. ARDE/35/2/iv/96-Tech

19. May 2022

The Principal  
Cummins College of Engineering for Women  
Karvenagar, Pune-411052

**Sub: Permission for Internship at ARDE, Pune**

Ref: Letter No. CCEW-1259/21-22 dt. 29 Mar 2022

Following B. Tech. (Information Technology) student from Cummins College of Engineering for Women, Pune has been approved to do internship as a part of their curriculum at ARDE, Pune from 01 July 2022 to 31 Aug 2022.

➤ Ms. Ashlesha Ahirwadi

The student will work under the guidance of Ms Vaishnavi Motghare Sc 'F' of this establishment.

  
Sc 'F'  
(Alok Kanhai)  
For Director ARDE



Ahana Mazumdar &lt;ahana.mazumdar26@gmail.com&gt;

---

**Microsoft Intern Engage 2022: Congratulations!**

---

India University Recruiting <University@microsoft.com>  
To: India University Recruiting <University@microsoft.com>

Mon, May 2, 2022 at 4:54 PM



Dear Candidate,

Congratulations! We are thrilled to inform you that you have been shortlisted as a **mentee** for **Intern Engage 2022**.**Mentorship Program Details:**

- Duration: May 4 to May 27
- Mode: Virtual

**Kickoff Event:**

- Day: Wednesday, May 4
- Time: 5 PM to 6 PM IST
- Link to join the live event: [Click here to join](#)

Due to confidentiality reasons, we will not be able to share the recording of the call. However if you are unable to attend the kickoff event, there will be an AMA session on May 5<sup>th</sup>. Do check your email inbox/spam folder/junk and the Ace Hacker website [Microsoft \(acehacker.com\)](https://www.acehacker.com) for regular updates about the program.

*\*Please refrain from sharing screenshots of email communications on social media to maintain confidentiality. We've attached an image that you may use to share an update on social media.*

University Recruiting Team

Microsoft India

[Microsoft Data Protection Notice](#)

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**Microsoft Engage Mentee Badge.png**  
195K





Forbes Marshall  
Kochne Marshall  
Forbes Vyncke  
Forbes Marshall Ama  
Corbel International  
Forbes Solar  
Forbes Marshall Steam Systems

HR: SS: MR: 22

Date: 13th June 2022

## TO WHOMSOEVER IT MAY CONCERN

### Subject - Acceptance for Internship.

This is to inform you that **Ms Pratiksha Anarse** has been selected to do her Internship in our organization under the guidance of Mr Mangesh Ashtekar.

The Internship will be on " DCEM Value stream mapping and time reducing " from **1st June 2022 to 29th July 2022**

The student will have to abide by the rules and regulations as are prevalent in the organization including without limitation, keeping all company's information in strictest confidence to which the student may have access during the Internship. On the successful completion of her Internship, the student is required to submit a written report to the guide.

As per the company policies, students cannot use their personal computers in the premises of the company.

For **FORBES MARSHALL PVT. LTD.**

  
**Sanyukta Sisodia,**

Lead- Learning & Development.





Date 19<sup>th</sup> May 2022, Thursday

To,  
Mrs. Saloni Badave,  
Grand View 7, B-602,  
Katraj, Maharashtra,  
Pin Code: 411046

**Subject: OFFER FOR INTERNSHIP**

Dear Saloni,

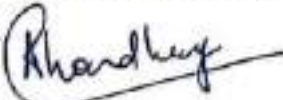
With reference to your application and subsequent interview/discussions that you have had with us, we are pleased to offer you "Internship" in "Controls Design - Pipeline 1", on the following terms and conditions. You will be functionally & administratively reporting to persons as shall be directed by the Company.

1. Your internship period shall be from 6<sup>th</sup> June 2022, Monday to 1<sup>st</sup> September 2022, Thursday.
2. Stipend – Your monthly stipend for the said internship duration will be ₹ 8,000 (Rupees Eight Thousand Only) per month.
3. You need to follow regular work schedule applicable to all the employees of the company.
4. You shall abide by all the rules, regulations, policies and the Code of Conduct of the Company.
5. You will be required to sign a confidentiality, non-disclosure & IPR protection agreement on the joining date.
6. Your principle place of internship shall be at Precision Automation And Robotics India Limited, Gat no. 463A,463B,464, Village Dhangarwadi, Tal. Khandala, Dist. Satara, 412801 Maharashtra, India.

Below documents (Original & Photocopies) are required at the time of joining:

- Updated resume.
- Passport size photos 2.
- Aadhar Card & Pan Card.
- 10th, Diploma/12th, Graduation & PG (Semester) Mark sheets & Certificates.
- College Recommendation Letter.
- Insurance (Photocopy of insurance receipt to be submitted).

Sincerely,  
For Precision Automation And Robotics India Private Limited,

  
-Amit Chaudhary  
Head – Human Resources



  
Received & Accepted  
Mrs. Saloni Badave

**Registered Office & Factory**

Precision Automation & Robotics India Private Limited  
Precision Automation And Robotics India, Limited  
Gat No. 463/A/7/B - 17, 18, 10 T : +91 (02180) 246 300/700  
Village Dhangarwadi E : sales@wipropari.com  
Tal. Khandala W : wipropari.com  
Dist. Satara - 412 801 C : 11722888-1199097C057087  
Maharashtra, India

**Business Unit**

Bangalore Plant  
Unit-3, A12-1, 1st Main,  
2nd Stage, Peenya Industrial Area,  
Bangalore- 560 058

T : +91 8004021750  
E : sales@wipropari.com  
W : wipropari.com



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## Fwd: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

1 message

---

**Dr. Swati Madhe** <swati.madhe@cumminscollege.in>  
To: Isha Tulapurkar 2023 <isha.tulapurkar@cumminscollege.in>

Fri, 3 Jun, 2022 at 6:55 pm

Dear Isha,

Forwarding Kalpak Sir's mail for your reference. Share with all other irls and you all should take your laptops from 1st day onwards.

----- Forwarded message -----

From: **Nikumbh, Kalpak** <Kalpak.Nikumbh@ifm.com>

Date: Fri, 27 May, 2022, 11:46 am

Subject: RE: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

To: Dr. Swati Madhe <swati.madhe@cumminscollege.in>

Cc: Kakade, Mangal <Mangal.Kakade@ifm.com>, HOD INSTRU <hodinstru@cumminscollege.in>, Shejwalkar, Yogesh <Yogesh.Shejwalkar@ifm.com>

Hello madam,

This is okay. As discussed, we will expect the students to begin their project work from Monday, 06 June 2022.

Best Regards | Mit freundlichen Grüßen

Kalpak

---

**From:** Dr. Swati Madhe <swati.madhe@cumminscollege.in>

**Sent:** 8 April, 2022 11:15 AM

**To:** Nikumbh, Kalpak <kalpak.nikumbh@ifm.com>

**Cc:** Kakade, Mangal <Mangal.Kakade@ifm.com>; HOD INSTRU <hodinstru@cumminscollege.in>

**Subject:** [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

Dear Sir,

As discussed, this year the internship period is from 1st June 2022 to 31st July 2022. We have shortlisted following students who are interested in doing the internship and continuing their Final Year Project in your esteemed organization for the year 2022-23.

1. Isha Tulapurkar ([isha.tulapurkar@cumminscollege.in](mailto:isha.tulapurkar@cumminscollege.in))
2. Sambodhi Badve ([sambodhi.badve@cumminscollege.in](mailto:sambodhi.badve@cumminscollege.in))
3. Yutika Subandh ([yutika.subandh@cumminscollege.in](mailto:yutika.subandh@cumminscollege.in))
4. Namita Biyani ([namita.biyani@cumminscollege.in](mailto:namita.biyani@cumminscollege.in))

Students will come full time during the internship period, and they will come once or twice in a week for doing their project work from 1st August 2022 till the completion of the project. Attaching the resumes for your reference.

Kindly request you to confirm the same.

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257

[www.http://www.cumminscollege.org](http://www.cumminscollege.org)

#### **INSTITUTE VISION**

To be a globally renowned institute for imparting quality education and development of women leaders in engineering and technology

#### **INSTITUTE MISSION**

To develop women professional who are academically and technically competent with strong professional ethics

#### **DEPARTMENT VISION**

To develop the department as a center of excellence in Instrumentation and Control Engineering.

#### **DEPARTMENT MISSION**

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- To develop logical thinking ability, analytical skills, soft skills and create awareness about professional ethics.
- To provide conducive environment to the students for higher studies and research.

4<sup>th</sup> May 2022

Ms. Aradhana Amar Bakare  
Pune

### INTERNSHIP LETTER

Dear Aradhana,

This has reference to your request for internship training at our organization.

We are pleased to offer you Internship at Accolade Electronics Pvt.Ltd, Floors 2 & 3, Opp: Walnut School, Shivane, Pune – 411023 for the period of 2 months from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022 in *Software* Department.

Thanking you

For Accolade Electronics Pvt. Ltd.

Authorized Signatory



Maharshi Karve Stree Shiksha Samstha

**Cummins College of Engineering for Women**  
KARVENAGAR, PUNE-411052, INDIA.



Approved by AICTE, New Delhi  
Affiliated to University of Pune, No. - PU/PI/ENGG/087/1991, 1994  
Accredited by National Board of Accreditation (NBA), of AICTE, New Delhi.  
Accredited by National Assessment and Accreditation Council (NAAC)  
Member, COPESD, Consortium for Overseas Projects in Technical Education.



Ref

To,

9-2-2022

Accolade Electronics Pvt. Ltd. (AEPL),

R.D. Tech Park,

Laxmi Shantivan,

PL. NO. F-17, near Walnut School, Shivne ,

Pune-411023(India).

**Subject:** Request for "Internship" for our Third-year student of Instrumentation & Control Department.

Dear Sir,

We are pleased to introduce our College "Cummins College of Engineering for Women" started by Maharshi Karve Stree Shiksha Samstha. Our college is affiliated to the University of Pune. It's always beneficial to the students if they get any sort of Industrial training/ Internship training.

Kindly allow our Third-year student, Aradhana Amar Bakare to undergo internship from 1st June 2022 to 31st July 2022

Looking forward to your kind cooperation.

Yours Truly,

A handwritten signature in black ink, appearing to read 'ANP'.

Dr. Anagha Panditrao  
Head of the Department  
Instrumentation & Control



---

## Fwd: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

1 message

---

**Dr. Swati Madhe** <swati.madhe@cumminscollege.in>  
To: Isha Tulapurkar 2023 <isha.tulapurkar@cumminscollege.in>

Fri, 3 Jun, 2022 at 6:55 pm

Dear Isha,

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----- Forwarded message -----

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Date: Fri, 27 May, 2022, 11:46 am

Subject: RE: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

To: Dr. Swati Madhe <swati.madhe@cumminscollege.in>

Cc: Kakade, Mangal <Mangal.Kakade@ifm.com>, HOD INSTRU <hodinstru@cumminscollege.in>, Shejwalkar, Yogesh <Yogesh.Shejwalkar@ifm.com>

Hello madam,

This is okay. As discussed, we will expect the students to begin their project work from Monday, 06 June 2022.

Best Regards | Mit freundlichen Grüßen

Kalpak

---

**From:** Dr. Swati Madhe <swati.madhe@cumminscollege.in>

**Sent:** 8 April, 2022 11:15 AM

**To:** Nikumbh, Kalpak <kalpak.nikumbh@ifm.com>

**Cc:** Kakade, Mangal <Mangal.Kakade@ifm.com>; HOD INSTRU <hodinstru@cumminscollege.in>

**Subject:** [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

Dear Sir,

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1. Isha Tulapurkar ([isha.tulapurkar@cumminscollege.in](mailto:isha.tulapurkar@cumminscollege.in))
2. Sambodhi Badve ([sambodhi.badve@cumminscollege.in](mailto:sambodhi.badve@cumminscollege.in))
3. Yutika Subandh ([yutika.subandh@cumminscollege.in](mailto:yutika.subandh@cumminscollege.in))
4. Namita Biyani ([namita.biyani@cumminscollege.in](mailto:namita.biyani@cumminscollege.in))

Students will come full time during the internship period, and they will come once or twice in a week for doing their project work from 1st August 2022 till the completion of the project. Attaching the resumes for your reference.

Kindly request you to confirm the same.

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
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Cell: 9850049522

Direct: 02025311257

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- To develop logical thinking ability, analytical skills, soft skills and create awareness about professional ethics.
- To provide conducive environment to the students for higher studies and research.



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## Internship offer Letter

1 message

---

**ajay jagdale** <jagdajay2@gmail.com>

Wed, Jun 29, 2022 at 11:48 AM

To: vaishnavi.borade@cumminscollge.in <vaishnavi.borade@cumminscollge.in>

ISMt Ltd.

We are offering internship to Miss. Vaishnavi Borade from 1st June to 31st July.

Please contact us for any query.



# Logicon Technosolutions Private Limited

Corporate Office : 15B/1, D1 Block, MIDC Chinchwad, Pune - 411019, INDIA

Phone : +91-20-67306400 Fax : +91-20-67306464

Email : sales@logicontech.com Website : www.logicontech.com

**LOGICON**

TECHNOSOLUTIONS

Design - Detail - Deliver

## Internship Offer Letter

Date: 1<sup>st</sup> June 2022

To,

Ms. Gayatree Borul  
Jadhav Nagar, Wadgaon BK,  
Pune 411041.

Dear Ms. Gayatree Borul,


Logicon Technosolutions Pvt. Ltd. is pleased to offer you an educational internship opportunity in the field of Industrial Automation.

You will be reporting to Ms. Manisha Narwane (Project Engineer)

Your assignment will be from **1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.**

Good Luck!

For Logicon Technosolutions Pvt. Ltd.

  
Amrapali Bankar,  
HR Executive





Registered office: Helios Business Park | 150 Outer Ring Road | Kadubeesanahalli  
Bengaluru - 560103 | India  
Tel: +91 80 4127 1600 | Fax: +91 80 4127 1601  
CIN: U72400KA2003PTC032606

May 24, 2022

Tanvi Chandak

Cummins College of Engineering for Women, Pune  
Karve Nagar  
Pune  
Maharashtra  
India  
411052

Dear Tanvi,

We are delighted to offer you an internship with Goldman Sachs Services Private Limited – Hyderabad ("GSSPL") for a period of 8 weeks as an "Intern" in the Asset Management Division in Hyderabad (the "**Internship**"). We understand that such internship is a component/requirement of your academic curriculum.

The enclosed Statement of Terms and Conditions of Internship (the "**Terms**") sets out the particulars of your internship with GSSPL, which will apply to you during your Internship term.

During your Internship, you shall comply with all applicable GSSPL's rules, regulations and policies including such matters as GSSPL's security measures.

#### **Offer**

Your offer of Internship as set forth herein, and any extension of your Internship with GSSPL is conditional upon:

- your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022
- satisfactory results of background checks, reference, criminal, credit, education checks and other necessary checks; including providing accurate and complete information for the same
- you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake the internship with GSSPL; and
- your eligibility to undertake the internship and work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their Internship commences

#### **Immigration**

When you accept this offer, please confirm whether you will need to obtain an employment visa for your internship. If you are an Indian national, for administrative purposes it would be useful if you could provide a copy of the first page of your passport and any other relevant stamped pages with the signed copy of this letter.

We will assist you in applying for an employment visa, although we cannot guarantee the outcome of the application.

## Accepting this offer

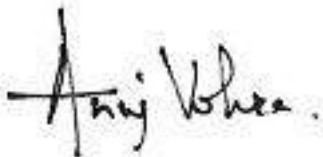
We hope that you will accept our internship offer, in which case please do the following:

- signify your acceptance of this offer, your Terms and the Verification of Personal Details Authorisation (enclosed as **Annexure A**) by signing this offer letter;
- complete on-line forms. Details as to how to access the appropriate website will be sent to you upon receipt of your signed offer letter, Terms and Verification of Personal Details Authorisation. If you do not complete the on-line forms before you start your Internship, your first Internship stipend payment will be delayed. **GSSPL's background checks will include verification of the information given on the on-line forms and so it is essential that the information is complete and accurate.** The provision of misleading, false or inaccurate information, or the omission of a material fact, may be legitimate cause for the immediate withdrawal of this offer or, once you have started your Internship, for immediate termination of your Internship without notice or Internship stipend payment. In signing this letter, you accept the statements and agree to the authorities given by you as set out in the Verification of Personal Details Authorisation; and
- if you need an employment visa, please contact Aavya Mathur at +1 332 245-5276

Once you have completed and signed all these documents, please return them to Human Capital Management in the envelope provided. This offer is valid until fourteen calendar days from the date of issue of this letter, after which unless already accepted it will lapse.

If you have any questions about this letter or the Terms, please contact your internship co-ordinator.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**

**For and on behalf of Goldman Sachs Services Private Limited – Hyderabad**

### Agreed and Accepted by:

---

Tanvi Chandak

---

(Date)

Are you legally authorized to work in India? Yes [ ]; No [ ];

Do you need to obtain a visa to commence your internship with Goldman Sachs? Yes [ ]; No [ ];

Before you commence internship we would prefer to correspond with you via e-mail. Please insert your preferred e-mail address for communication here.

Email address: \_\_\_\_\_

## Terms and Conditions

This statement (the “**Terms**”) sets out the terms and conditions of your internship with Goldman Sachs Services Private Limited – Hyderabad (“**GSSPL**”) (“**Internship**”). This statement, together with your offer letter and the non-disclosure agreement, constitutes your internship contract with GSSPL (the “**Contract**”). In addition, you will be expected to comply with GSSPL’s policies and procedures as notified to you from time to time. These Terms replace and supersede all other agreements, written or oral, with respect to your Internship. GSSPL reserves the right to amend these Terms if necessary to comply with applicable law.

### **1. Intern: Tanvi Chandak**

### **2. Internship**

You will be an “Intern” of GSSPL. You shall not accept internship (or any other equivalent position) or employment, or any additional office or position, part time or otherwise, with or without remuneration, in any other entity during your Internship Term.

### **3. Date of Internship**

Your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022 and will terminate 8 weeks later subject to paragraph 8 below (“**Internship Term**”).

### **4. Stipend**

**4.1** During your Internship, you will be entitled to a stipend of INR 1,200,000 per annum, prorated for the actual number of days worked and less tax or other withholdings and applicable deductions as required by law or in accordance with our policy. This constitutes the entire payment due to you from GSSPL on account of your Internship pursuant to these Terms.

You understand, undertake and agree that your Internship is so as to help satisfy a component of your academic curriculum and will not in any way be deemed or construed as employment or an offer of employment from GSSPL, either during or post the Internship Term, and therefore will not entitle you to any employment wages, benefits, rights, incentives accruing to employees, including provident fund and other statutory benefits, which you understand and agree to opt-out of given your internship and also your stipend amount. This internship does not entitle you to claim any additional remuneration and/or benefits, whether statutory or otherwise, which is or may be enjoyed by employees of GSSPL.

**4.2** You agree as a condition of your Internship that GSSPL shall be entitled, at any time during your Internship, or in any event on termination, to deduct from the amounts due to you any monies due from you to GSSPL, including any deduction relating to leave taken in excess of entitlement or unauthorized leave of absence as at the date of the termination of Internship, applicable taxes, any deduction in respect of costs incurred by GSSPL or the cost of repairing damage to GSSPL’s property caused by you (and of recovering the same), etc.

### **5. Workplace**

**5.1** The firm’s registered office is located in Bengaluru, although you may be required to work in any of the firm’s other offices in India. You are currently required to work in the branch office of the firm, which is currently located at Octave 3, Salapurja Sattva Knowledge City, Hi-Tec City, Hyderabad.

**5.2** You are expected to work for at least forty (40) hours per week from Monday to Friday, both days inclusive, to satisfy your internship but you may be required to work additional hours, depending on business and internship needs.

### **6. Leave of Absence and Holidays**

**6.1** You will be entitled to twenty (20) days’ leave in a calendar year, pro-rated to your Internship Term. Such leave is provided in good faith at the discretion of the firm and cannot be accrued, carried forward or encashed at the end of your Internship Term. You are expected to intimate your designated manager in advance of your intention to avail of such leave, except in cases where it is not possible for you to provide advance intimation. In such a case, please inform your manager as soon as you are aware of the need to avail the leave and the expected duration of your leave.

**6.2** If you are absent due to sickness and provided that you comply with the notification procedures, you may be paid your stipend during the period of your sick leave. Additionally, GSSPL may require you to undergo a medical examination by its nominated doctor or consultant before you return to office. GSSPL may also elect, with your consent, to consult your own doctor.

**6.3** In addition, you will be entitled to public holidays on those days which are declared as holidays for GSSPL.

## **7. Termination of Internship and Notice**

**7.1** Subject to sub-paragraph 7.2 below, the minimum period of notice that GSSPL will give you to terminate your Internship is one (1) week or at its discretion, payment of stipend in lieu thereof. The minimum period of written notice of termination of the Internship that you are required to give GSSPL is one (1) week.

**7.2** Notwithstanding sub-paragraph 7.1, GSSPL reserves the right to terminate your Internship without any notice and with immediate effect if it has reasonable grounds to believe that you are in breach of GSSPL's applicable rules, regulations and policies or guilty of misconduct (which shall, without limitation, include any breach of any of the provisions of these Terms) or if you have provided misleading, false or inaccurate information or omitted a material fact in the information that you have provided to us, in which case no notice or pay in lieu of notice will be due.

**7.3** GSSPL reserves the right to require you to not come to office during part or all of any period of notice of termination of your Internship (whether given by you or GSSPL). For the avoidance of doubt, you will continue to be bound by your obligations to GSSPL until the end of the notice period.

## **8. Discipline and Grievance**

**8.1** GSSPL has detailed its disciplinary policy in a handbook, which is also applicable to you as an intern and can be accessed on GSSPL's intranet. Whilst the disciplinary process does not form part of these Terms, the disciplinary rules do. Disciplinary sanctions may include oral or written warnings and GSSPL reserves the right to impose a financial penalty, or in case of gross or serious misconduct, to terminate the Internship.

**8.2** If you are dissatisfied with a disciplinary decision taken against you, you should contact Human Capital Management, which will arrange for your concern to be raised with the appropriate person.

**8.3** If you have a grievance, you may raise the matter with your manager either in writing or in person or you may use GSSPL's formal grievance procedure, details of which are available on the intranet.

## **9. Confidential and Proprietary Information**

**9.1** In connection with your Internship, you may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, operating procedures, organisational responsibilities, marketing matters, and policies or procedures of GSSPL, its affiliates, their respective directors, employees, clients or other third parties; or the personal affairs of GSSPL's or its affiliates' directors or employees ("**Confidential and Proprietary Information and Materials**"). With respect to such Confidential and Proprietary Information and Materials, you agree that:

- Confidential and Proprietary Information and Materials shall be used only as authorised and only for the purposes intended by GSSPL; and
- You will hold all Confidential and Proprietary Information and Materials in strict confidence and, except for the above authorised uses, will not, nor will you permit any agent to give, disclose, copy, reproduce, sell, assign, license, market or transfer Confidential and Proprietary Information and Materials to any person, firm or corporation, including any director or employee of GSSPL who does not have a need to know or see the Confidential and Proprietary Information and Materials. This provision applies to authorised writings of any kind containing such information or materials, including books and articles; and
- Unless you have prior written authorisation from GSSPL, you will not publicise, disclose or allow disclosure of any information about GSSPL or its affiliates', their respective present or former directors, employees, agents or clients, its or their business and financial affairs, personnel matters, operating procedures, organisation responsibilities, marketing matters and policies or procedures, or any aspects of your Internship, candidacy for internship or your tenure as an intern of GSSPL or of the termination of such Internship, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicise or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any other kind, as well as film, videotape, audiotape or any other medium; and
- During your Internship Term and thereafter, you will not disclose or use without authorisation, any information concerning persons or entities other than GSSPL that is confidential or proprietary to them, nor will you use information in any manner that would constitute a violation of any undertaking or agreement with a prior employer or organization that you interned with (if any) or third party; and
- Upon the termination of your Internship (or earlier if requested by GSSPL), you will return to GSSPL all originals and copies of documents and other materials relating to GSSPL or containing or derived

from Confidential and Proprietary Information and Materials that are in your possession or control, accompanied, if requested, by a certificate signed by you and satisfactory to GSSPL to the effect that all such Confidential and Proprietary Information and Materials have been returned.

**9.2** You hereby irrevocably assign to GSSPL, its successors and assigns, and GSSPL shall have exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work, including, but not limited to, any invention, discoveries, concepts, ideas or information, conceived by you in the course of your Internship with GSSPL, and all documents, data and other information of any kind including, incorporating, based upon or derived from the foregoing, including reports and notes prepared by you. Such work will be the property of GSSPL, shall be considered a work made for hire and may not be used for any purposes other than the benefit of GSSPL. Any and all such property and material containing such property shall be delivered to GSSPL on request and in any event at the termination of your Internship, and no copies thereof shall be retained by you except with GSSPL's prior written consent. You will cooperate fully with GSSPL to establish, protect or confirm GSSPL's exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested, be provided to GSSPL.

**9.3** The obligations set out in this paragraph shall survive the termination of your Internship. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure GSSPL and its business in a manner inadequately compensable in damages, and that GSSPL may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

**9.4** The provisions of this Section 9 shall be supplemented by the non-disclosure agreement, set out in Annexure B hereto, which you are expected to sign and return along with the offer letter, the Terms and the Verification of Personal Details Form.

## **10. Compliance**

In addition to your compliance with the policies and procedures as outlined in the handbook, you will be expected to comply with the applicable policies published on the intranet that broadly affect and govern our business and personal conduct. You acknowledge that GSSPL including its affiliates maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees, interns and certain of vendors. You agree to comply with all such restrictions, made applicable to you.

## **11. No Promotion**

You agree that you shall not, without the prior written consent of GSSPL in each instance: (a) use in advertising, publicity or otherwise the name of GSSPL or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by GSSPL; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by GSSPL.

## **12. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

## **13. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

## **14. Dispute Resolution**

**14.1** If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Contract, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.

**14.2** In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "**Arbitration Act**") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint

a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.

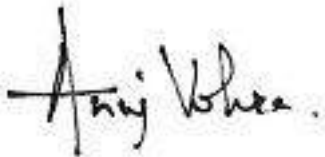
**14.3** The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Contract. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.

**14.4** Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Contract to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

**15. Jurisdiction and Governing Law**

These Terms together with the Offer Letter shall be subject to the jurisdiction of the Courts of Bengaluru, Karnataka, India and shall be subject to the laws applicable in India.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited – Hyderabad**

**Agreed and Accepted by:**

\_\_\_\_\_  
Tanvi Chandak

\_\_\_\_\_  
(Date)

**ANNEXURE A**  
**VERIFICATION OF PERSONAL DETAILS AUTHORISATION**

In signing below I confirm that the information I will be providing in the on-line forms will be complete, accurate and true. I understand that this offer of internship is conditional upon the verification, to GSSPL's entire satisfaction, of any or all of the information I will be supplying and that if any of the information I provide is found to be misleading, false or otherwise inaccurate, GSSPL may in its sole discretion withdraw this offer or, if I have already commenced my internship with GSSPL, take disciplinary action (up to and including termination of the Internship) against me.

I understand that GSSPL and/or any persons or organisation acting on GSSPL's behalf (which may include third parties outside the Goldman Sachs group) (hereinafter, "you") may, to the extent permitted by law, procure, process and store information from any individual, company, institution or other body which you consider necessary or desirable for the assessment of my suitability for internship. I understand and agree that this will include the verification of the information I will be providing in the on-line forms and may well include the obtaining of documents and/or information covered by various data protection laws, of investigative and consumer credit reports which may contain information regarding my background, character, legal history, credit worthiness and personal reputation. I also understand and agree that you may perform reference checks of any prior employment I may have had (if any).

I also agree that, during the course of my internship with GSSPL, a consumer or investigative report may be procured in connection with subsequent decisions regarding my internship. I understand that you agree that you will not use or publish any such documents and/or information save as is reasonably required by GSSPL in respect of my application for internship. I authorise you to carry out all such investigations as are described above. I hereby explicitly consent to the processing by you of personal data (including sensitive personal data) and understand and accept that this data may be transferred to and processed outside the country. I understand that, upon my written request, I will be advised of the name and address of each consumer reporting agency from which a consumer report or investigative report may have been obtained.

I confirm that in carrying out such enquiries and investigations you are entitled to and will rely upon the consents and authorities I have given. I further agree that you and any person or entity supplying information shall incur no liability whatsoever in respect of any document or information supplied as a result of or obtained through such inquiries and investigations. This shall be the case whether the content of any such document obtained is accurate or inaccurate and/or any information is true or untrue.

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Tanvi Chandak

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(Date)



**ANNEXURE B**  
**NON-DISCLOSURE AGREEMENT**

**1. Non-Disclosure**

In connection with services now or in the future performed by the undersigned for Goldman Sachs Services Private Limited – Hyderabad (“GSSPL”) or for any subsidiary, affiliate or indirect and direct holding/parent companies of GSSPL (collectively called “Goldman Sachs”), the undersigned may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, formulas; strategies; methods; processes; computer materials including source or object codes, data files, computer listings, computer programs, and other computer materials (regardless of the medium in which they are stored), operating procedures, organizational responsibilities, marketing matters, and other policies or procedures of Goldman Sachs or its partners, shareholders, clients, vendors, or other third parties, or the personal affairs of partners or employees (“Confidential Information”). With respect to such Confidential Information, the undersigned acknowledges and agrees to the terms of this non-disclosure agreement (“Agreement”) as follows:

(a) Confidential Information shall be used only as authorized and only for the purposes intended by Goldman Sachs.

(b) The undersigned shall hold Confidential Information in strict confidence and, except for the above authorized uses, shall not, nor shall it permit any agent to, give, disclose, copy, reproduce, sell, assign, license, market, transfer or otherwise provide Confidential Information to any person, firm or corporation including any partner or employee of Goldman Sachs who does not have a need to know the Confidential Information. This provision applies to unauthorized writings of any kind containing such information or materials, including books and articles. The undersigned shall not publicize, disclose, or allow disclosure of any information about Goldman Sachs, its present or former partners or employees, agents, vendors or clients, or any aspect of the undersigned's work for Goldman Sachs, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicize or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any kind, as well as film, videotape, or any other medium.

(c) Upon the termination of the services to be performed by the undersigned (or earlier if requested by Goldman Sachs), the undersigned shall return to Goldman Sachs all originals and copies of documents and other materials relating to Goldman Sachs or obtained or developed in the course of performing services for Goldman Sachs, or containing or derived from Confidential Information which are in the undersigned's possession or control, together, if requested by Goldman Sachs, with a certificate signed by the undersigned, in form and substance satisfactory to Goldman Sachs, to the effect that all such Confidential Information has been returned.

(d) The undersigned hereby irrevocably assigns to Goldman Sachs, its successors and assigns, in perpetuity (irrespective of whether or not exercised by the Firm at any time after such assignment), and on a worldwide basis, and Goldman Sachs shall have, exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work produced by the undersigned including, but not limited to, any invention, discoveries, concepts, ideas or information conceived by the undersigned in the course of rendering services to Goldman Sachs and all documents, data and other information of any kind including information incorporating, based upon or derived from the foregoing, including reports and notes prepared by the undersigned. Such work produced shall be the property of Goldman Sachs, shall be considered a work made for hire and may not be used by the undersigned for any purposes other than the benefit of Goldman Sachs. Any and all such property and material containing such property shall be delivered forthwith to Goldman Sachs on request by Goldman Sachs and in any event at the termination of the undersigned's work for Goldman Sachs and no copies thereof shall be retained by the undersigned unless the prior written consent of Goldman Sachs is obtained with respect thereto. The undersigned shall cooperate fully with Goldman Sachs to establish, protect or confirm its exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested by Goldman Sachs, accompany such materials.

**2. Non-Promotion**

The undersigned agrees that the undersigned shall not, without the prior written consent of Goldman Sachs in each instance: (a) use in advertising, publicity or otherwise the name of Goldman Sachs or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by Goldman Sachs; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by Goldman Sachs.

### **3. No Infringement**

You affirm that you have all necessary rights, authorization or licenses to undertake this Internship and continue the Internship during the Internship Term and you are not in breach of any agreement by which you are bound or constitute an infringement of any patent or copyright or constitute an unauthorized use of proprietary information or trade secrets of a third party.

### **4. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

### **5. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

### **6. Regulatory Compliance Procedures**

The undersigned acknowledges that Goldman Sachs maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees and certain of vendors. The undersigned agrees to comply with all such restrictions, made applicable to him or her.

### **7. Governing Law and Dispute Resolution**

- (a) This Agreement shall be governed by and construed in accordance with the laws of India.
- (b) If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Agreement, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.
- (c) In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "Arbitration Act") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.
- (d) The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Agreement. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.
- (e) Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Agreement to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

### **8. Survival**

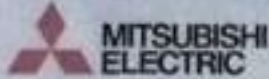
The obligations created by this Agreement shall survive the termination of the services of the undersigned and is enforceable directly against the undersigned individually. The undersigned acknowledges that any violation, breach or other failure on the undersigned's part to strictly comply with this Agreement could materially adversely affect Goldman Sachs and its business, thus giving rise to suit for monetary damages and/or injunctive relief for such violation, breach or other failure.

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Tanvi Chandak

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(Date)



Authorized Channel Partner of  
Mitsubishi Electric India Private Limited



**SHRIYANTRA**  
CONTROLS PVT. LTD.

Shop No. 4, Mahalaxmi Complex, S. No. 10/9/C,  
Nanded, Off Sinhgaon Road, Pune - 411041

Email : mukuldevasthale@gmail.com; mukuldevasthale@rediffmail.com  
CIN: U31909PN2015PTC153606

## INTERNSHIP OFFER LETTER

TO

DATE-13-6-22

Miss KALYANI DALVI  
B27 SANKALP SOC  
50 WELLESLEY ROAD  
SHIVAJI NAGAR  
PUNE-411005

Dear Miss KALYANI DALVI

Shriyantra Controls Pvt. Ltd. is pleased to offer you an educational internship opportunity in the field of industrial automation

You will be reporting to Mr JOTIBA P BEKAWADKAR (Project engineer)

Your assignment will be from 6<sup>th</sup> June 2022 to 31<sup>st</sup> July 2022

Good luck!

For Shriyantra Controls Pvt. Ltd.

Authorized signature



# Logicon Technosolutions Private Limited

Corporate Office : 15B/1, D1 Block, MIDC Chinchwad, Pune - 411019, INDIA  
Phone : +91-20-67306400 Fax : +91-20-67306464  
Email : sales@logicontech.com Website : www.logicontech.com

**LOGICON**  
TECHNOSOLUTIONS  
Design - Detail - Deliver

## Internship Offer Letter

Date: 1<sup>st</sup> June 2022

To,

Ms. Shruti Dalvi  
1177, Opp Awari Hospital,  
Alandi Devachi 412105.

Dear Ms. Shruti Dalvi,


Logicon Technosolutions Pvt. Ltd. is pleased to offer you an educational internship opportunity in the field of Industrial Automation.

You will be reporting to Ms. Manisha Narwane (Project Engineer)

Your assignment will be from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.

Good Luck!

For Logicon Technosolutions Pvt. Ltd.

  
Amrapali Bankar,  
HR Executive





## INTERNSHIP OFFER LETTER

DATE-13-6-22

TO

Miss SHARVARI DESHPANDE  
17 LAV KUSH APP  
BHARATKUNJ VASAHT NO 01  
PUNE-411038

Dear Miss SHARVARI DESHPANDE

Shriyantra Controls Pvt. Ltd. is pleased to offer you an educational internship opportunity in the field of industrial automation

You will be reporting to Mr JOTIBA P BEKAWADKAR (Project engineer)

Your assignment will be from 6<sup>th</sup> June 2022 to 31<sup>st</sup> July 2022

Good luck!

For Shriyantra Controls Pvt. Ltd.



Authorised signature



**Date –6<sup>th</sup> Jun 2022**  
**Name – Vaishnavi S D**

**Re: Project Training**

**Dear Vaishnavi S D,**

We are pleased to offer you an internship with TATA TECHNOLOGIES LIMITED. This is purely an educational internship.

As we discussed, your internship is expected to last from **6-Jun-22 to 15-Aug-22**, 47.5 hours per week.

However, at the sole discretion of the Company, the duration of the internship may be extended or shortened with or without advance notice.

As an intern, you will not be a Company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any benefits that the Company offers its employees, including but not limited to health benefits, holiday pay, vacation pay, sick leave or retirement benefits. You understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company.

During your internship, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

During the training period, you agree that you will follow all the Company's policies that apply to non-employee interns, including, for example, the Company's anti-harassment policy.

This letter and project guidance, mentioned below, constitutes the complete understanding between you and the Company regarding your internship and supersedes all prior discussions or agreements.

**TATA TECHNOLOGIES**

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313



**Project Guidelines –**

1. The project Intern / student must obtain the signature of the project mentor, project manager and HRBP on the final project report.
2. The project Intern / student must submit the hard copy of the project report (spiral bind is must) to the Learning & Development team in Tata Technologies on the completion of the project duration.
3. The Learning & Development team will issue the internship letter on the satisfactory completion of the project and report submitted by the intern/student. The letter will be issued within 2 working days after the submission of project report.

This letter may only be modified by a written agreement signed by both of us. If the above terms and conditions are acceptable to you, please indicate your acceptance by signing below and returning it to Mr. Ian Anthony.

You are requested to bring two copies of your passport size photographs at the time of project commencement.

We look forward to having you with us for training. We hope you would enjoy the assignment and, in the process, add value to yourself in realizing your career aspirations.

Yours faithfully,

**Vibhanshu Agnihotri**  
**Global Head - Performance and Rewards**

I accept this internship on the terms and conditions mentioned herein. In case of any disobedience, the decision of the company will be binding and acceptable to me without demur.

Students Name: Vaishnavi Suresh Dhakne

Student's Signature:

Date: 17/06/2022

**TATA TECHNOLOGIES**

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313

To ,

**Bhagyashree Dhamane**

**Web Dev. Intern**

+91-8766966467

bdhamane24@gmail.com

NA

**DATE:**

**13 Apr 2022**

**SUBJECT: OFFER LETTER FOR WEB DEVELOPMENT INTERNSHIP (WFH)**

**Dear Bhagyashree,**

We would like to notify you about this opportunity of work from home Web Development Internship. We are pleased to offer you the position of Intern in Business Web Solutions. further abbreviated as BWS Inc.

The Internship will be under BWS Inc.(INDIA) which is Web Development and Designing Firm which provides a wide range of Business Solutions (Viz. Web development & designing, SEO, Marketing & Promotion etc.) registered office at 15A Ludlow castle Civil lines New Delhi India 110007, in which students will be given opportunity to work as an intern in Web Development & Design department. Company has its headquarter in USA and managed & run from there.

Please find the following confirmation of the specifics of your internship:

- 1.Position Title: Web Development (Intern)
- 2.The internship mode is 100% Online (work from home). No need to report anywhere.
- 3.Interns will do the related tasks on current running projects of the company such as design-related tasks in this 02 Months period time and will complete the tasks within the deadline given by the team.
- 4.Interns will get opportunities of working on multiple Web projects and tasks with the latest technology & tools.
- 5.Interns will get maximum LIVE support, easy, enjoyable, interaction sessions during specific project tasks and training.

We appreciate your interest in the Work From Home Internship. Good Luck.

**Regards,**



**DESHRAJ GOENKA**

Director -BWS Inc. (India)

**Phone.**  
+91-8707319915

**Email.**  
support@businesswebsolutions.com

**Address.**  
15A-LC Civil lines New Delhi -110007





**SPA**  
Project Engineers

Ref No: SPA/IntOf22/03

Date: 1<sup>st</sup> June'2022

### Internship Offer Letter

Dear Ms. Devyani,

We are pleased to offer you an appointment in our organization as an Intern for the period of two months starting from 6<sup>th</sup> June'2022 to 6<sup>th</sup> August'2022.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Regards,



Authorized Signatory,

SPA Project Engineers Pvt. Ltd.





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## Internship offer letter

1 message

---

**ajay jagdale** <jagdajay2@gmail.com>

Wed, Jun 29, 2022 at 11:49

To: pranita.galande@cumminscollege.in <pranita.galande@cumminscollege.in>

ISMt Ltd.

We are offering internship to Miss.Pranita Galande from 1st June to 31st July.

Please contact us for any query.

**Date:- 01<sup>st</sup> June 2022**

**To**

**The Head of the Department (Instrumentation & Control Engg)**

**Cummins College of Engineering for Women**

**Pune- 411052**

**Sub: - Internship for Engineering Students.**

Respected Sir/Madam,

Your student Ms. Sakshi Rajendra Ghugare has approached us and has shown her interest to take up internship as a part of completion her Third year in Instrumentation and Control engineering.

We are glad to inform you that Ms. Sakshi Rajendra Ghugare has permitted to complete her internship at Concord Technologies under the guidance of Mr. Sarthak Joshi from 01<sup>st</sup> June 22 to 31<sup>st</sup> July 22.

This is for your information only.

**For Concord Technologies**



**HR Department**

**Concord Technologies**

Head Office: 109, Orient Plaza, Pune-Solapur Road, Ramtekdi, Hadapsar Pune- 411013

+91 74100 20512 | +91 74100 20513 | [www.concordtech.co.in](http://www.concordtech.co.in) | [business@concordtech.co.in](mailto:business@concordtech.co.in)

**Integrate | Automate | Accelerate**

## इंडियन ऑयल कॉर्पोरेशन लिमिटेड

प्रधान कार्यालय

'इंडियन ऑयल भवन', जी-9, अली यावर जंग मार्ग,  
बंद्रा (पूर्व), मुंबई - 400 051

**Indian Oil Corporation Limited**  
Head Office,

'Indian Oil Bhavan', G-9, Ali Yavar Jung Marg,  
Bandra (E), Mumbai - 400 051.  
Tel.: +91 22 2644 7655 / 2644 7644



IndianOil

विपणन प्रभाग

Marketing Division

Ref.No. HO/L&D/23

19<sup>th</sup> May, 2022

Dr.Anagha Panditrao  
Head of the Department  
Instrumentation & Control  
Cummins College of Engineering for Women  
Karvenagar, Pune - 411 052.

Dear Madam,

### **SUB : INTERNSHIP TRAINING.**

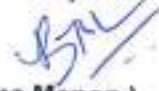
This has reference to your letter dated 14.04.2022 regarding Internship training to your student **Ms. Anushkaa S. Govande** who is pursuing **Third Year in Instrumentation & Control in your Institute.** We are pleased to inform you that the student can undergo internship training at Indian Oil Corporation Limited from **1<sup>st</sup> June, 2022 to 31<sup>st</sup> July, 2022** subject to the following conditions:

- i) During the training period, no stipend or remuneration will be paid .
- ii) The student will have to make his/her own arrangements for accommodation, if required.
- iii) The Corporation will not be responsible for injury, if any, caused during the training. The student is advised to ensure his/her personal safety during the training period and necessary safety & other precautions is adhered to as per the protocol.
- iv) The student will have to bear travel expenses for joining the training and any expenses related to preparation of Project Report.
- v) The student will have to abide by the rules and regulations of our Corporation.
- vi) The Corporation reserves the right to discontinue his/her internship at any time during the time of internship at its discretion.

You may share the necessary documents in scan (college letter, college ID & address proof) and identity card sized two photographs on commencement of the internship training under the guidance of **Shri Surendra Singh Shekhawat, Assistant Manager (Retail Automation), Pune DO.**

Certificate will be issued to the student by the L&D Department HO, on receipt of the report (both hard and soft copy) and based on the recommendations from the Internal Guide on the Report.

Yours faithfully,  
For Indian Oil Corporation Limited

  
( Beena Menon )  
Chief Manager (L&D)

CC :: - Ms. Anushkaa S. Govande - Student

CC :: - Shri S.S. Shekhawat, AM(RA), Pune DO - You are requested to guide the Student during the Internship.



# Internship Offer Letter

ExternalInbox**Shree Industries** 11:52 AMto me 

Shree Industries

We are offering internship to Miss. Akanksha Jagadale from 1st June to 31st July.

Please contact us for any query.

← Reply↩ Reply all→ Forward

To Whom It may concern

To: Deeksha Jagtap

Subject: Internship Offer Letter

Dear Deeksha,

Good day!

I am pleased to offer you the opportunity to take part in my internship program.

I would like to congratulate you on being selected for the Frontend Development Internship position with Esports (Stealth mode Startup), effective 5 June 2022. I am excited to you have in my team of interns.

As we discussed during the interview and selection process, this is a paid internship during which you will be expected to complete tasks assigned to you within the provided time frame. Below is the summary of the internship program

1. Intern Name – Deeksha Jagtap
2. Intern College Name - MKSSS's Cummins College of Engineering for Women, Pune
3. Company Name and Location – Stealth Mode Startup (Company will be registered after August)
4. Starting date – 5 June 2022
5. Time Duration – 90 – 180 days
6. Mode of work – Remote
6. Work Time – 11 AM – 9 PM (Flexible)
7. Stipend – INR 6000 per 10-15 Screens with incentive depending upon contribution in the project, to be paid anywhere between 5 June 2022 – 31<sup>st</sup> Dec 2022.
8. Role – Frontend Development
9. Domain – Esports
10. Scope of Work: Frontend development

Again, congratulations and I look forward to working with you.

**Anand Kumar**

**Founder – Esports Startup**

# Logicon Technosolutions Private Limited

Corporate Office : 15B/1, D1 Block, MIDC Chinchwad, Pune - 411019, INDIA

Phone : +91-20-67306400 Fax : +91-20-67306464

Email : sales@logicontech.com Website : www.logicontech.com

**LOGICON**

TECHNOSOLUTIONS

Design - Detail - Deliver

## Internship Offer Letter

Date: 1<sup>st</sup> June 2022

To,

Ms. Megha Karanje  
25, Bhagyashree Soc.,  
Shree Ram Chowk,  
Vasarani, Nanded 431603.

Dear **Ms. Megha Karanje**,

Logicon Technosolutions Pvt. Ltd. is pleased to offer you an educational internship opportunity in the field of Industrial Automation.

You will be reporting to Ms. Manisha Narwane (Project Engineer)

Your assignment will be from **1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022**.

Good Luck!

**For Logicon Technosolutions Pvt. Ltd.**

*Bankar*

**Amrapali Bankar,**  
HR Executive





# Internship Offer Letter

Inbox



**Shree Industries** 12:43 am

to me ▾



**Shree Industries**

We are offering internship to Miss. Srushti Khomane from 1st June to 31st July.

Please contact us for any queries.





# VASPA ENGINEERING SERVICES

8<sup>th</sup> June 2022

## INTERNSHIP OFFER LETTER

Dear Priti

VASPA Engineering Services is pleased to offer you an educational internship opportunity as a **Trainee Engineer**.

Your training will begin from 8<sup>th</sup> June 2022. Your training period will conclude on 31<sup>st</sup> July 2022.

Your roles and responsibilities for this position will be described to you in your orientation.

Congratulations and welcome to the team!

For VASPA Engineering Services





----- Forwarded message -----

From: **Priyal Shilimkar** <p.shilimkar@uni-techautomation.com>

Date: Tue, May 31, 2022 at 3:21 PM

Subject: RE: Application for Internship of TY Instrumentation and Control Cummins College Students.

To: Dr. Swati Madhe <swati.madhe@cumminscollege.in>, atul Joshi <atul.joshi@cumminscollege.in>, HOD INSTRU <hodinstru@cumminscollege.in>

Cc: Aishwarya Bhujbal <abb@uni-techautomation.com>, Jitendra Sonar <j.sonar@uni-techautomation.com>

Namaskar,

I will be the contact person for following internship schedule.

Please ask the students to report at 8.30 am tomorrow; 1<sup>st</sup> June 2022 on below mentioned address.

We will complete all the documentation formalities followed by Induction.

**\*Documents to Carry-**

1. ID Proof
2. Education Certificate- Last Semester
3. Resume

## Internship Offer Letter

Date: 1<sup>st</sup> June 2022

To,

Ms. Kalyani Mahajan  
31(A), Shree Nagar Colony,  
Shirpur, Dhule 425405.

Dear Ms. Kalyani Mahajan,

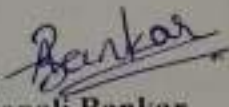
Logicon Technosolutions Pvt. Ltd. is pleased to offer you an educational internship opportunity in the field of Industrial Automation.

You will be reporting to Ms. Manisha Narwane (Project Engineer)

Your assignment will be from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.

Good Luck!

For Logicon Technosolutions Pvt. Ltd.

  
Amrapali Bankar,  
HR Executive



**Date: - 01<sup>st</sup> June 2022**

**To**

**The Head of the Department (Instrumentation & Control Engg)**

**Cummins College of Engineering for Women**

**Pune- 411052**

**Sub: - Internship for Engineering Students.**

Respected Sir/Madam,

Your student Ms. Prachi Mahajan has approached us and has shown her interest to take up internship as a part of completion her Third year in Instrumentation and Control engineering.

We are glad to inform you that Ms. Prachi Mahajan has permitted to complete her internship at Concord Technologies under the guidance of Mr. Sarthak Joshi from 01<sup>st</sup> June 22 to 31<sup>st</sup> July 22.

This is for your information only.

**For Concord Technologies**



**HR Department**

**Concord Technologies**

Head Office: 109, Orient Plaza, Pune-Solapur Road, Ramtekdi, Hadapsar Pune 411013

+91 74100 20512 | +91 74100 20513 | [www.concordtech.co.in](http://www.concordtech.co.in) | [business@concordtech.co.in](mailto:business@concordtech.co.in)

**Integrate | Automate | Accelerate**

# Fwd: Request for Internship



Inbox



**Dr. Vikas Hajare** 26 Apr

to Swati, 3559\_PURVA, me ▾



----- Forwarded message -----

From: **Supriya Rangari** <[hr@strettoindia.com](mailto:hr@strettoindia.com)>

Date: Tue, Apr 26, 2022 at 3:42 PM

Subject: RE: Request for Internship

To: Dr. **Vikas** Hajare <[vikas.hajare@cumminscollege.in](mailto:vikas.hajare@cumminscollege.in)>

Cc: Atul Kawale <[atul.kawale@strettoindia.com](mailto:atul.kawale@strettoindia.com)> ,

Niranjan Gadgil <[niranjan.gadgil@strettoindia.com](mailto:niranjan.gadgil@strettoindia.com)>

Hello **Vikas**,

Thanks for sharing the document.

Looking forward to have Anushree & Purva onboard for Internship.

**Thanks & Regards,**

**Supriya Rangari**

9011065430

Human Resources

Stretto Automation Pvt. Ltd.

Gat No 361, Shreeramnagar,

KhedShivapur, Tal Haveli,

PUNE (MS), INDIA, PIN- 412205

Visit our website [www.strettoindia.com](http://www.strettoindia.com)

**P** Please consider the environment before printing this email.

---

## Internship email

1 message

---

**3530\_Kshitija\_Naik** <kshitija.naik@cumminscollege.in>  
To: Revati Shriram <revati.shriram@cumminscollege.in>

Tue, Jun 28, 2022 at 1:32 PM

----- Forwarded message -----

From: **3525\_Savani Kulkarni** <savani.kulkarni@cumminscollege.in>  
Date: Tue, May 31, 2022, 4:52 PM  
Subject: Fwd: Application for Internship of TY Instrumentation and Control Cummins College Students.  
To: 3544\_NIDHI TANKSALE <nidhi.tanksale@cumminscollege.in>, 3530\_Kshitija\_Naik <kshitija.naik@cumminscollege.in>, 3529\_Priyal Mehta <priyal.mehta@cumminscollege.in>, SHRUTI PAWAR <shruti.pawar@cumminscollege.in>

----- Forwarded message -----

From: **Dr. Swati Madhe** <swati.madhe@cumminscollege.in>  
Date: Tue, May 31, 2022, 4:51 PM  
Subject: Fwd: Application for Internship of TY Instrumentation and Control Cummins College Students.  
To: 3525\_Savani Kulkarni <savani.kulkarni@cumminscollege.in>

Forward it to all the rest of the students..

With Warm Regards,

Dr. Swati P. Madhe,  
Department Placement and Internship Coordinator,  
Faculty Advisor, ISA Student Chapter,  
Assistant Professor,  
Instrumentation & Control Department,  
MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.  
India  
Cell: 9850049522  
Direct: 02025311257  
[www.http://www.cumminscollege.org](http://www.cumminscollege.org)

### **INSTITUTE VISION**

To be a globally renowned institute for imparting quality education and development of women leaders in engineering and technology

### **INSTITUTE MISSION**

To develop women professional who are academically and technically competent with strong professional ethics

### **DEPARTMENT VISION**

To develop the department as a center of excellence in Instrumentation and Control Engineering.

### **DEPARTMENT MISSION**

- To develop students with strong foundation of Instrumentation and Control Engineering.
- To develop logical thinking ability, analytical skills, soft skills and create awareness about professional ethics.
- To provide conducive environment to the students for higher studies and research.

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From: **Priyal Shilimkar** <p.shilimkar@uni-techautomation.com>

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Cc: Aishwarya Bhujbal <abb@uni-techautomation.com>, Jitendra Sonar <j.sonar@uni-techautomation.com>

Namaskar,

I will be the contact person for following internship schedule.

Please ask the students to report at 8.30 am tomorrow; 1<sup>st</sup> June 2022 on below mentioned address.

We will complete all the documentation formalities followed by Induction.

**\*Documents to Carry-**

1. ID Proof
2. Education Certificate- Last Semester
3. Resume
4. COVID Vaccination Certificate
5. 2 passport size photographs

**\*Address-**

UNI-TECH Automation Pvt. Ltd.

Regd. office & Unit 1

Sr. no, 79/2, Plot No.7 Shivane

Pune 411023, Maharashtra state, India.

Map Link: <https://goo.gl/maps/QcjC1pNwAD8k42n18>

*Best Regards,*

**Priyal Shilimkar**

HR – Executive



**Corporate and R&D**  
UNIT I, S. No.79/2,  
Plot No 7, Shivane,  
Pune 411023



+91 9607009901



www.uni-techautomation.com



Dear Madam/Sir,

Following students are interested in doing internships in your esteemed organization from 1st June 2022 to 31st July 2022.

1. Kshitija Naik
2. Savani Kulkarni
3. Priyal Mehta
4. Nidhi Tanksale
5. Shruti Pawar

As discussed all the required documents are copied in below drive link:

<https://drive.google.com/drive/folders/1lwTz-wmyTqTS3fi3qI0W5rLDFJyxfWtE>

(We have created separate folders for individual students ).

Please let us know the other formalities to be carried out and the guidelines for joining

With Warm Regards,

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Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257



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---

## Internship email

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Cc: Aishwarya Bhujbal <abb@uni-techautomation.com>, Jitendra Sonar <j.sonar@uni-techautomation.com>

Namaskar,

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Regd. office & Unit 1

Sr. no, 79/2, Plot No.7 Shivane

Pune 411023, Maharashtra state, India.

Map Link: <https://goo.gl/maps/QcjC1pNwAD8k42n18>

*Best Regards,*

**Priyal Shilimkar**

HR – Executive



**Corporate and R&D**  
UNIT I, S. No.79/2,  
Plot No 7, Shivane,  
Pune 411023



+91 9607009901



www.uni-techautomation.com



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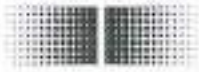
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# Baumer

Passion For Sensors...

Date: 17/5/2022

## Summer Internship Offer Letter

To,

Indraja Amarsinh Patil  
MKSSS's Cummins College of Engineering for Women, Pune

Subject: Summer Internship with Baumer India Pvt. Ltd.

Dear Indraja,

We welcome you to Baumer India Pvt. Ltd. Pune, as a part of our Summer Internship Program.

We are pleased to offer you an internship with Baumer India for a period of 2 Months, starting from June 2022.

The exact date and location of your internship, along with the project details would be shared closer to the commencement of your internship.

Thanks & Regards,

Priyadarshan Bawankar  
Product Marketing Manager- Motion Control  
Baumer India Pvt.Ltd.



Date: 06 Jun 2022

Ms Oorja K Patil  
A 19 Shrinivas Park Near

Ratan 411045

Employee No: 2428542  
Dear Ms Oorja K Patil

#### Offer letter - Internship

We welcome you to **TeamLease Services Limited**. As per the terms of engagement you would be required to get associated for your "Internship Program" with our client **SUEZ Water Technologies and Solutions (India) Private Limited**.

1. Your period of Internship will start from 06 Jun 2022 and expire on 30 Jul 2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 06 Jun 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. Following are the terms and conditions to be referred by the Interns in case of the program if it is on virtual or onsite.
3. **Term & Conditions for Onsite Internship Program:**
  - The net stipend will be Rs 20000 (Twenty Thousand) per month.
  - All interns are advised to make their own travel arrangements by the convenient mode based on the dates mentioned in this Letter of Intent.
  - Travel expenses (To & From joining location) shall be reimbursed by the company up to INR 8000 (Eight thousand only), any cost over and above including cancellations, rescheduling etc. shall be borne by the intern.
  - Initial joining accommodation shall be provided for a period of 7 days. All expenses incurred on meals, laundry etc. shall be borne by the intern. For the remaining duration of the project/internship, interns are required to make their own arrangements for stay and daily commute
  - The intern can be assigned to work at any of the offices/sites/plant location of SWTS in South Asia region.
  - Expenses incurred on business related travel during the internship period shall be reimbursed as per the employee travel policy. The interns shall be guided by their mentors for the same.
  - All reimbursements are subject to submission of proper documents and expense reports. For travel actual tickets/boarding pass must be submitted to the HR Representative within 1 week after their travel.

#### **Term & Conditions in case the Internship Program is on Virtual basis:**

1. In case the Internship program is led in a virtual mode then, the net stipend is Rs 10,000 (Ten Thousand) per month, and there will be no other reimbursements.
4. You will adhere to the instructions of your mentors and abide by the rules of discipline either existing or enforced from time to time.
5. The internship can be terminated by the company at any time in case of any misbehavior, ethical misconduct or serious EHS & POSH violations by the intern.
6. You would be required to complete the full period of Internship and deliver your assigned project as mentioned above

to successfully complete your internship.

7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, In accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

8. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not generally entitle you to an employment offer\*.

9. The stipend payout will be made as per the agreed payout date.

10. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of engagement provided in the Service Rules, which is attached herein.

11. During your engagement with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this offer Letter would stand canceled/revoked.

We at TeamLease would like to create an environment and culture committed to cooperation, quality, and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood, and accepted the terms and conditions of the offer letter. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



Signature and date:

Name: OORJA K PATIL

(Authorized Signatory)

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.



---

## Internship email

1 message

---

**3530\_Kshitija\_Naik** <kshitija.naik@cumminscollege.in>  
To: Revati Shriram <revati.shriram@cumminscollege.in>

Tue, Jun 28, 2022 at 1:32 PM

----- Forwarded message -----

From: **3525\_Savani Kulkarni** <savani.kulkarni@cumminscollege.in>

Date: Tue, May 31, 2022, 4:52 PM

Subject: Fwd: Application for Internship of TY Instrumentation and Control Cummins College Students.

To: 3544\_NIDHI TANKSALE <nidhi.tanksale@cumminscollege.in>, 3530\_Kshitija\_Naik <kshitija.naik@cumminscollege.in>, 3529\_Priyal Mehta <priyal.mehta@cumminscollege.in>, SHRUTI PAWAR <shruti.pawar@cumminscollege.in>

----- Forwarded message -----

From: **Dr. Swati Madhe** <swati.madhe@cumminscollege.in>

Date: Tue, May 31, 2022, 4:51 PM

Subject: Fwd: Application for Internship of TY Instrumentation and Control Cummins College Students.

To: 3525\_Savani Kulkarni <savani.kulkarni@cumminscollege.in>

Forward it to all the rest of the students..

With Warm Regards,

Dr. Swati P. Madhe,  
Department Placement and Internship Coordinator,  
Faculty Advisor, ISA Student Chapter,  
Assistant Professor,  
Instrumentation & Control Department,  
MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.  
India  
Cell: 9850049522  
Direct: 02025311257  
[www.http://www.cumminscollege.org](http://www.cumminscollege.org)

### **INSTITUTE VISION**

To be a globally renowned institute for imparting quality education and development of women leaders in engineering and technology

### **INSTITUTE MISSION**

To develop women professional who are academically and technically competent with strong professional ethics

### **DEPARTMENT VISION**

To develop the department as a center of excellence in Instrumentation and Control Engineering.

### **DEPARTMENT MISSION**

- To develop students with strong foundation of Instrumentation and Control Engineering.
- To develop logical thinking ability, analytical skills, soft skills and create awareness about professional ethics.
- To provide conducive environment to the students for higher studies and research.

----- Forwarded message -----

From: **Priyal Shilimkar** <p.shilimkar@uni-techautomation.com>

Date: Tue, May 31, 2022 at 3:21 PM

Subject: RE: Application for Internship of TY Instrumentation and Control Cummins College Students.

To: Dr. Swati Madhe <swati.madhe@cumminscollge.in>, atul Joshi <atul.joshi@cumminscollge.in>, HOD INSTRU <hodinstru@cumminscollge.in>

Cc: Aishwarya Bhujbal <abb@uni-techautomation.com>, Jitendra Sonar <j.sonar@uni-techautomation.com>

Namaskar,

I will be the contact person for following internship schedule.

Please ask the students to report at 8.30 am tomorrow; 1<sup>st</sup> June 2022 on below mentioned address.

We will complete all the documentation formalities followed by Induction.

**\*Documents to Carry-**

1. ID Proof
2. Education Certificate- Last Semester
3. Resume
4. COVID Vaccination Certificate
5. 2 passport size photographs

**\*Address-**

UNI-TECH Automation Pvt. Ltd.

Regd. office & Unit 1

Sr. no, 79/2, Plot No.7 Shivane

Pune 411023, Maharashtra state, India.

Map Link: <https://goo.gl/maps/QcjC1pNwAD8k42n18>

*Best Regards,*

**Priyal Shilimkar**

HR – Executive



**Corporate and R&D**  
UNIT I, S. No.79/2,  
Plot No 7, Shivane,  
Pune 411023



+91 9607009901



www.uni-techautomation.com



Dear Madam/Sir,

Following students are interested in doing internships in your esteemed organization from 1st June 2022 to 31st July 2022.

1. Kshitija Naik
2. Savani Kulkarni
3. Priyal Mehta
4. Nidhi Tanksale
5. Shruti Pawar

As discussed all the required documents are copied in below drive link:

<https://drive.google.com/drive/folders/1lwTz-wmyTqTS3fi3qI0W5rLDFJyxfWtE>

(We have created separate folders for individual students ).

Please let us know the other formalities to be carried out and the guidelines for joining

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257

**INSTITUTE VISION**

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**INSTITUTE MISSION**

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**DEPARTMENT VISION**

To develop the department as a center of excellence in Instrumentation and Control Engineering.

**DEPARTMENT MISSION**

- To develop students with strong foundation of Instrumentation and Control Engineering.
- To develop logical thinking ability, analytical skills, soft skills and create awareness about professional ethics.
- To provide conducive environment to the students for higher studies and research.

**Date: - 01<sup>st</sup> June 2022**

**To**

**The Head of the Department (Instrumentation & Control Engg)**

**Cummins College of Engineering for Women**

**Pune- 411052**

**Sub: - Internship for Engineering Students.**

Respected Sir/Madam,

Your student Ms. Sakshi Rameshwar Pohekar has approached us and has shown her interest to take up internship as a part of completion her Third year in Instrumentation and Control engineering.

We are glad to inform you that Ms. Sakshi Rameshwar Pohekar has permitted to complete her internship at Concord Technologies under the guidance of Mr. Sarthak Joshi from 01<sup>st</sup> June 22 to 31<sup>st</sup> July 22.

This is for your information only.

**For Concord Technologies**



**HR Department**

**Concord Technologies**

Head Office: 109, Orient Plaza, Pune-Solapur Road, Ramtekdi, Hadapsar Pune-411013

+91 74100 20512 | +91 74100 20513 | [www.concordtech.co.in](http://www.concordtech.co.in) | [business@concordtech.co.in](mailto:business@concordtech.co.in)

**Integrate | Automate | Accelerate**



**Brahme, Manasi**



to rohini.raghuwanshi, me, Hitesh

5 days ago [Details](#)

Dear Sanjana & Rohini,

This is in reference to the internship at Forbes Marshall

To initiate your joining formalities i will need the confidentiality agreement , a college letter from your end. Also kindly share your updated Resume  
Your Internship will be under the guidance of **Mr Hitesh Nikam**

The internship letter will be provided once the internship starts in June & a project is alloted to both of you

Duration would be 6th June 2022 to 31st July 2022 ( 2 months )

We warmly welcome you on-board.

In case of any further queries feel free to get in touch with the undersigned on 9604695668

**Best Regards,**

Manasi Brahme | Learning & Development  
Human Relations  
Forbes Marshall  
A-34/35, MIDC H Block, Pimpri | Pune 411018  
Tel: +91 20 27442020 Extn:1159 | Mob: +91 9604695668  
Email: [mbrahme@forbesmarshall.com](mailto:mbrahme@forbesmarshall.com)  
Website: [www.forbesmarshall.com](http://www.forbesmarshall.com)



## Confirmation of Internship

- Shruthi & Shrushti External



Inbox



**Brahme, Manasi** 2 days ago

to shruthi.shukla, me, Shri... ^



From: Brahme, Manasi -  
mbrahme@forbesmarshall.com

To: shruthi.shukla@cumminscollege.in  
shrushti.raut@cumminscollege.in  
Shrikant THOMBARE -  
sthombare@forbesmarshall.com

Date: Jun 7, 2022, 11:37 AM

Standard encryption (TLS).  
[View security details](#)

Dear Shruthi & Shrushti,

This is with reference to your Internship at Forbes Marshall.

To initiate your joining formalities I will need the confidentiality agreement signed from your end at earliest

Also kindly share your updated Resume & COVID final vaccination certificate

Your Internship will be under the **guidance of Mr Shrikant Thombare**

**Kindly reach Kasarwadi office on 13th June by 9am and get your antigen done at our medicare facility in the office premises**

**Kasarwadi Address :** Forbes Marshall  
P B # 29, Mumbai Pune Road, Kasarwadi, Pune - 34.

**Duration of your internship will be 13th June 2022 to 29th July 2022**

We warmly welcome you on-board.

In case of any further queries feel free to get in touch with your project guide or the undersigned on 9604695668

**Best Regards,**

Manasi Brahme | Learning & Development  
Human Relations  
Forbes Marshall  
A-34/35, MIDC H Block, Pimpri | Pune 411018  
Tel: +91 20 27442020 Extn:1159 | Mob: +91 9604695668  
Email: [mbrahme@forbesmarshall.com](mailto:mbrahme@forbesmarshall.com)  
Website: [www.forbesmarshall.com](http://www.forbesmarshall.com)

## Internship offer Letter

Date: 1<sup>st</sup> June 2022

To,

Ms. Swarali Nilesh Savale

Studying at –

MKSSS's Cummins College of Engineering for Women, Pune 411052

Dear Ms. Swarali Nilesh Savale,

Propix technologies Pvt. Ltd. Is pleased to offer you an educational internship opportunity in the field of Industrial Automation.

You will be reporting to Ms. Anagha Gutte (Vice President)

Your assignment will be from **1<sup>st</sup> June 2022** to **31<sup>st</sup> July 2022**.

Good Luck!

For Propix Technologies Pvt. Ltd.



Adwait Purandare

Senior Executive – Human Resource



**Propix Technologies Pvt. Ltd.**

📍 Survey no. 14, Dhadge Industrial Estate, Nanded Phata, Tal. Haveli, Pune - 411041, India

🌐 [www.propixtech.com](http://www.propixtech.com) ☎ +91-20-67526600 📧 [info@propixtech.com](mailto:info@propixtech.com)



## इंडियन ऑयल कॉर्पोरेशन लिमिटेड

### प्रधान कार्यालय

'इंडियन ऑयल भवन', जी-9, अली यावर जंग मार्ग,  
बॉन्डा (पूर्व), मुंबई - 400 051

**Indian Oil Corporation Limited**  
Head Office,

'Indian Oil Bhavan', G-9, Ali Yavar Jung Marg,  
Bandra (E), Mumbai - 400 051.  
Tel.: +91 22 2644 7655 / 2644 7644



IndianOil

## विपणन प्रभाग

### Marketing Division

Ref.No. HO/L&D/23

06th April, 2022

Dr. Anagha Panditrao  
Head of the Department:  
Instrumentation & Control  
Cummins College of Engineering for Women  
Karvenagar, Pune – 411052.

Dear Madam,

### SUB : INTERNSHIP TRAINING.

This has reference to your Letter dated 04<sup>th</sup> April, 2022 regarding Internship training to your student Ms. Anushka Sawal who is pursuing **Third year in Instrumentation and Control** in your Institute. We are pleased to inform you that the student can undergo internship training at Indian Oil Corporation Limited **from 1<sup>st</sup> June, 2022 to 31<sup>st</sup> July, 2022** subject to the following conditions:

- i) During the training period, no stipend or remuneration will be paid
- ii) The student will have to make his/her own arrangements for accommodation, if required.
- iii) The Corporation will not be responsible for injury, if any, caused during the training. The student is advised to ensure his/her personal safety during the training period and necessary safety & other precautions is adhered to as per the protocol.
- iv) The student will have to bear travel expenses for joining the training and any expenses related to preparation of Project Report.
- v) The student will have to abide by the rules and regulations of our Corporation.
- vi) The Corporation reserves the right to discontinue his/her internship at any time during the time of internship at its discretion.

You may share the necessary documents in scan (college letter, college ID & address proof) and identity card sized two photographs on commencement of the internship training under the guidance of **Shri Surendra Kumar Shekawat, Asst.Mgr.(Retail Automation), Pune Divisional Office.**

Certificate will be issued to the student by the L&D Department, HO, on receipt of the report (both hard and soft copy) and based on the recommendations from the Internal Guide on the Report.

Yours faithfully,  
For Indian Oil Corporation Limited

  
( Beena Menon )  
Chief Manager (L&D)

CC :: Ms. Anushka Sawal - Student

CC :: Shri S.K. Shekawat, Asst.Mgr.(RA), Pune DO – You are requested to guide the Student during the Internship.



## INTERNSHIP LETTER

Deeksha Sharma  
Rajeshivaji Nagar, Chikhali, Pune - 411019, 10, Diamond Villa  
Pune – 411019  
MH  
IN

Dear Deeksha,

On behalf of **Amazon Data Services India Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019 (hereinafter the “Company” or “Amazon India”), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Bengaluru**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your internship with Amazon India will commence on **06-Jun-2022** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the “Term”.

### **2. Duties**

- 2.1 You will be engaged in the position of **Team Lead (Intern)**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India’s rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India’s Policies and Procedures (as may be applicable to you), as communicated to you. Amazon

1

#### REGISTERED OFFICE:

Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019

Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685

CIN: U74999DL2016FTC301945

India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.

- 2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### 3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

### 4. Place of Work

Your initial place of work will be at Amazon India's facility in Bengaluru. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

### 5. Remuneration

- 5.1 Your internship stipend will be **Rs.10,000** per month made payable in arrears and subject to all lawful deductions of tax.



- 5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

## **6. Leave and Benefits**

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

## **7. Confidential Information and Confidentiality Obligations**

- 7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
  - (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
  - (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
  - (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;



- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated,

tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

## 7.2 Confidentiality Obligations:

- (i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective

5

### REGISTERED OFFICE:

Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019  
Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685  
CIN: U74999DL2016FTC301945



order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (i) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **8. Intellectual Property Rights**

- 8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.
- 8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
  - (i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
  - (i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;

- (i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

**REGISTERED OFFICE:**





- 8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 8.6 No Grant of Rights.  
You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

## **9. Data Protection**

- 9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.
- 9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected

management throughout the Amazon group worldwide will be authorised to access this database.

**10. Exclusivity**

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

**11. Relationship of parties**

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

**12. Termination of Internship**

- 12.1 Your internship will automatically end on **31-Jul-2022**, unless terminated earlier as per the provisions of this Section.
- 12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.
- 12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

**13. Background Investigation**

- 13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being

true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

- 13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

#### **14. Foreign Nationals**

- 14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.
- 14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

#### **15. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party, except pursuant to written authorization by such third party to do so;
- 15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party;
- 15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.
- 15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

**16. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**17. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

**18. Severability**

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**19. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**20. Governing Law and Jurisdiction**

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**21. Agreement/Modifications**

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**22. Headings**

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

**23. Survival**

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Data Services India Private Limited.

**AUTHORIZATION**

By

Signed by: PALANIAPPAN SALINI  
Date: 2022.04.27 12:56:31 +05:30  
Location: India

**ACCEPTANCE**

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.

**REGISTERED OFFICE:**

Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi – 110 019  
Telephone: +91 80 3342 0300, Fax: +91 80 3062 5685  
CIN: U74999DL2016FTC301945

Respected Madam,

We have already internship program for your student, as discussed and committed,

Contact person: Anupama Hr Department

**Suryakant Mule**

AVP Hr, Operation and SHE || [Dynomerck Controls](#)

---

Dear Madam,

As discussed, the following students are interested in doing an internship in your esteemed organization from 1st June 2022 to 30th July 2022.:

Vaishnavi P. Shinde (C. No. C22019331546)

Pratiksha Taru (C. No. C22019331552)

Vaishnavi Jadhav (C. No. C22020332506)

Vaishnavi R. Shinde (C. No. C22020332515)

Attaching the resumes of these students for your reference.

Reference: Prof. Atul Joshi

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257



## Confirmation of Internship

- Shruthi & Shrushti External



Inbox



**Brahme, Manasi** 2 days ago

to shruthi.shukla, me, Shri... ^



From: Brahme, Manasi -  
mbrahme@forbesmarshall.com

To: shruthi.shukla@cumminscollege.in  
shrushti.raut@cumminscollege.in  
Shrikant THOMBARE -  
sthombare@forbesmarshall.com

Date: Jun 7, 2022, 11:37 AM

Standard encryption (TLS).  
[View security details](#)

Dear Shruthi & Shrushti,

This is with reference to your Internship at Forbes Marshall.

To initiate your joining formalities I will need the confidentiality agreement signed from your end at earliest

Also kindly share your updated Resume & COVID final vaccination certificate

Your Internship will be under the **guidance of Mr Shrikant Thombare**

**Kindly reach Kasarwadi office on 13th June by 9am and get your antigen done at our medicare facility in the office premises**

**Kasarwadi Address :** Forbes Marshall  
P B # 29, Mumbai Pune Road, Kasarwadi, Pune - 34.

**Duration of your internship will be 13th June 2022 to 29th July 2022**

We warmly welcome you on-board.

In case of any further queries feel free to get in touch with your project guide or the undersigned on 9604695668

**Best Regards,**

Manasi Brahme | Learning & Development  
Human Relations  
Forbes Marshall  
A-34/35, MIDC H Block, Pimpri | Pune 411018  
Tel: +91 20 27442020 Extn:1159 | Mob: +91  
9604695668  
Email: [mbrahme@forbesmarshall.com](mailto:mbrahme@forbesmarshall.com)  
Website: [www.forbesmarshall.com](http://www.forbesmarshall.com)





**Brahme, Manasi**



to rohini.raghuwanshi, me, Hitesh

5 days ago [Details](#)

Dear Sanjana & Rohini,

This is in reference to the internship at Forbes Marshall

To initiate your joining formalities i will need the confidentiality agreement , a college letter from your end. Also kindly share your updated Resume  
Your Internship will be under the guidance of **Mr Hitesh Nikam**

The internship letter will be provided once the internship starts in June & a project is alloted to both of you

Duration would be 6th June 2022 to 31st July 2022 ( 2 months )

We warmly welcome you on-board.

In case of any further queries feel free to get in touch with the undersigned on 9604695668

**Best Regards,**

Manasi Brahme | Learning & Development  
Human Relations  
Forbes Marshall  
A-34/35, MIDC H Block, Pimpri | Pune 411018  
Tel: +91 20 27442020 Extn:1159 | Mob: +91 9604695668  
Email: [mbrahme@forbesmarshall.com](mailto:mbrahme@forbesmarshall.com)  
Website: [www.forbesmarshall.com](http://www.forbesmarshall.com)

## Internship offer Letter

Date: 1<sup>st</sup> June 2022

To,

Ms. Vaishnavi Sudhir Sutrave

Studying at –

MKSSS's Cummins College of Engineering for Women, Pune 411052

Dear Ms. Vaishnavi Sudhir Sutrave,

Propix technologies Pvt. Ltd. Is pleased to offer you an educational internship opportunity in the field of Industrial Automation.

You will be reporting to Ms. Anagha Gutte (Vice President)

Your assignment will be from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.

Good Luck!

For Propix Technologies Pvt. Ltd.



Adwait Purandare



Senior Executive – Human Resource

**Propix Technologies Pvt. Ltd.**

📍 Survey no. 14, Dhadge Industrial Estate, Nanded Phata, Tal. Haveli, Pune - 411041, India

🌐 [www.propixtech.com](http://www.propixtech.com) ☎ +91-20-67526600 📧 [info@propixtech.com](mailto:info@propixtech.com)

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## Internship email

1 message

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**3530\_Kshitija\_Naik** <kshitija.naik@cumminscollege.in>  
To: Revati Shriram <revati.shriram@cumminscollege.in>

Tue, Jun 28, 2022 at 1:32 PM

----- Forwarded message -----

From: **3525\_Savani Kulkarni** <savani.kulkarni@cumminscollege.in>  
Date: Tue, May 31, 2022, 4:52 PM  
Subject: Fwd: Application for Internship of TY Instrumentation and Control Cummins College Students.  
To: 3544\_NIDHI TANKSALE <nidhi.tanksale@cumminscollege.in>, 3530\_Kshitija\_Naik <kshitija.naik@cumminscollege.in>, 3529\_Priyal Mehta <priyal.mehta@cumminscollege.in>, SHRUTI PAWAR <shruti.pawar@cumminscollege.in>

----- Forwarded message -----

From: **Dr. Swati Madhe** <swati.madhe@cumminscollege.in>  
Date: Tue, May 31, 2022, 4:51 PM  
Subject: Fwd: Application for Internship of TY Instrumentation and Control Cummins College Students.  
To: 3525\_Savani Kulkarni <savani.kulkarni@cumminscollege.in>

Forward it to all the rest of the students..

With Warm Regards,

Dr. Swati P. Madhe,  
Department Placement and Internship Coordinator,  
Faculty Advisor, ISA Student Chapter,  
Assistant Professor,  
Instrumentation & Control Department,  
MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.  
India  
Cell: 9850049522  
Direct: 02025311257  
[www.http://www.cumminscollege.org](http://www.cumminscollege.org)

### **INSTITUTE VISION**

To be a globally renowned institute for imparting quality education and development of women leaders in engineering and technology

### **INSTITUTE MISSION**

To develop women professional who are academically and technically competent with strong professional ethics

### **DEPARTMENT VISION**

To develop the department as a center of excellence in Instrumentation and Control Engineering.

### **DEPARTMENT MISSION**

- To develop students with strong foundation of Instrumentation and Control Engineering.
- To develop logical thinking ability, analytical skills, soft skills and create awareness about professional ethics.
- To provide conducive environment to the students for higher studies and research.

----- Forwarded message -----

From: **Priyal Shilimkar** <p.shilimkar@uni-techautomation.com>

Date: Tue, May 31, 2022 at 3:21 PM

Subject: RE: Application for Internship of TY Instrumentation and Control Cummins College Students.

To: Dr. Swati Madhe <swati.madhe@cumminscollge.in>, atul Joshi <atul.joshi@cumminscollge.in>, HOD INSTRU <hodinstru@cumminscollge.in>

Cc: Aishwarya Bhujbal <abb@uni-techautomation.com>, Jitendra Sonar <j.sonar@uni-techautomation.com>

Namaskar,

I will be the contact person for following internship schedule.

Please ask the students to report at 8.30 am tomorrow; 1<sup>st</sup> June 2022 on below mentioned address.

We will complete all the documentation formalities followed by Induction.

**\*Documents to Carry-**

1. ID Proof
2. Education Certificate- Last Semester
3. Resume
4. COVID Vaccination Certificate
5. 2 passport size photographs

**\*Address-**

UNI-TECH Automation Pvt. Ltd.

Regd. office & Unit 1

Sr. no, 79/2, Plot No.7 Shivane

Pune 411023, Maharashtra state, India.

Map Link: <https://goo.gl/maps/QcjC1pNwAD8k42n18>

*Best Regards,*

**Priyal Shilimkar**

HR – Executive



**Corporate and R&D**  
UNIT I, S. No.79/2,  
Plot No 7, Shivane,  
Pune 411023



+91 9607009901



www.uni-techautomation.com



Dear Madam/Sir,

Following students are interested in doing internships in your esteemed organization from 1st June 2022 to 31st July 2022.

1. Kshitija Naik
2. Savani Kulkarni
3. Priyal Mehta
4. Nidhi Tanksale
5. Shruti Pawar

As discussed all the required documents are copied in below drive link:

<https://drive.google.com/drive/folders/1lwTz-wmyTqTS3fi3qI0W5rLDFJyxfWtE>

(We have created separate folders for individual students ).

Please let us know the other formalities to be carried out and the guidelines for joining

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257

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Respected Madam,

We have already internship program for your student, as discussed and committed,

Contact person: Anupama Hr Department

**Suryakant Mule**

AVP Hr, Operation and SHE || [Dynomerck Controls](#)

---

Dear Madam,

As discussed, the following students are interested in doing an internship in your esteemed organization from 1st June 2022 to 30th July 2022.:

Vaishnavi P. Shinde (C. No. C22019331546)

Pratiksha Taru (C. No. C22019331552)

Vaishnavi Jadhav (C. No. C22020332506)

Vaishnavi R. Shinde (C. No. C22020332515)

Attaching the resumes of these students for your reference.

Reference: Prof. Atul Joshi

With Warm Regards,

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Assistant Professor,

Instrumentation & Control Department,

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Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257



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## Fwd: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

1 message

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**Dr. Swati Madhe** <swati.madhe@cumminscollege.in>  
To: Isha Tulapurkar 2023 <isha.tulapurkar@cumminscollege.in>

Fri, 3 Jun, 2022 at 6:55 pm

Dear Isha,

Forwarding Kalpak Sir's mail for your reference. Share with all other irls and you all should take your laptops from 1st day onwards.

----- Forwarded message -----

From: **Nikumbh, Kalpak** <Kalpak.Nikumbh@ifm.com>

Date: Fri, 27 May, 2022, 11:46 am

Subject: RE: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

To: Dr. Swati Madhe <swati.madhe@cumminscollege.in>

Cc: Kakade, Mangal <Mangal.Kakade@ifm.com>, HOD INSTRU <hodinstru@cumminscollege.in>, Shejwalkar, Yogesh <Yogesh.Shejwalkar@ifm.com>

Hello madam,

This is okay. As discussed, we will expect the students to begin their project work from Monday, 06 June 2022.

Best Regards | Mit freundlichen Grüßen

Kalpak

---

**From:** Dr. Swati Madhe <swati.madhe@cumminscollege.in>

**Sent:** 8 April, 2022 11:15 AM

**To:** Nikumbh, Kalpak <kalpak.nikumbh@ifm.com>

**Cc:** Kakade, Mangal <Mangal.Kakade@ifm.com>; HOD INSTRU <hodinstru@cumminscollege.in>

**Subject:** [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

Dear Sir,

As discussed, this year the internship period is from 1st June 2022 to 31st July 2022. We have shortlisted following students who are interested in doing the internship and continuing their Final Year Project in your esteemed organization for the year 2022-23.

1. Isha Tulapurkar ([isha.tulapurkar@cumminscollege.in](mailto:isha.tulapurkar@cumminscollege.in))
2. Sambodhi Badve ([sambodhi.badve@cumminscollege.in](mailto:sambodhi.badve@cumminscollege.in))
3. Yutika Subandh ([yutika.subandh@cumminscollege.in](mailto:yutika.subandh@cumminscollege.in))
4. Namita Biyani ([namita.biyani@cumminscollege.in](mailto:namita.biyani@cumminscollege.in))

Students will come full time during the internship period, and they will come once or twice in a week for doing their project work from 1st August 2022 till the completion of the project. Attaching the resumes for your reference.



Kindly request you to confirm the same.

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
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Date : 18-05-2022

To  
Ms. Sharvary Vaidya  
Pune  
Subject : Internship Offer Letter

Dear  
Hello

I am pleased to inform you that your application has been selected for our Student internship program and would like to extend the internship opportunity to you for the position of Electronic development and production Intern engineer.

Your Internship starts on **1<sup>st</sup> June 2022** and you are required to work minimum **18 hours** per week for the duration of the internship which will end on **30<sup>th</sup> July 2022**.

This is a non-paid Academic internship program during which you will Work at our office and expected to devote at least 3-4hrs. hours daily on working days, for the same.

This internship program is viewed by Santron Meditronic as an educational opportunity for you, rather than a part time job. As such your training will include training / learning and primarily focus on learning, developing new skills and gaining deeper understanding of subjects/concepts through hands on application of the knowledge you learned in class.

You are expected to put your best efforts for the internship program. You should maintain a Log book of all your work, share and report to the company on daily basis , on the assignment status and progress .

You are also expected to submit total Work Report of your Internship program, it's experience at the end to us, with all details of work done. The Internship completion certificate will be issued only after the Internship report is duly completed and submitted

Congratulations and all the best to you. Looking forward to welcoming you to Santron Meditronic

With Best Regards,  
For Santron Meditronic



Narendra B. Sancheti  
[ Auth. Signatory ]





**Systech Solutions**

9<sup>th</sup> April 2022

## INTERNSHIP OFFER LETTER

Dear Sanjana

SysTech Solutions is pleased to offer you an educational internship opportunity as a **Trainee Engineer**.

Your training will begin from 1<sup>st</sup> June 2022. Your training period will conclude on 31<sup>st</sup> July 2022.

Your roles and responsibilities for this position will be described to you in your orientation.

Congratulations and welcome to the team!

**For SysTech Solutions**



**Nitu Gabhane**

**Jr. HR Executive**



---

## Fwd: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

1 message

---

**Dr. Swati Madhe** <swati.madhe@cumminscollege.in>  
To: Isha Tulapurkar 2023 <isha.tulapurkar@cumminscollege.in>

Fri, 3 Jun, 2022 at 6:55 pm

Dear Isha,

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----- Forwarded message -----

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Date: Fri, 27 May, 2022, 11:46 am

Subject: RE: [EXTERNAL] Internship and Final Year Project Sponsorship for the year 2022-23

To: Dr. Swati Madhe <swati.madhe@cumminscollege.in>

Cc: Kakade, Mangal <Mangal.Kakade@ifm.com>, HOD INSTRU <hodinstru@cumminscollege.in>, Shejwalkar, Yogesh <Yogesh.Shejwalkar@ifm.com>

Hello madam,

This is okay. As discussed, we will expect the students to begin their project work from Monday, 06 June 2022.

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Kalpak

---

**From:** Dr. Swati Madhe <swati.madhe@cumminscollege.in>

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**To:** Nikumbh, Kalpak <kalpak.nikumbh@ifm.com>

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2. Sambodhi Badve ([sambodhi.badve@cumminscollege.in](mailto:sambodhi.badve@cumminscollege.in))
3. Yutika Subandh ([yutika.subandh@cumminscollege.in](mailto:yutika.subandh@cumminscollege.in))
4. Namita Biyani ([namita.biyani@cumminscollege.in](mailto:namita.biyani@cumminscollege.in))

Students will come full time during the internship period, and they will come once or twice in a week for doing their project work from 1st August 2022 till the completion of the project. Attaching the resumes for your reference.

Kindly request you to confirm the same.

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
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India

Cell: 9850049522

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[www.http://www.cumminscollege.org](http://www.cumminscollege.org)

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- To provide conducive environment to the students for higher studies and research.

Ref No: SPA/IntOfr22/02

Date: 1<sup>st</sup> June'2022

### Internship Offer Letter

Dear Ms. Mayuri,

We are pleased to offer you an appointment in our organization as an Intern for the period of two months starting from 6<sup>th</sup> June'2022 to 6<sup>th</sup> August'2022.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Regards,



Authorized Signatory,



SPA Project Engineers Pvt. Ltd.

Date: 1<sup>st</sup> June 2022

To,  
Ms Gurpreet Kaur Kashyap  
Cummins College of Engineering for Women,  
Pune

Subject: Engagement as intern,

Dear Gurpreet,

We are pleased to inform you that you are selected for internship training in our organization for the period of 8 weeks in the month of June 2022 – July 2022 in R&D – E&E Design Department of Akurdi, Pune on the following terms and conditions.

1. During the period of training you will not be entitled to receive any stipend/remuneration.
2. You will have to make your own arrangement for accommodation and transport.
3. You will report to the authorized officer of the company. The name of such officer will be intimated to you in the beginning.
4. You will be provided lunch in our factory's canteen free of cost.
5. During the period of your vocational training, you should not move to any other department unless permitted by your authorized officer.
6. The company does not take any responsibility towards any accident risks, inside and outside the factory premises during this vocational training program. In case of any accident or injury during the period of your vocational training, you will not be entitled to the benefits available under Employee Compensation Act and ESI Act.
7. At the end of your training you should submit your training report to the under signed.

For FORCE MOTORS LIMITED

**RAHUL BAGALE**  
Head HR

**FORCE MOTORS LIMITED**

CIN L34102MH2008PL0001172

Regd. Office : Mumbai-Pune Road, Akurdi, PUNE - 411 036, INDIA. Tel : (91)20 2747 43 41  
Visit us at : [www.forcemotors.com](http://www.forcemotors.com)





**TECHPORT SOLUTIONS PVT. LTD.**

Technology for People & Process

CIN- U29222PN2014PTC153451

(Incorporated under the companies act, 2013)

Contact: +91 8484810104

Email: [info@techportsolutions.in](mailto:info@techportsolutions.in)

Web: [www.techportsolutions.in](http://www.techportsolutions.in)

07 June 2022

## INTERNSHIP OFFER LETTER

TO,  
Ms. Jayashree Chepure  
At. Yerol,  
Dist Latur 413544.

Dear **Ms. Jayashree Chepure**

Techport Solutions Pvt Ltd is pleased to offer you an educational internship opportunity as a student intern in the field of Industrial Automation.

You will be reporting to Mr. Praveen Patil.

Your assignment will be from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.

Congratulations and welcome to the team!

Thanking You.

**Best Regards,**


**TECHPORT SOLUTIONS PVT LTD**

**Registered Office:**

D-402, Sai Datta Niwas, 5/5/4,  
Ambegaon, Pune - 411046  
Maharashtra India.

**Corporate Office:**

Shreeji Banglow, 2nd Floor,  
S.No. 53/1/9, Behind Dyandeepnursery School,  
Near Narayan Baug, Pune-Banglore Highway,  
Vadgaon(BK), Pune - 411041



## INTERNSHIP OFFER LETTER

**Date: 01.06.2022**

**To,**

**Ms. Elishma Gadkar,**  
Sr.No.31 Hissa No.6/19,Part 1,  
Chaudhary nagar, Sarah twin Bungalow  
Dhanori Pune 411015.

**Dear Elishma,**

With reference to your application and subsequent interview with us, we are pleased to offer you an educational internship opportunity as a **Student Intern** in Safe Air Engineers Pvt.Ltd.in our organisation.

As per the discussion, your starting date will be on 1st June 2022 to 31 July 2022.

You will be reporting to Mr. Elan Gadkar

Congratulations and welcome to the team!

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.

Thanking You.

**For, SAFE AIR ENGINEERS PVT.LTD.**

**Accepted By**

  
**Authorized Signatory**



**Ms. Elishma Gadkar,**

Authorised Dealer:

- Air Conditioning Division



- Total Security Solutions

# DARESH ELECTRICALS

LICENSED ELECTRICAL CONTRACTORS  
& CONTROL PANEL MANUFACTURERS

Survey No. 224, Plot No. 71, Gangotri Park, Dighi Road, Bhosari, Pune - 411 039. E-mail : ravikiran1968@rediffmail.com

Reference: DE/22-23/103

31<sup>st</sup> May 2022

## INTERSHIP OFFER LETTER

To,

Ms. Sushmita Gandhi,  
Flat no-10, I-9 Bulding,  
Sakal nagar Baner  
Pune- 411007

Dear, Ms. Sushmita Gandhi,

Daresh Electricals is pleased to offer you an educational internship opportunity as a student intern in the field of Industrial Automation.

You will be reporting to Mr. Ravikiran Jadhav.

Your assignment will be from 31<sup>st</sup> May 2022 to 31<sup>st</sup> July 2022.

Congratulations and welcome to the team!



Daresh Electricals

Proprietor: Jadhav R. P.

Date: 31/05/2022

Place Pune

Respected Madam,

We have already internship program for your student, as discussed and committed,

Contact person: Anupama Hr Department

**Suryakant Mule**

AVP Hr, Operation and SHE || [DynomerK Controls](#)

---

Dear Madam,

As discussed, the following students are interested in doing an internship in your esteemed organization from 1st June 2022 to 30th July 2022.:

Vaishnavi P. Shinde (C. No. C22019331546)

Pratiksha Taru (C. No. C22019331552)

Vaishnavi Jadhav (C. No. C22020332506)

Vaishnavi R. Shinde (C. No. C22020332515)

Attaching the resumes of these students for your reference.

Reference: Prof. Atul Joshi

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257

# Fwd: Request for Internship



Inbox



Dr. Vikas Hajare 26 Apr

to Swati, me, 3528\_ANU... ✓



----- Forwarded message -----

From: **Supriya Rangari** <[hr@strettoindia.com](mailto:hr@strettoindia.com)>

Date: Tue, Apr 26, 2022 at 3:42 PM

Subject: RE: Request for Internship

To: Dr. Vikas Hajare <[vikas.hajare@cumminscollege.in](mailto:vikas.hajare@cumminscollege.in)>

Cc: Atul Kawale <[atul.kawale@strettoindia.com](mailto:atul.kawale@strettoindia.com)>, Niranjana Gadgil <[niranjana.gadgil@strettoindia.com](mailto:niranjana.gadgil@strettoindia.com)>

Hello Vikas,

Thanks for sharing the document.

Looking forward to have Anushree & Purva onboard for Internship.

**Thanks & Regards,**

**Supriya Rangari**

9011065430

Human Resources

Stretto Automation Pvt. Ltd.

Gat No 361, Shreeramnagar,

KhedShivapur, Tal Haveli,

PUNE (MS), INDIA, PIN- 412205

Visit our website [www.strettoindia.com](http://www.strettoindia.com)

**P** Please consider the environment before printing this email.



**Date –6<sup>th</sup> Jun 2022**  
**Name – Ashlesha A K**

**Re: Project Training**

**Dear Ashlesha A K,**

We are pleased to offer you an internship with TATA TECHNOLOGIES LIMITED. This is purely an educational internship.

As we discussed, your internship is expected to last from **6-Jun-22 to 15-Aug-22**, 47.5 hours per week.

However, at the sole discretion of the Company, the duration of the internship may be extended or shortened with or without advance notice.

As an intern, you will not be a Company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any benefits that the Company offers its employees, including but not limited to health benefits, holiday pay, vacation pay, sick leave or retirement benefits. You understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company.

During your internship, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information. During the training period, you agree that you will follow all the Company's policies that apply to non-employee interns, including, for example, the Company's anti-harassment policy.

This letter and project guidance, mentioned below, constitutes the complete understanding between you and the Company regarding your internship and supersedes all prior discussions or agreements.

**TATA TECHNOLOGIES**

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India  
Tel: +91-20- 66529090; Fax: +91-20-6652 9095  
CIN No U72200PN1994PLC013313



**Project Guidelines –**

1. The project Intern / student must obtain the signature of the project mentor, project manager and HRBP on the final project report.
2. The project Intern / student must submit the hard copy of the project report (spiral bind is must) to the Learning & Development team in Tata Technologies on the completion of the project duration.
3. The Learning & Development team will issue the internship letter on the satisfactory completion of the project and report submitted by the intern/student. The letter will be issued within 2 working days after the submission of project report.

This letter may only be modified by a written agreement signed by both of us. If the above terms and conditions are acceptable to you, please indicate your acceptance by signing below and returning it to Mr. Ian Anthony.

You are requested to bring two copies of your passport size photographs at the time of project commencement.

We look forward to having you with us for training. We hope you would enjoy the assignment and, in the process, add value to yourself in realizing your career aspirations.

Yours faithfully,

**Vibhanshu Agnihotri**  
**Global Head - Performance and Rewards**

I accept this internship on the terms and conditions mentioned herein. In case of any disobedience, the decision of the company will be binding and acceptable to me without demur.

Students Name:

Student's Signature:

Date:

**TATA TECHNOLOGIES**

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313



Date -6<sup>th</sup> Jun 2022  
Name - Vashishti R. Magar

Re: Project Training

Dear Vashishti R. Magar,

We are pleased to offer you an internship with TATA TECHNOLOGIES LIMITED. This is purely an educational internship.

As we discussed, your internship is expected to last from **6-Jun-22 to 15-Aug-22**, 47.5 hours per week.

However, at the sole discretion of the Company, the duration of the internship may be extended or shortened with or without advance notice.

As an intern, you will not be a Company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any benefits that the Company offers its employees, including but not limited to health benefits, holiday pay, vacation pay, sick leave or retirement benefits. You understand that participation in the internship program is not an offer of employment, and successful completion of the internship does not entitle you to employment with the Company.

During your internship, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will keep all this information strictly confidential and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of the internship, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

During the training period, you agree that you will follow all the Company's policies that apply to non-employee interns, including, for example, the Company's anti-harassment policy.

This letter and project guidance, mentioned below, constitutes the complete understanding between you and the Company regarding your internship and supersedes all prior discussions or agreements.

**TATA TECHNOLOGIES**

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313



**Project Guidelines –**

1. The project Intern / student must obtain the signature of the project mentor, project manager and HRBP on the final project report.
2. The project Intern / student must submit the hard copy of the project report (spiral bind is must) to the Learning & Development team in Tata Technologies on the completion of the project duration.
3. The Learning & Development team will issue the internship letter on the satisfactory completion of the project and report submitted by the intern/student. The letter will be issued within 2 working days after the submission of project report.

This letter may only be modified by a written agreement signed by both of us. If the above terms and conditions are acceptable to you, please indicate your acceptance by signing below and returning it to Mr. Ian Anthony.

You are requested to bring two copies of your passport size photographs at the time of project commencement.

We look forward to having you with us for training. We hope you would enjoy the assignment and, in the process, add value to yourself in realizing your career aspirations.

Yours faithfully,

**Vibhanshu Agnihotri**  
**Global Head - Performance and Rewards**

I accept this internship on the terms and conditions mentioned herein. In case of any disobedience, the decision of the company will be binding and acceptable to me without demur.

Students Name: VASHISTI RAJENDRA NAGAR

Student's Signature: Vashisti

Date: 17/6/22

**TATA TECHNOLOGIES**

Registered Office 25, Rajiv Gandhi Infotech Park, Hinjawadi, Pune, 411057 India

Tel: +91-20- 66529090; Fax: +91-20-6652 9095

CIN No U72200PN1994PLC013313



**INTERN OFFER LETTER**Date:26<sup>th</sup> May 2022

TO,  
Ms. Sakshi Pandule,  
Pune.

**Dear Sakshi Pandule,**

We are pleased to inform your acceptance of an internship position as Intern - Instrumentation & Controls at Mikro Innotech India Pvt. Ltd., - Instrumentation Department for the period of 2 months. Your first day of Joining will be from 01<sup>st</sup> June 2022. You will be entitled to a Stipend of Rs. 5000/- per month. In addition to your duties outlined in the interview, you will report to your supervisor **Ms. Aishwarya Lonkar**

As an Intern, you are not the Company's employee; and therefore, will not receive health and Compensation benefits. You understand that participating in the internship program is not an offer for employment.

During your internship, you will have an access to company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all property of the company.

Congratulations on the Internship.

**Best Regards,**  
Signature



**TECHPORT SOLUTIONS PVT. LTD.**

Technology for People & Process

CIN- U20222PN2814PTC103461

(Incorporated under the companies act, 2013)

Contact: +91 8484810104

Email: [info@techportsolutions.in](mailto:info@techportsolutions.in)

Web: [www.techportsolutions.in](http://www.techportsolutions.in)

07 June 2022

## INTERNSHIP OFFER LETTER

TO,  
Ms. Swarupa Phulari  
Vedant Nagar, Oppo Bhakti Lawns,  
Taroda Khu, Malegoan road,  
Nanded. Pin- 431605

Dear **Ms. Swarupa Phulari**

Techport Solutions Pvt Ltd is pleased to offer you an educational internship opportunity as a student intern in the field of Industrial Automation.

You will be reporting to Mr. Praveen Patil.

Your assignment will be from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022.

Congratulations and welcome to the team!

Thanking You.

Best Regards,


**TECHPORT SOLUTIONS PVT LTD**

**Registered Office:**  
D-402, Sai Datta Niwas, 5/5/4,  
Ambegaon, Pune - 411046  
Maharashtra India.

**Corporate Office:**  
Shreeji Banglow, 2nd Floor,  
S.No. 53/1/9, Behind Dyandeepnursery School,  
Near Narayan Baug, Pune-Bangalore Highway,  
Vedgaon(BK), Pune - 411041

| PLC | RTU | HMI | SCADA | EMS | DCS | Building/Home Automation | Engineering Services | AMC |



**SPA**  
Project Engineers

Ref No: SPA/IntOfr22/01

Date: 1<sup>st</sup> June'2022

### Internship Offer Letter

Dear Ms. Vaishnavi,

We are pleased to offer you an appointment in our organization as an Intern for the period of two months starting from 6<sup>th</sup> June'2022 to 6<sup>th</sup> August'2022.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Regards,



Authorized Signatory

SPA Project Engineers Pvt. Ltd.



**SPA Project Engineers Pvt. Ltd.**  
(Formerly known as SPA Instruments (I) Pvt. Ltd.)  
Plot No. 58-59/ 11 & 12, D II Block, MIDC,  
Chinchwad, Pune 411019. (India)

+91 20 27481201 / 02

marketing@spapepl.com  
www.spapepl.com

**INTERN OFFER LETTER**Date: 26<sup>th</sup> May 2022

TO,  
Ms. Shivani Said,  
Pune.

**Dear Shivani Said,**

We are pleased to inform your acceptance of an internship position as Intern – Instrumentation & Controls at Mikro Innotech India Pvt. Ltd., - Instrumentation Department for the period of 2 months. Your first day of Joining will be from 01<sup>st</sup> June 2022. You will be entitled to a Stipend of Rs. 5000/- per month. In addition to your duties outlined in the interview, you will report to your supervisor **Ms. Aishwarya Lonkar**

As an Intern, you are not the Company's employee; and therefore, will not receive health and Compensation benefits. You understand that participating in the internship program is not an offer for employment.

During your internship, you will have an access to company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all property of the company.

Congratulations on the Internship.

**Best Regards,**  
Signature



Forbes Marshall  
Krohne Marshall  
Forbes Vyncke  
Forbes Marshall Arca  
Codet International  
Forbes Solar  
Forbes Marshall Steam Systems

HR: SS: MB: 22

Date: 13th June 2022

TO WHOMSOEVER IT MAY CONCERN

**Subject - Acceptance for Internship.**


This is to inform you that **Ms Vaishnavi Sarode** has been selected to do her Internship in our organization under the guidance of Mr Ram Kulkarni.

The Internship will be on " Steam and Water Analysis Systems (SWAS) and their MRO " from **6th June 2022 to 29th July 2022**

The student will have to abide by the rules and regulations as are prevalent in the organization including without limitation, keeping all company's information in strictest confidence to which the student may have access during the Internship. On the successful completion of her Internship, the student is required to submit a written report to the guide.

As per the company policies, students cannot use their personal computers in the premises of the company.

For **FORBES MARSHALL PVT. LTD.**

  
**Sanyucta Sisodia,**

Lead- Learning & Development.

Respected Madam,

We have already internship program for your student, as discussed and committed,

Contact person: Anupama Hr Department

**Suryakant Mule**

AVP Hr, Operation and SHE || [Dynomerck Controls](#)

---

Dear Madam,

As discussed, the following students are interested in doing an internship in your esteemed organization from 1st June 2022 to 30th July 2022.:

Vaishnavi P. Shinde (C. No. C22019331546)

Pratiksha Taru (C. No. C22019331552)

Vaishnavi Jadhav (C. No. C22020332506)

Vaishnavi R. Shinde (C. No. C22020332515)

Attaching the resumes of these students for your reference.

Reference: Prof. Atul Joshi

With Warm Regards,

Dr. Swati P. Madhe,

Department Placement and Internship Coordinator,

Faculty Advisor, ISA Student Chapter,  
Assistant Professor,

Instrumentation & Control Department,

MKSSS's Cummins College of Engineering for Women,  
Karvenagar, Pune-411052.

India

Cell: 9850049522

Direct: 02025311257

**INTERN OFFER LETTER**Date: 26<sup>th</sup> May 2022

TO,  
Ms. Rutuja Vaidya,  
Pune.

**Dear Rutuja Vaidya,**

We are pleased to inform your acceptance of an internship position as Intern – Instrumentation & Controls at Mikro Innotech India Pvt. Ltd., - Instrumentation Department for the period of 2 months. Your first day of Joining will be from 01<sup>st</sup> June 2022. You will be entitled to a Stipend of Rs. 5000/- per month. In addition to your duties outlined in the interview, you will report to your supervisor **Ms. Aishwarya Lonkar**

As an Intern, you are not the Company's employee; and therefore, will not receive health and Compensation benefits. You understand that participating in the internship program is not an offer for employment.

During your Internship, you will have an access to company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the Internship; you will return documents, equipment, and all property of the company.

Congratulations on the Internship.

**Best Regards,**

Signature 



**INTERN OFFER LETTER**Date: 26<sup>th</sup> May 2022

TO,  
Ms. Mrunali Zarekar,  
Pune.

**Dear Mrunali Zarekar,**

We are pleased to inform your acceptance of an internship position as Intern – Instrumentation & Controls at Mikro Innotech India Pvt. Ltd., - Instrumentation Department for the period of 2 months. Your first day of Joining will be from 01<sup>st</sup> June 2022. You will be entitled to a Stipend of Rs. 5000/- per month. In addition to your duties outlined in the interview, you will report to your supervisor **Ms. Aishwarya Lonkar**

As an Intern, you are not the Company's employee; and therefore, will not receive health and Compensation benefits. You understand that participating in the internship program is not an offer for employment.

During your internship, you will have an access to company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all property of the company.

Congratulations on the Internship.

**Best Regards,**

  
Signature





**INTERN OFFER LETTER**Date: 26<sup>th</sup> May 2022

TO,  
Ms. Mrunali Zarekar,  
Pune.

**Dear Mrunali Zarekar,**

We are pleased to inform your acceptance of an internship position as Intern – Instrumentation & Controls at Mikro Innotech India Pvt. Ltd., - Instrumentation Department for the period of 2 months. Your first day of Joining will be from 01<sup>st</sup> June 2022. You will be entitled to a Stipend of Rs. 5000/- per month. In addition to your duties outlined in the interview, you will report to your supervisor **Ms. Aishwarya Lonkar**

As an Intern, you are not the Company's employee; and therefore, will not receive health and Compensation benefits. You understand that participating in the internship program is not an offer for employment.

During your internship, you will have an access to company's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all property of the company.

Congratulations on the Internship.

**Best Regards,**

  
Signature





Letter of Sponsorship

Date : 22 March 2022

TO,

Prof Pratima Kulkarni ,

Cummins College of Engineering for Women Karvenagar, Pune – 411052.

Subject : SPONSORSHIP LETTER FOR STUDENT PROJECT

Respected Madam,

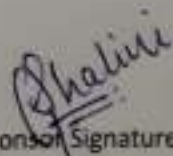
We are sponsoring the project titled **Design and Implementation of Dual Loop Controller for BLDC Motor and Analysis its Performance by adding Current Loop** for B Tech Instrumentation students.

I am pleased to inform you that following students have been working on above mentioned project under my guidance for the academic year 2021-22.

| Name of the students   | Subject  | Guide from ARDE And title of the Project   | Guide from college    |
|--|--|--|-----------------------|
| 1.KAJAL G. DAMRE<br>2.VAISHNAVI V.GAMBHIR<br>3.POONAM S.NAVALÉ | B TECH<br>INSTRUMENTATION<br>AND CONTROL<br>ENGINEERING. | Mrs. Shalini Gupta .<br>Topic : Design and<br>Implementation of Dual<br>Loop Controller for BLDC<br>Motor and Analysis its<br>Performance by adding<br>Current Loop. | Prof Pratima Kulkarni |

This Sponsorship includes, **Technical Guidance** to the team and issuing components/material required for the project.

Sincerely,

  
(Sponsor Signature above)



11-01-11

# TAP Engineers & Contractors

• CONSULTANT (MEP & EPC) • SOLAR, POWER & WATER • CONTRACTING • ELV SYSTEM

## Certificate of Sponsorship

To Whom It May Concern this is to certify that on the request of **Dr. Vikas D. Hajare Associate Professor** in the department of Instrumentation and Control at **MKSSS' Cummins College of Engineering** we TAP Engineering assigned the following project work to the students.

**Title of the Project work:** Instrumentation System Design for  
LPG Storage Tank

**Name of the Students:** Shreya Adsul, Sayli Kulkarni and Saniya Godbole

Kindly note that we are providing only technical support and not any kind of financial support for the assigned project.



*[Handwritten Signature]*

**Director**  
**TAP Engineering**



**Samsung Quad Camera**

**Shot with my Galaxy M31**

Prasad Babar, +91 8408 866 993 | Email: prasadbabar@gmail.com | Visit Us: <https://tinyurl.com/tap-engineers>



॥ ॐ ॥

# TAP Engineers & Contractors

• CONSULTANT (MEP & EPC) • SOLAR POWER & WATER • CONTRACTING • ELY SYSTEM

## Certificate of Sponsorship

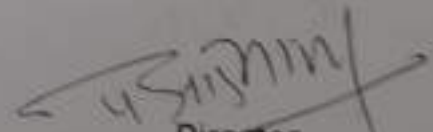
To Whom It May Concern this is to certify that on the request of **Dr. Vikas D. Hajare Associate Professor** in the department of Instrumentation and Control at **MKSSS Cummins College of Engineering** we TAP Engineering assigned the following project work to the students.

**Title of the Project work:** Instrumentation System Design for Biomass Reactor System

**Name of the Students:** - Sushmita Shinde, Vaishnavi Gadhe and Vedanti Mulye.

Kindly note that we are providing only technical support and not any kind of financial support for the assigned project.



  
Director  
TAP Engineering

Samsung Quad Camera  
Shot with my Galaxy M31

2-13, Ravi Terrace, Sr. No. 33/13, Near Reliance Fresh, Dattanagar-Bharti Vidyapeeth Road, Ambegaon, Pune- 411 046  
Prasad Babar: +91 8408 866 993 | Email: prasadbabar@gmail.com | Visit Us: <https://tinyurl.com/tap-engineers>

## Letter of Sponsorship

Date: 15 March 2022

MKSSS'S Cummins College of Engineering for Women  
Karvenagar, Pune 4011052

To Whom It May Concern:

We are sponsoring the project titled **Vending Machine for Powdered Good with Weighing Scale and UPI-based Payment** for B.Tech Instrumentation students for the academic year 2022.

Students named as:

1. Swarali Shinde
2. Aditi Jagtap
3. Dipali Dasade

This sponsorship includes -

- Technical guidance to the team.
- Providing components/material required for the project

Sincerely,



(Sponsor signature above)

Sponsor's name & Designation: Rushikesh Kate, Co-founder, MMAG

Sponsor's address: Anusagar Bungalow, Azadwadi, Kothrud, Pune - 411038

Sponsor's e-mail address: rushi@mmag.in

Sponsor's phone number: +91 8308852044



HR; PA; SS: 21

Date: 22nd-October-2021

To,

Dr Ajit Bhosale,  
Head-Mech Engg Department,  
Cummins College of Engineering, Pune 411052.

Subject - Acceptance for Internship.

Dear Sir/Madam,

This is to inform you that the following students from your institute have been selected to do their Internship in our organization under the guidance of Mr Anup Achalere & Mr Abhijit Jadhav

1. Ms Siddhi Kinage
2. Ms Gayatri Bhagat
3. Ms Manali Deore
4. Ms Vaishnavi Shrigadi

The Internship will be on "Reliability test rig for WPRV" from 4<sup>th</sup>-October-2021 to 4<sup>th</sup>- April-2022.

The student will have to abide by the rules and regulations as are prevalent in the organization. On the successful completion of their Internship the students are required to submit a written report to the guide.

For **FORBES MARSHALL PVT. LTD.**  
**Sanyucta Sisodia,**

Lead - Learning &amp; Development.

Date: 13<sup>th</sup> January, 2022

**TOX® PRESSOTECHNIK (INDIA) PVT. LTD.**  
Gat No.343/7-10 • Village Ambadvet  
Pune - Paud Road • At Post : Paud  
Next to Sutarwadi • Taluka : Mulshi  
Dist : Pune, Maharashtra  
India Pin : 412 108  
Tel. +91-20-66538300 to 11  
Fax +91-20-66538323  
Email : info@tox-in.com  
Web : <https://in.tox-pressotechnik.com>  
C.I.N.:U29299PN2005PTC020641

To,  
HOD of Mechanical Department,  
MKSSS Cummins College of Engineering for Women,  
Pune – 411052.

Subject: Confirmation of the project work.

Dear Sir,

We are pleased to inform you that the following students of your college have been allotted the project "Design and Development of Piercing Press Tool for Testing Clinched Sheets" in our organization for the academic year 2021-22.

| Name                      | Branch                 |
|---------------------------|------------------------|
| 1. Tanishka Damle         | Mechanical Engineering |
| 2. Kalyani Deshmukh       | Mechanical Engineering |
| 3. Vaishnavi Sarwade      | Mechanical Engineering |
| 4. Shruti Sethuramalingam | Mechanical Engineering |

The execution of project work will be carried out in TOX® Pressotechnik India Pvt. Ltd., Pune and the required equipment for the project will be provided by the company.

We hope this association with us will prove to be a mutually fruitful and yielding learning event.

Thanking you

Yours faithfully,

FOR TOX® PRESSOTECHNIK INDIA PVT. LTD.

  
Vijayanti Mavinkurve  
Senior Manager-HR & Admin



02<sup>nd</sup> February 2022

To,

HOD Mechanical,  
Cummins College of Engineering for Women,  
Karvenagar, Pune

**Subject:** Completion of Final Year BTech Project by Ms. Neha Patil, Ms. Mugdha Patil and Ms. Sakshi Joshi under KSB Tech Pvt Ltd.

Dear Sir,

**Ms. Neha Patil, Ms. Mugdha Patil and Ms. Sakshi Joshi** pursuing B.E. Mechanical, at Cummins College of Engineering for Women are currently completing the Final Year BTech<sup>1</sup> Project at KSB Tech Pvt Ltd under the guidance of **Mr. Mayur Mane** as **external guide** and **Prof. Parag Chaware** as **internal guide**.

The project is "Investigation of Form Resistance of Annular Seal Profiles in a Multistage Centrifugal Pump".

The tentative duration of said project is from **September '21 to April '22**.

For KSB Tech Private Limited



**Nitish D Kulkarni**  
**Manager – HR & OD**







Power Systems /INTR/Proj-2022/01

Date: 02<sup>nd</sup> February 2022

The Placement Coordinator,  
MKSSS Cummins College of Engineering For Women, Pune  
Department of Mechanical Engineering

**Subject: Internship Project Letter**

Dear Sir/Madam,

This is to certify that below mentioned students are working on a project in our organization.

1. **Khushboo S. Kaul**
2. **Shivani S. Sukale**
3. **Nidhi B. Wadhwa**
4. **Sayalee U. Thorkar**

You would be pleased to know that the above students can take up and complete their project with Power Systems Business Unit (Kothrud Engine Plant) from **2<sup>nd</sup> October 2021 to 28<sup>th</sup> February 2022**.

They would not be eligible for any stipend.

The students are expected to follow Safety and other rules as per the Cummins policies which would be explained to them on the day of their joining, by the induction training programme & project guide.

Thanking you,

For Cummins India Limited

**Jeneview Kaul**

**HR Leader KEP**

Cummins India Limited  
Registered Office  
Cummins India Office Campus  
Tower A, 5<sup>th</sup> Floor, Survey No. 21, Balewadi  
Pune 411 045 Maharashtra, India  
Phone +91 20 67067000  
Fax +91 20 67067015  
cumminsindia.com  
cl.investors@notes.cummins.com

CIN: L29112MH1982PLC012276

Date : 8th December, 2021.

To,

HOD Mechanical,  
Cummins College of Engineering for Women,  
Karvenagar, Pune.

**Subject: Sponsorship letter**

Dear Sir,

As per students' request and Cummins College of Engineering training letter for providing project opportunity, we are providing the following students an opportunity to gain industrial knowledge at SPM Department, A7 Factory for three months starting from 8th Dec'2021.

The following four students, are currently completing their Final Year BTech Project at Fox Solutions Pvt. Ltd.

1. Ms. Mrunmayi Patwardhan,
2. Ms. Eshwari Gudhate,
3. Ms. Rasika Kalokhe and
4. Ms. Maithilee Laturkar

Their topic for the project is 'Implementation of Mobile Karakuri Kaizen system for automation in material handling'.

- Company Guide: Mr. Alhad Bagi
- College Internal Guide: Prof. Sunil Divekar

For Fox Solutions Pvt Ltd.,

Authorized Signatory





For All type of Mechanical Job Works & All type of Gear Sprocket Cutting Suppliers

Plot No. W-71, Near Top Gear, Kay Bouvet Engineering Pvt. Ltd., Additional MIDC, Satara - 415004  
Ph. / Fax : 02162 - 240322 email : kavadeengineering@gmail.com

Ref.

Date:

To,  
HOD of Mechanical Department,  
MKSSS's Cummins College of Engineering  
For Women, Pune.

**Subject :- About sponsorship for project work.**

Respected Sir,

With reference to your letter regarding above subject, the management has permitted for dissertation work on "Design and manufacturing of jaggery stirring machine" for six month period for student as mentioned below.

1. Miss. Sneha Laxman Chavan.
2. Miss. Aishwarya Rajesh Umap.

Project guide: Prof. M.A. Vahadne.

Company guide: Mr. Akash Pawar.

Please note that the discipline of company should not be hampered, anyway we will give you necessary operation and guidance during project work.

With best regards,  
Kavade Engineering Works, Satara.

**KAVADE ENGINEERING WORKS**

Mr. Chandrakant Kavade.

Director

Kavade Engineering Works, Satara.





## AMEELABS Pvt. Ltd

(U33119PN2020PTC197387)

RH 2 SN 21/1,4/145/2/1 SIDDHIVINAYAK ANUTEJ DHAYARI PUNE

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Date:25/07/2021

To,  
Head of Department,  
Mechanical Engg,  
Cummins College of Engineering for Women, Pune

Sub.: Regarding B.Tech. project sponsorship

Dear Sir,

With reference to your letter dated 15/7/2021 regarding the above subject, I am pleased to offer the following students to work on "Development of AI enabled quadruped robot". The project duration is 10 months, i.e., it starts on 01/08/2021 and ends on 30/5/2022. The students will not be given any financial compensation.

1. Rahee Raghuvanshi
2. Siddhi Pujari
3. Mansi Navghade
4. Aakruti Ghatole

The students will have to work offline at the company premises at least 2 days in a week. A NDA will be signed shortly once the formalities are completed.

  
Director

(Authorized Signatory)  
AMEELABS Pvt. Ltd.

Phone - (91) (020) 27044200  
(91) (020) 27044205  
- (91) (020) 27044202  
- (91) (020) 27044010  
Mail - img@rde.drdo.in



भारत सरकार, रक्षा मंत्रालय,  
Government of India, Ministry of Defence,  
रक्षा अनुसंधान तथा विकास स्थापन,  
Defence Research & Development Organisation,  
अनुसंधान तथा विकास स्थापन (इंजीनियर्स),  
Research & Development Establishment (Engineers),  
कलस, आलंदी रोड, दिघी पो.ओं., पुणे - 411015, भारत

RDE/90008/MSG  
To,

Date : 29 Sep 2021

**Prof Dr Yashwant S. Munde,**  
**Cummins College of Engineering for Women,**  
**KARVENAGAR, Pune - 411052.**

Subject: **GRANT OF PERMISSION FOR STUDENT PROJECT**  
Reference: - Letter No. CCOEW/MECH/ AUG21/77dt.07 Aug 2021

Dear Madam/Sir,

1. I am pleased to inform you that following Student(s) has been granted permission to do Student project work at this establishment for the period from **01 Sep 2021 to 31 May 2022:**

| Name of the Student(Mr/Ms)  | Subject                             | Guide from Establishment & Title of The Project  | Guide from College  |
|---|-------------------------------------|--|---------------------|
| 1. PRANALI M. PAWAR<br>2. RUTUJA B. GAWALI<br>3. RASIKA R. CHAVAN<br>4. DIPALEE B. SHELAR | B.Tech<br>Mechanical<br>Engineering | Dr RAHUL PURANDARE, Sc E, CRC<br>Topic-"Process Establishment for<br>High Temperature RFI Composites &<br>Material Characterization" | Dr Yashwant S.Munde |

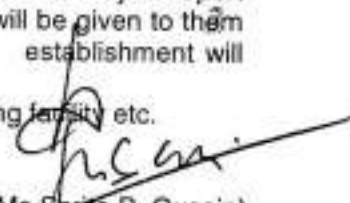
2. It is expected that the student will observe the normal rules contained therein to maintain discipline. They will abide to the COVID-19 SOP of the establishment.

3. After completion of the project work, it may please be ensured that **two copies** of the Project report are submitted to this establishment. The design/model developed by the student (s) will be given to them for presentation at the time of examination. However, after the examination, this establishment will retain the models.

4. Kindly note that the Student(s) will not be granted stipend, TA/DA, lodging/boarding facility etc.

5. Please acknowledge receipt of this letter.

With regards,

  
(Ms Santa P. Gusain)  
Technical Officer 'C'  
WRD Coordinator  
For DIRECTOR

Copy to:

- Dr RAHUL PURANDARE, Sc E (through GD CRC): Responsibility of Internal Guide of The Estt : (Bulletin No.20210031013 dt 02 Aug 21) :-**
  - To ensure that the student maintains discipline and abide by the COVID-19 SOP of the Establishment.
  - To liaison with the Head Security /Gate Office for issue of student Gate pass for allowing Entry in the Estt and after completion Of Project/Internship, deposit of temporary gate Passes be ensured.
  - Design /model developed by the student(s) to be given to them for presentation at the Time of examination. However, after the examination, The establishment will retain the Models, which has to be ensured by the internal Guide.
  - After Completion of the project work, the internal guide will ensure that a soft copy of the Project/Internship report is to be uploaded on PDOC site and hard copy of the same is Submitted To TIC under intimation to MSG.
  - **Issue of project/Internship completion certificate:** The certificate will be issued by Internal Guide Duly Countersigned by GD MSG. Student(s) has to produce Project/Internship Report While Seeking countersignature From GD MSG.
  - To ensure that all the formalities such as timely return of temporary gate passes, books And demo Hardware are Followed as per procedure of the estt.
  - **For Security Pass:** Send request ION to Head Security along with encls ie, Copies Of Permission letter, college letter, Undertaking of indemnity, Adhar & Passport.
- Head TIC (PDOC): for info & n.a.pl.**

# Rajiv Gandhi Science & Technology Commission

## Government of Maharashtra

No. RGSTC/File-2017/DPP-177/CR-33 /198  
Apeejay House, 3<sup>rd</sup> Floor  
Dinshaw Vaccha Road, Near K. C. College,  
Churchgate, Mumbai - 400 020.  
Tel: No. 022-22024755/22024711  
E-mail: rgstemaha@rediffmail.com  
Date: 22<sup>nd</sup> October, 2021

### Extension Order

Sub: - Project Proposal titled, "Experimental Investigation for Developing Cost Effective Instrument to Predict Remaining Useful Life of Engine Oil"

- Ref: 1) Revised Project Proposal received from Cummins College, Pune via letter dated 22/03/2018  
2) Sanction Order dated, 07/01/2019  
3) Revalidation Order dated, 30/04/2019  
4) Sanction Order dated 19/05/2021.  
5) Email dated 07<sup>th</sup> October, 2021 from Dr. Bewoor to RGSTC

Rajiv Gandhi Science and Technology Commission (RGSTC), under its scheme "Assistance for Science and Technology Applications" has sanctioned a project proposal titled, "Experimental Investigation for Developing Cost Effective Instrument to Predict Remaining Useful Life of Engine Oil" of two years duration vide its Sanction Order dated 07<sup>th</sup> January, 2019 with total cost of Rs. 16,80,000/- (Sixteen Lakh Eighty Thousand only) to Cummins College of Engineering for Women, Pune. Accordingly amounts of Rs. 9,88,000 /- and Rs. 6,77,574/- were sanctioned and released as the first and second installment to the Institute for implementation of the Project. The Commission also granted a no cost extension up to 30<sup>th</sup> September, 2021 for the implementation of the project.

2. The Institute has submitted the Utilization Certificate and the Statement of Expenditure for the Financial Year 2020-21. The Utilization Certificate shows the Institute has overspent Rs. 46,619/- as on 31<sup>st</sup> March, 2021. Accordingly the second installment of Rs. 6,77,574/- (Rupees Six Lakh Seventy Seven Thousand Five hundred Seventy Four only) was sanctioned and released for project implementation on the request of the Institute. The Institute via email dated 07<sup>th</sup> October, 2021 has requested for a no cost extension to the project till 31<sup>st</sup> December 2021 for completing the pending objectives of the project.

3. Considering the present status of the project and the latest Progress Report received from the Institute, the Commission is pleased to sanction an extension upto 31<sup>st</sup> December, 2021 for project completion without any additional funds.

4. The Institute should submit completion report on the project along with the final Utilization Certificate and the Statement of Expenditure. The Institute should also submit the information about complementary benefits from the project and measure taken/being taken for technology transfer.

  
(A.S. Manekar)  
Member Secretary

**Copy forwarded for information and necessary action to:-**

- 1) Principal, Cummins College of Engineering for Women, Karvenagar, Pune - 411052.
- 2) Dr. Anand K. Bewoor, Department of Mechanical Engineering, Cummins College of Engineering for Women, Karvenagar, Pune - 411052.
- 3) Account Section, RGSTC.
- 4) Select File, RGSTC.

**Copy for information to:-**

- 5) Chairman, RGSTC.
- 6) Principal Secretary (IT and S&T).



Ref: ABO/Intern/M.tech/2021/40

Date: 25-08-2021

**Ms. Vedika Hurdale**  
**Matoshri Niwas, Soot Mill Road, Shiv Nagar- Latur**

Dear **Vedika**,

Thank you for your recent conversation with our Cummins representative. They were impressed with your background, accomplishments and experience. We also believe you would fit well into the Cummins culture. As a result, Cummins is pleased to extend you an offer of employment.

Our culture of 'Working Right' is one that provides you with global opportunities to develop your career, make your community a better place and work with the most innovative people, processes and ideas in the world today.

Every day, you will be counted on to make people's lives better by doing some extraordinary things as well as simply being dependable. Our ethics, core values, performance culture and commitment is to develop technology that provides value to our customers, as well as our environment.

If you have any additional questions about the job opportunity or work assignment please contact your HR representative listed below.

Global growth... career development... your future career opportunities. We look forward to welcome you to Cummins in India





## OFFER SUMMARY

Intern Name: Vedika Hurdale  
HR Representative: Prajakta Shimpi  
HR Email: prajakta.shimpi@cummins.com

Business Unit: Corporate & Tech  
Work Location: Pune  
Monthly Stipend: INR 23,000 per month

## INTERNSHIP GUIDELINES

1. Your internship duration will be from 13<sup>th</sup> September 2021 to 15<sup>th</sup> June 2022.
2. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, techniques and processes of manufacturing and management and the like, which may come to your knowledge during your internship period in the organization.
3. You will be required to submit the project report on completion of your internship.
4. You will be reimbursed the 2 tier - AC Train / Bus return fare from the institute to the project location on submission of proofs.
5. You will be required to make your own arrangements for accommodation and daily travel to the location of internship.
6. You may choose to avail of our canteen facilities on the payment of a fixed amount.
7. Your internship would be governed by the Company's Rules and Regulations in force currently and as applicable from time to time.
8. You shall maintain and render an account of all such Company properties and equipment entrusted to you and shall be liable for the same.
9. You will not resort to / indulge in use of tobacco in any form, i.e. smoking, chewing and snuffing on the premises of the company.
10. Leave Guideline -

| Internship Duration            | Number of Earned Leaves (EL) Per Month | Leaves availed post exhaustion of earned leave |
|--------------------------------|--|--|
| Less than or equal to 3 months | 0                                      | Stipend to be deducted                         |
| Greater than 3 months          | 1                                      | Stipend to be deducted                         |

Thanking You

**Neha**  
Digitally signed  
by Neha Tiwari  
Date: 2021.09.13  
11:11:29 +05'30'

**Neha Tiwari**  
HR Leader-ITO Corp Functions, Test & Lab Ops, Engg Strategic Projects



Please note:-

- ELs are not encashable or transferable if not availed during the course of internship.
- **DePauw interns** would get 5 EL during their course of internship.
- ELs are over and above the weekly offs and paid holidays as governed by the company policy

Please sign the duplicate copy of this letter in token of acceptance of the above terms and conditions, and return the same to us.

#### TERMS AND CONDITIONS OF APPOINTMENT

1. Your services would be governed by the Company's rules and regulations in force currently and as applicable from time to time. The facilities, amenities and benefits provided to interns in excess of the statutory requirements do not form a part of the conditions of service and are subject to change or be reduced at the discretion of the Management.
2. You are liable to be transferred to any of the Company's establishments which may be set up in any part of the country. On your transfer, you will be governed by the Company's rules and regulations applicable to that establishment.
3. You will be entitled to leave (vacation) in accordance with the Company guideline.
4. During the period of your employment with the Company you shall not engage in any other profession or business, publish any articles or deliver any talk pertaining to your profession or be associated with any organization pertaining to your profession, without the written consent of the Company.
5. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, techniques and processes of manufacturing and management and the like which may come to your knowledge during your internship.
6. You shall inform the Company immediately regarding any inventions, patents, processes etc. that you may make or discover in the course of your employment and the Company shall have the right to take over the patent, process or invention on payment of such compensation as may be considered appropriate by the Company.
7. You shall promptly disclose in confidence to the Company all inventions that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the term of your employment. You hereby undertake that all such inventions shall vest exclusively and perpetually with the Company and you shall have no claims or rights to such inventions.
8. You agree to execute a separate 'assignment deed' from time to time, as and when required by the Company, for the purpose of assignment of all the inventions in favour of the Company. You shall at all times co-operate with the Company and its agents and/or attorneys as may be necessary to perfect, maintain, defend and enforce the patenting of the inventions including the future developments / improvements / modifications thereof, and to perform all actions and execute all such deeds and documents as shall be necessary to formalize the vesting of the legal and beneficial title/ownership of the Company thereto.
9. You for the purpose of giving to the Company, the full benefit of the provisions of this Clause hereby agree to issue an irrevocable and indefinite power of attorney to the following effect:

"Where Cummins Technologies India Private Limited is unable, after contacting Vedika Hurdale either in person or by registered post addressed to the last known address of such Vedika



Hurdale as in Cummins Technologies India Private Limited's records, to secure Vedika Hurdale's signature for any reason whatsoever. Vedika Hurdale irrevocably designates and appoints Cummins Technologies India Private Limited and its duly authorized officers and agents, as Vedika Hurdale's agent and attorney-in-fact, to act for and on behalf of Vedika Hurdale, to execute and file any application(s) or document and to do all other lawfully permitted acts to further the prosecution, issuance, and enforcement of letters patent, copyright or other analogous rights or protections, with the same legal force and effect as if executed by Vedika Hurdale.

10. You recognize the right of the Company to commercially exploit and market the Inventions and any future development / modification / improvement thereof in all formats/applications all over the world and waives any future claim or interest in the ownership or proceeds from commercialization of such Intellectual Property developments, modifications, or improvements.
11. Injunctive Relief – You agree that in the event of breach or threatened breach of any of the above clauses, the Company shall suffer irreparable injury and the Company shall be entitled to specific performance of your obligations as well as such further injunctive relief as may be granted by any court of competent jurisdiction, without prejudice to any other relief, monetary or otherwise as the Company may be entitled under the applicable laws.
12. You shall maintain and render an account of all such Company properties and equipment entrusted to you and shall be liable for the same.
13. You will not resort to / indulge in use of tobacco in any form, i.e. smoking, chewing and snuffing on the premises of the company.
14. You or the Company can terminate the service contract without assigning any reason, by a written notice of one month or payment of salary and allowances (Guaranteed Cash Components) in lieu thereof.
15. You are required to keep the Company informed of any change pertaining to any of the declarations made by you at the time of your internship.
16. Your personal data may be stored on secured servers and/or computer networks in or out of India protected as per Cummins IT policies in force regarding access and data security. You hereby agree to permit access to your personal data to authorized Cummins Officials in India and abroad for official purposes from time to time.
17. Confidentiality Obligations – You shall treat all Confidential Information acquired during the course of your employment and the Intellectual Property of the Company, as strictly confidential, and shall not disclose it to any third party, or make use of it, without the prior written and express consent of the Company. This obligation of yours shall persist during the term of your internship and also after expiry or termination or cessation of your internship with the Company for any reason whatsoever.
18. Definitions: For the purposes of these terms and conditions, the following meaning shall hold: "Confidential Information" shall mean any trade secrets or confidential or secret information, whether marked or unmarked, in any media relating to the business, technical processes, designs or finances of the Company and its suppliers, agents, distributors, clients or customers or any confidential or secret information connected with the services provided or products manufactured, marketed or under development by the Company and in particular shall include (but not be limited to) Inventions, research papers, computer models generated by the Intern or provided to the Employee during the internship, business plans, marketing plans, budgets and costing, any information regarding Intellectual Property, or any information received from a third Party that is protected by a duty of confidence.



"Intellectual Property" shall mean patents and all relevant pending applications; trademarks, trade names, logos or other information which may identify business operators; copyrights; know-how; trade secrets; designs; computer, data and documentation; domain names; and other intellectual properties. -

"Invention" shall mean all inventions, improvements, designs, original works of authorship, research data, formulas, processes, compositions of matter, computer software programs, databases, mask works, and trade secrets and shall also include any discoveries that the Intern makes or conceives or first reduces to practice or creates, either alone or jointly with others, during the period of his internship with the intern/Company, whether or not made during or after normal business hours and whether or not patentable, copyrightable or protectable as trade secrets.

19. You shall not give any press release or other external communication regarding any part of this agreement, including any general statements as to the existence of a relationship, except with the prior written consent of the Company.
20. Any dispute or difference arising out of or related to your employment / internship shall have jurisdiction of Court of Pune (Maharashtra) only.



## CUMMINS CODE OF BUSINESS CONDUCT

### OUR VISION

Innovating for our customers to power their success.

### OUR MISSION

Making people's lives better by powering a more prosperous world

Cummins is a value based organization. Our core values are -

1. **INTEGRITY**

Doing what you say you will do and doing what is right

2. **DIVERSITY & INCLUSION**

Valuing and including our differences in decision making is our competitive advantage

3. **CARING**

Demonstrating awareness and consideration for the wellbeing of others

4. **EXCELLENCE**

Always delivering superior results

5. **TEAMWORK**

Collaborating across teams, functions, businesses and borders to deliver the best work

Our commitment to integrity means that we will exceed the minimum requirements of the law and industry practices. We feel strongly about our written policies and will not tolerate violations at any level of the Company

### CONDUCT REGARDING OUR CUSTOMERS, SUPPLIERS AND COMPETITORS

#### Treatment of Customers

We are dedicated to exceeding the expectations of our customers better than our competitors. Our products, information and support are designed to give our customers a competitive advantage

#### Competitors

Cummins competes vigorously with our competitors, but always with integrity. Employees should not disparage Cummins competitors or their products. Generally, an employee should not accept confidential information about a competitor.

#### Government Contracts

As since the Company is a supplier to federal, state and local governments around the world. Cummins employees must comply with all laws and regulations relating to government contracts and cooperate fully with investors and auditors who require information in connection with these contracts.

#### Payments to Government Officials

Cummins policy must be closely followed while making payments to individuals outside the normal course of business. In no event should a payment be made that violates the Foreign Corrupt Practices Act of 1977, which is detailed in the full policy

#### Dealing with Suppliers

If an employee or his/her family member has a relationship with a current or potential supplier, there exists the potential for a conflict of interest. So, the employee should not participate in any decisions related to the supplier or potential supplier, and should inform his/her supervisor of the relationship



### **Meals, Gifts and Discounts**

Generally, Cummins employees should refrain from accepting gifts. However, if a refusal to accept a present offends the other party, then a gift of nominal value may be accepted. If it is a high value, then it should be reported. Cummins employees should not accept discounts on personal goods that are linked to actual or potential business dealings.

Definition and treatment of expenses listed below are available in the detailed Code of Conduct policy which you need to study and follow:

- **Dining: With Business Colleagues, including Hosting Conferences**
- **Business Entertainment**
- **Employee Recognition**

### **Outside Employment**

Employees should not work for a Cummins customer, supplier, or competitor. Employees may not hold other full or part-time positions or directorships outside the Company unless the job is permitted by the employee's manager and is disclosed in the annual Ethics Certification Statement.

### **Trading in Cummins Securities**

Illegal trading in Cummins stocks and securities is not permitted. To avoid problems with stock purchases or sales, employees should refer to the details mentioned in the Cummins Code of Conduct.

## **CONDUCT REGARDING OUR EMPLOYEES**

### **Treatment of Each Other at Work**

To maintain an atmosphere of respect, no one should make comments that are embarrassing or demeaning to another. An employee who takes part in harassing behavior that creates a hostile or offensive work environment will be subject to severe disciplinary action. Our no-tolerance policy also applies to customers, suppliers and contractors.

### **Health, Safety and the Environment**

Prevention of occupationally related injuries and illnesses is the responsibility of every Cummins employee. In addition, all employees are expected to immediately report unsafe or hazardous working conditions to a supervisor.

### **Alcohol and Illegal Drugs in the Workplace**

Illegal drug or alcohol use on the job is not permitted. Disciplinary procedures for violation of this policy could include termination, even for a first offense.

### **Community Activities**

The Company does not dictate the position employees should take on community or public issues. However, when an official Company position is necessary or desirable, only the appropriate Cummins officer can issue a statement.

## **CONDUCT REGARDING OUR SHAREHOLDERS**

### **Financial Records**

No false or misleading entries or failure to make required entries is permitted for any reason. Each employee must report all corporate transactions accurately, including receipts, disbursements and the purpose of the transactions.

## **CONDUCT REGARDING OUR PROPERTY**

### **Information Security**

Should not attempt to access secret/ restricted data unless permitted by the owner of that information



#### Computer Equipment and E-Mail

The Company's computer hardware, software and data may be used only by authorized personnel for Company business. All licensing provisions and copyright restrictions are respected. Some personal use is allowed if it does not interfere with the employee productivity or pre-empt any business activity.

#### CONDUCT REGARDING POLITICAL CAMPAIGNS AND THE MEDIA

##### Individual Responsibility

No Company property can be used to support any candidate's political campaign, unless directed by the Cummins Political Action Committee. Employees may not conduct campaign activities during regular working hours.

##### Reporting Concerns

If an employee wishes to report any code compliance matters, s/he may Contact local Human Resource department or Legal department for any assistance or [ethics.cummins.com](http://ethics.cummins.com) or such reports may be made anonymously by calling the confidential Ethics Help Line at the appropriate number for the employee's location. No employee will suffer any reprisal, retaliation or career disadvantage for reporting questionable behavior.

This is an extract of the *Code of Conduct* and it is your responsibility to understand the detailed code immediately after joining Cummins. ***It is a pre-condition of your employment with the company that you adhere to the Cummins Code of Conduct and Treatment of Each other Policy.***

Accepted

Signature

Name: Vedika Dayanand Hurdale

Date: 01/09/2020

Accepted

Ref. No.: AI/21-22/041

Date: 30. October.2021

To,

Miss. Deepashri Sharad Jadhav  
Student, MTECH  
Cummins College of Engineering for Women, Pune

**Subject: Internship Offer Letter**

Dear, Deepashri Jadhav

I am pleased to confirm your acceptance of an internship as Design Engineer in the Machine Design Department with AMOGH INDUSTRIES. Your duties and assignments for this position are as follows:

- I. Design and development for Bending Roller Machine.
- II. Modification for tolerances according the Product required.

Your work Commencement date is from 01-Sept-2021 to 07-July-2022.  
As discussed, you will be Paid 20,000/- per Month as an Intern.

If you have any questions, please feel free to contact Mr. Rakesh Goud. We are please you've decided to join AMOGH INDUSTRIES.

Sincerely,



Company representative







Schindler

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|------|-------------------|------------------|---------------------|
|      | Shilpa Hulikavi   | 00705023         | 30.12.2021 10:38:04 |
|      |                   |                  |                     |
|      | Vivek Dwivedi     | 00717586         | 03.01.2022 08:19:00 |
|      |                   |                  |                     |

**Schindler India Pvt. Ltd.**

Plot no.D-234,Near village Warale, Chakan MIDC  
phase-II, Taluka - Khed | 411501 Pune, Maharashtra India

Ms. Dhanshri Jagadale  
Jagadale House,  
Near NMVM Highschool  
Malvadi Road, Bidal  
Dist. Satara

From Shilpa Hulikavi  
Telephone 91-02135-628000  
E-mail shilpa.hulikavi@schindler.com  
Reference No. HR/INT/2019  
Date December 29<sup>th</sup>, 2021  
Subject Internship Letter

Dear Ms. Dhanshri,

This has reference to your application seeking engagement/training with Schindler India Pvt. Ltd. We would like offer training assignment in our **Corporate Research & Development facility at Chakan, Pune w.e.f. 10th January, 2022 till 31<sup>st</sup> December 2022** in our Digital Twin department on the following Terms and Conditions.

1. During this entire tenure, you will be paid a monthly consolidated stipend of Rs. 20,000/- only. Other than the amount of stipend you will not be entitled to any other facility / privilege which are or may be made available to any other employee of the Company. Also, note that all necessary statutory and administrative deductions for canteen / transport will be carried out from your monthly stipend.
2. During the period of your training with the Company, you will actively ensure that all information whether written or oral or on computer shall be maintained strictly confidential and shall not be shared with any person outside the Company. You will take all the necessary precautions to safeguard all documents, books, computer hardware/software and all information relating to the company's operations to which you will have access.
3. During the entire tenure of your training (initial or extended) you are not permitted to undertake any other business, work of private or public office, honorary or remunerative, except with the prior written permission of the management in each case.

Head Office:  
Schindler House, Main Street  
Hiranandani Gardens, Powai,  
Mumbai - 400076, Maharashtra,  
INDIA  
Tel: +912261314444  
Fax: +91 22 67030145 / 55

Corporate Research & Development  
Plot no.D-234,Near village Warale,  
Chakan MIDC phase-II, Taluka -  
Khed | 411501 Pune, Maharashtra  
India Tel: +91 02135628020  
Fax: +91 2135 628200

**Schindler India Pvt. Ltd.**

To Ms. Dhanshri Jagadale  
From Shilpa Hulikavi  
Date December 29, 2021  
Page 2  
Subject **Internship Letter**

4. Code of Conduct of Schindler Group is applicable to you. A copy is attached for your reference. Please sign the acknowledgement forms as a token of your voluntary acceptance and abidingness and return the same to us.
5. You voluntarily undertake to perform all your duties with due diligence, and shall actively promote the interests of the Company to the best of your ability and shall keep all the business/operational secrets of the Company.
6. The Rules and Guidelines regarding the use of IT-Resources and Computer Communication Systems are an integral part of this training contract.
7. The conditions concerning copyright and other intellectual property rights as set out in the annex hereto form an integral part of this training contract.
8. You shall carry out duties allotted to you from time to time to the entire satisfaction of the management.
9. You shall abide by all the rules and regulations framed by the Company from time to time.
10. You shall maintain the confidence of the management in your integrity and honesty.
11. You shall be responsible for safe keeping and return in good condition and order of our property, documents /papers, files etc, which may be in your custody/care, use or charge, in course of discharge of your duties. The Company reserves the right to deduct money value of all such items from your emoluments and/or take such action as it deems proper in the event of your failure to account for them to the satisfaction of the Company.
12. This contract shall be construed and interpreted in accordance with laws of India. The ordinary courts of Pune shall have jurisdiction to deal with any disputes which may arise directly or indirectly from this contract.
13. The terms of this contract detailed above are strictly confidential and should be treated as privileged and confidential information between you and the Company. You are expected to maintain such information appropriately.

Schindler India Pvt. Ltd.

To Ms. Dhanshri Jagadale  
From Shilpa Hulikavi  
Date December 29, 2021  
Page 3  
Subject Internship Letter

If you are willing to accept all the aforesaid terms and conditions, please sign and return a copy of this letter to us, as a token of your voluntary acceptance to the same.

We take this opportunity to welcome you in Schindler.

Yours sincerely,  
For SCHINDLER INDIA PVT. LTD.,

Vivek Dwivedi  
Head – Corporate Research & Development, India

Shilpa Hulikavi  
Head – HR CRD, IN

Encl: as above

I have read and understood all the above terms and conditions and I accept the same in totality and voluntarily agree to abide by the same without any demur or protest.

Dhanshri

Signature of the Student

Dhanshri Ajaykumar Jagadale

04/01/2022

AM/NS India / INT-Tech / 41 / 2021  
October 20, 2021

To,  
Joshi Aditi Balkrishna  
MKSSS's Cummins College of Engineering for Women

**Sub: Letter for Internship**

Dear Aditi Joshi,

This is with reference to your internship while currently pursuing M. Tech - Mechanical from MKSSS's Cummins College of Engineering for Women. We are pleased to offer you internship from 25.10.2021 to 30.07.2022 at ArcelorMittal Nippon Steel India Limited, Hazira, under guidance of a dedicated mentor that shall be allotted upon joining along with department.

During your internship you shall be paid Rs.10,000/- per/month as stipend, payable at the end of each month subjected to submission of attendance sheet with 100% attendance, endorsed by Mentor. Please note, the continuity of the internship is subjected to evaluation of performance, at regular intervals and disciplined behavior as per the Code of Business Conduct. Potential performance and effective work deliverables as per standards of AM/NS India will enable the employment opportunities.

**Terms & conditions of Training / Internship applicable to candidate are as below:**

- He/ She must carry along with him/her safety gears viz., safety shoes and safety helmet on the day of joining and attend the safety and HR orientation program before commencement of the training/internship. **Mobile with camera is not permitted within the factory area.**
- He/ She will regularly come during entire Training / Internship duration and sign in the trainees' register. The Training / Internship hours will be from 09:00 A.M. to 06:00 P.M. (policy in effect). The trainee, however, will be eligible for 2<sup>nd</sup> and 4<sup>th</sup> Saturday off and weekly off on Sunday and PHs being observed by the Company. Leaves are admissible on request and subjected to approval of mentor.
- He /She will observe all the safety rules/regulations applicable to our plant and employees. He /She will undergo the Training / Internship under his/her own risk. He /She will be solely responsible for all risks that may arise due to accident, natural calamity etc. during the period of Training / Internship.
- He /She will maintain the highest order of self-discipline and secrecy and abide by the general rules & regulations, office timings etc. of the company. He /She will not be allowed to have access to any confidential or secret documents of our organization. In case of any violation, misconduct or indiscipline the Training / Internship period would immediately be terminated without any plea/notice.
- He /She will not be entitled to any monetary assistance/stipend/meal coupons, however, he/she can avail the company canteen/transport facilities on payment basis.
- Training / Internship Certificate will be issued only after the submission of project report (soft copy) and presentation to HR through the Training / Internship mentor concerned. This is also subject to his/her 100% attendance during the Training / Internship period.
- It is not obligatory on the part of the Company to provide any employment after completion of Training / Internship.

You will be required to produce a copy of this letter at the security office on the day of reporting. You will have to bring 3 copies of passport size photographs (Blue or Red background) for ID- Card creation. Kindly get the 'Undertaking' signed from your parents and submit the same at the time of reporting. A copy of this letter shall be signed by you as a token of acceptance, returning the same for our records via email to the undersigned.

We wish you all the best for a successful internship in our organization.

For ArcelorMittal Nippon Steel India Limited

*Hitesh Kumar*

Hitesh Yadav  
Human Resources

ArcelorMittal Nippon Steel India Limited  
(Formerly Essar Steel India Limited)  
Regd. Off: 27km, Surat-Hazira Road, Hazira, Surat  
Gujarat 394770 India  
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E: contact@amns.in  
W: www.amns.in

A joint venture between ArcelorMittal and  
Nippon Steel Corporation



AM/NS India / INT-Tech / 39 / 2021  
October 20, 2021

To,  
**Pranali Mahendra Pingle**  
MKSSS's Cummins College of Engineering for Women

**Sub: Letter for Internship**

Dear Pranali,

This is with reference to your internship while currently pursuing M. Tech - Mechanical from MKSSS's Cummins College of Engineering for Women. We are pleased to offer you internship from 25.10.2021 to 30.07.2022 at ArcelorMittal Nippon Steel India Limited, Hazira, under guidance of a dedicated mentor that shall be allotted upon joining along with department.

During your internship you shall be paid Rs.10,000/- per/month as stipend, payable at the end of each month subjected to submission of attendance sheet with 100% attendance, endorsed by Mentor. Please note, the continuity of the internship is subjected to evaluation of performance, at regular intervals and disciplined behavior as per the Code of Business Conduct. Potential performance and effective work deliverables as per standards of AM/NS India will enable the employment opportunities.

**Terms & conditions of Training / Internship applicable to candidate are as below:**

- He/ She must carry along with him/her safety gears viz., safety shoes and safety helmet on the day of joining and attend the safety and HR orientation program before commencement of the training/internship. **Mobile with camera is not permitted within the factory area.**
- He/ She will regularly come during entire Training / Internship duration and sign in the trainees' register. The Training / Internship hours will be from 09:00 A.M. to 06:00 P.M. (policy in effect). The trainee, however, will be eligible for 2<sup>nd</sup> and 4<sup>th</sup> Saturday off and weekly off on Sunday and PHs being observed by the Company. Leaves are admissible on request and subjected to approval of mentor.
- He /She will observe all the safety rules/regulations applicable to our plant and employees. He /She will undergo the Training / Internship under his/her own risk. He /She will be solely responsible for all risks that may arise due to accident, natural calamity etc. during the period of Training / Internship.
- He /She will maintain the highest order of self-discipline and secrecy and abide by the general rules & regulations, office timings etc. of the company. He /She will not be allowed to have access to any confidential or secret documents of our organization. In case of any violation, misconduct or indiscipline the Training / Internship period would immediately be terminated without any plea/notice.
- He /She will not be entitled to any monetary assistance/stipend/meal coupons, however, he/she can avail the company canteen/transport facilities on payment basis.
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You will be required to produce a copy of this letter at the security office on the day of reporting. You will have to **bring 3 copies of passport size photographs** (Blue or Red background) for ID- Card creation. Kindly get the '**Undertaking**' signed from your parents and submit the same at the time of reporting. A copy of this letter shall be signed by you as a token of acceptance, returning the same for our records via email to the undersigned.

We wish you all the best for a successful internship in our organization.

For ArcelorMittal Nippon Steel India Limited

*Hitesh kumar*

**Hitesh Yadav**  
Human Resources

ArcelorMittal Nippon Steel India Limited  
(Formerly Essar Steel India Limited)

Regd. Off: 27km, Surat-Hazira Road, Hazira, Surat  
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A joint venture between ArcelorMittal and  
Nippon Steel Corporation



Acceptance: **Pranali Mahendra Pingle**

AM/NS India / INT-Tech / 40 / 2021  
October 20, 2021

To,  
Shalaka Khandu Pawar  
MKSSS's Cummins College of Engineering for Women

## Sub: Letter for Internship

Dear Shalaka,

This is with reference to your internship while currently pursuing M. Tech - Mechanical from MKSSS's Cummins College of Engineering for Women. We are pleased to offer you internship from 25.10.2021 to 30.07.2022 at ArcelorMittal Nippon Steel India Limited, Hazira, under guidance of a dedicated mentor that shall be allotted upon joining along with department.

During your internship you shall be paid Rs.10,000/- per month as stipend, payable at the end of each month subjected to submission of attendance sheet with 100% attendance, endorsed by Mentor. Please note, the continuity of the internship is subjected to evaluation of performance, at regular intervals and disciplined behavior as per the Code of Business Conduct. Potential performance and effective work deliverables as per standards of AM/NS India will enable the employment opportunities.

### Terms & conditions of Training / Internship applicable to candidate are as below:

- He/ She must carry along with him/her safety gears viz., safety shoes and safety helmet on the day of joining and attend the safety and HR orientation program before commencement of the training/internship. **Mobile with camera is not permitted within the factory area.**
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- It is not obligatory on the part of the Company to provide any employment after completion of Training / Internship.

You will be required to produce a copy of this letter at the security office on the day of reporting. You will have to bring 3 copies of passport size photographs (Blue or Red background) for ID- Card creation. Kindly get the 'Undertaking' signed from your parents and submit the same at the time of reporting. A copy of this letter shall be signed by you as a token of acceptance, returning the same for our records via email to the undersigned.

We wish you all the best for a successful internship in our organization.

For ArcelorMittal Nippon Steel India Limited

Hitesh Yadav

Hitesh Yadav  
Human Resources

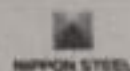
Acceptance: Shalaka Khandu Pawar

ArcelorMittal Nippon Steel India Limited  
(Formerly Essar Steel India Limited)

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A joint venture between ArcelorMittal and  
Nippon Steel Corporation



ArcelorMittal

NIIPPON STEEL



## Evaluating green silver nanoparticles as prospective biopesticides: An environmental standpoint

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<sup>e</sup> *Institute of Environmental Sciences, Nguyen Tat Thanh University, Ho Chi Minh City, 755414, Viet Nam*

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<sup>g</sup> *School of Bioprocessing and Biosciences, Lovely Professional University, Phagwara, Punjab, 144411, India*

<sup>h</sup> *School of Chemical Engineering and Physical Science, Lovely Professional University, Phagwara, Punjab, 144411, India*

### HIGHLIGHTS

- An account of silver nanoparticles synthesis by green route and its evaluation.
- Plant molecules capped Ag NPs can alter toxicity levels enhancing bio-pesticidal effects.
- NPs-based formulations are effective at low doses with low toxicity and high specificity.
- Phytotoxicity, genotoxicity and effect on soil and water due to the metal transformation.
- Functional antimicrobials having potential as efficacious biopesticides in agronomy.

### ARTICLE INFO

Handling Editor: Derek Muir

#### Keywords

Biopesticides  
Silver nanoparticles (Ag NPs)  
Antimicrobial  
Agronomy

### ABSTRACT

The current method of agriculture entails the usage of excessive amounts of pesticides and fertilizers. The blatant use of conventional pesticides and fertilizers over several decades has led to their bioaccumulation with adverse effects on soil biodiversity and the development of resistance by pests. With the decline in clinically useful antibiotics and increase in multi drug resistant microbes, it is imperative to develop new and effective antimicrobial therapies. Growing awareness and demand for efficacious biorational pesticides are on the rise. Silver nanoparticles are widely known antimicrobials and have been in use for several purposes for a long time. This work reviews the implications of applying silver nanoparticles in agriculture and their possible consequences. The physiological and biochemical changes in plants due to the uptake of silver nanoparticles as a consequence of its morphology, capping biomolecules and method of application are comprehensively discussed in this review article. Studies on tolerance levels or stress due to silver nanoparticles by variation in concentration/doses on diverse flora and fauna are also analyzed here. Further, phytotoxicity and genotoxicity due to the metal as well as its transformation in soil, water and sludge are taken into account. We also gauge the potential of biogenic silver nanoparticles-viable antimicrobial agents for enhanced applications in agriculture as biopesticides.

### 1. Introduction

Major challenges facing the agriculture sector today are food security, the targeted delivery of pesticides, improved seed germination,

healthy plant growth, novel diagnostic devices, improvement in food quality, pest management and food storage. In this decade, nanotechnology has been introduced into agriculture, majorly in pesticides and pest control formulations (Chen et al., 2014). It is the ability to

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revolutionize modern-day agriculture and make an impact on various aspects in the near future. At the nanoscale, materials show several outstanding properties owing to increased surface area and quantum size effect resulting in higher activity. Due to these unique features, they can play an important role in biological processes since several biomolecules also function at nanoscale. Diverse materials synthesized on nanoscale such as TiO<sub>2</sub>, ZnO, SiO<sub>2</sub>, FeO, CNTs, alumina and metal nanoparticles like Au, Ag, Zn or Cu, polymer capsules, chitosan, etc. have shown promising results in agriculture (Hasanpour et al., 2015; Ghormade et al., 2011; Adhikari et al., 2015). Metal nanoparticles with at least one dimension less than 100 nm have a huge potential application in nanotechnology (Cao et al., 2004). These can be synthesized by a number of physical, chemical and biological methods and conjugated with ligands, antibodies and polymer chains (Taglietti et al., 2012; Khodakovskaya et al., 2013). Such engineered nanomaterials (ENMs) have opened up avenues of various applications in biomedical, food processing and agrochemical industries (Gogos et al., 2012). Silver is known to be an antimicrobial used for treating wounds due to its broad-spectrum toxicity and low toxic effects to humans. Numerous types of silver compounds have been in use as disinfectants and antimicrobials since ancient times such as silver chloride, silver powder, silver nitrate, silver oxide, silver sulfadiazine, and silver zeolite, etc (Singh et al., 2018, 2020). Studies show that Ag nanomaterials may exhibit similar antimicrobial properties as related to ionic Ag, which has ultimately resulted in the amplified use of silver nanoparticles for disinfection purposes in the plethora of consumer products such as textiles (Singh et al., 2014), coatings, composites, plastic materials and washing machines (Yuan et al., 2013). The US Food and Drug Administration (FDA) permitted silver solution for its utility as an antibacterial agent in 1920 (Burch, 2012). In 1954, silver was registered as a pesticide in the US to be used in sanitizers, antiseptics and anti-fungal solutions. In recent years, over 50 % of US EPA's registered silver products are based on nano silver. Consequently, it has been anticipated that silver nanoparticle concentration in soil will rise by 1.2 ng kg<sup>-1</sup> per annum and in sludge by 110 ng kg<sup>-1</sup> per annum (Sun et al., 2015). Silver nanoparticles should realize similar or enhanced functional performance in comparison to bulk materials, while minimizing potential adverse impacts to get labelled as a viable antimicrobial (Falinski et al., 2018). Additionally, it still requires robust assessment data. Certain chemical antimicrobials, such as triclosan and triclocarban, have been recently banned by the FDA (FDA, 2016). This has led to an increasing interest in nanomaterial-based antimicrobials, which have shown efficacy in water purification and health related devices (Beyth et al., 2015). Some pesticides in their nano forms other than silver have been found to increase dispersion and wetting ability of agricultural formulations (Bergeson et al., 2010). Nano pesticides are an emerging technological development and could offer a spectrum of enhanced properties such as increasing efficacy, shelf-life and lesser amounts of active ingredients (Khot et al., 2012). Few others also exhibit some useful physical properties such as crystallinity, thermal stability, better solubility, permeability, high surface area to attack targets in lesser quantities (Yan et al., 2005) and biodegradability as suggested by Bouwmeester (Bouwmeester et al., 2009). Bordes et al. have reported that nano pesticides can be delivered in the form of emulsions, in capsules or in nano cages for plant protection programs (Boedes et al., 2009; Lyons, 2012). In 2015, the Centre for Food Safety and International Centre for Technology Assessment (ICTA) challenged the final order of the US EPA granting conditional registration of certain products that contained silver nanoparticles (Verma et al., 2016). Undoubtedly, silver is one of the most popularly used nanomaterials in commercial products and is one of the fast-moving sectors of commercialization. It is also argued that silver and its compounds are not new materials and would not need to undergo additional testing. The office of pesticide program (OPP) requires comprehensive data with respect to nano pesticides. The type of test protocols required for its complete analysis was in itself nonspecific for quite a while. Studies on nano silver's action on microbes,

environmental fate, and transport in the food chain, mode of action, its transformation and toxicity effects on varied plant systems as well as application in the biomedical field and agrotechnology are currently a hot area of research. Plant mediated silver NPs are easy to synthesize owing to several merits over other methods of synthesis. They are currently being used as effective antibacterial and antifungal agents.

## 2. Biopesticides for environmental safety

Biopesticides are the pesticides derived from plants, animals, bacteria and certain minerals. The three major types of biopesticides are: Biochemical, Microbial and Plant-based protectants.

Of these, the biochemical pesticides may be naturally occurring biomolecules or may be synthetically derived. They act non-toxically on target pests and are considered to be less toxic on exposure to humans and the environment. The US Environment Protection Agency (EPA) promotes the use as well as development of biopesticides since these have reduced adverse effects. Further, it also encourages registration and distribution of such biopesticides (Leahy et al., 2014). Thus, the desirable qualities expected from a suitable substance to function as biopesticide are shown in Fig. 1.

Hardly, any products would fulfill all of the above benchmarks. Substances such as TiO<sub>2</sub>, ZnO, Cu, Ag, SiO<sub>2</sub>, etc., at nano size show potential application in agriculture and could be used in smaller doses (low concentration) owing to their higher activity (Rai and Ingle, 2012). These nanoparticles have been tested for use as fungicides, nutrients, fertilizers, etc. and show promise in modern agriculture for various applications.

The current need of the hour is to have efficacious nanoparticle-based formulations which are effective at low doses with low toxicity and high specificity to achieve desired results without impeding the environment. Biologically synthesized nanomaterials have plant protective capping molecules such as proteins, flavonoids, polyphenols, esters, sugars, alkaloids, organic acid group moieties that restrict the size of the metal and decrease toxic effects. Possibly biogenic silver surrounded/capped and stabilized by plant matter can be used as a reduced risk substance or as biopesticide (Kouf et al., 2019; Kirherian et al., 2017). In Ayurveda (Indian medicine), Egyptian and Chinese medicine



Fig. 1. Qualities required for an ideal Biopesticide.

which have been practiced since ancient times, small amounts of metals/nonmetals are applied with herbal concoctions and minerals, etc. These are suitably prepared (bhasmas, 7th century BC) and administered to patients in minuscule doses for the treatment of various diseases (Pal et al., 2014). Thus, among metals, silver known since ancient times qualifies as an effective antimicrobial due to its broad spectrum and varied modes of action for living organisms (Misum et al., 2019). Silver nanoparticles were observed to be harmless to mouse fibroblast cell line at microlevel concentrations and biosynthesized silver nanoparticles can be used as an antibacterial agent, which can be safe for eukaryotic cells (Sitadanowski et al., 2016).

### 3. Biogenic route for synthesis of green silver

Silver nanoparticles have been synthesized by a number of methods which could be generally classified as either top down or bottom-up approach. Top-down methods for the synthesis of nano silver are lithography, attrition, milling, etc. which involves reducing the size of bulk silver materials to nano silver atomic size (Jo-Nam and Lead, 2008). Bottom-up technique involves reactions of precursor salts that lead to the formation of nano silver. The morphology depends on the nature of the reducing agent, its concentration, capping agent, surfactant molecules and other conditions (Zielinska et al., 2009) which are depicted in Fig. 2. These synthesis methods can involve the use of chemical or green reducing agents. The bottom-up approach generally involves wet chemical methods. The morphology of nanoparticles in case of green route or the conventional bottom-up approach is not as controllable as in case of physical or chemical methods that could involve the use of templates, shape directing capping agents, etc. Employing plant extract for synthesis is beneficial due to the ease of handling and improvisation, environment friendliness, non-toxicity and cost effectiveness. Plant extracts, fungi, different types of bacteria, algae, yeast, etc., contain terpenoids, polyphenols, alkaloids, flavonoids, sugars, peptides, saponins, tannins or other such compounds that act as good reducing agents such that silver in salt reduces to Ag<sup>0</sup> and the colour of solution changes to yellowish brown or reddish. Fig. 3 describes the green route schematic towards synthesis of Ag nanoparticles (Ag NPs).

The plant biomolecules act as reducing agents. The nanoparticles are capped by plant biomolecules and remain stable for a reasonable span (Ahmed et al., 2016a). The behaviour of the synthesized silver nanoparticles with the surroundings can be predicted based on certain physicochemical properties such as the shape and size of the nanoparticles, cluster formation, surface area, and chemical composition resulting from precursor salts used, ligands or surrounding medium,

solvents used and conductive properties. The synthesis method of silver nanoparticles matters in its functioning and is important from an environmental perspective. Fig. 4 depicts different characterization used to analyze silver nanoparticles. These details are much required for determining the characteristics of the produced silver nanomaterials which are necessary when evaluating their transport, environmental impact and applications. Thus, silver nanoparticles produced by chemical, physical or biological routes could behave differently since their morphology and behaviour dictate properties like reactivity, diffusion behaviour, and solubility. One of the first reports of using plants as a precursor for synthesizing silver nanoparticles was alfalfa sprouts (Gardea-Torresdey et al., 2003). For a decade, the large number of plant extracts/products/microbes/animal parts has been used for synthesizing silver nanoparticles. Table 1 enlists references of certain plant sources used in the synthesis of green silver nanoparticles.

#### 3.1. Mechanistic pathway of silver nanoparticles for antimicrobial activity

Nano silver is a known efficacious broad-spectrum fungicide (Galdiero et al., 2011). Gade et al. prepared silver nanoparticles from *Opuntia ficus-indica* extract and found them effective against *E. coli* and *Staph. Aureus* (Gade et al., 2010). Kim et al. treated 18 types of fungi grown on plates to a silver colloidal solution and found it acting effectively at 100 ppm concentration (Kim, 2012). Sahayaraj et al. claimed that plant-based silver nanoparticles inhibited the proliferation of *Fusarium oxysporum* sp. *vasinfectum* (*Fusarium* wilt) affecting cotton (Rajesh et al., 2012). The antimicrobial action of silver NPs in the presence of moisture occurs as Ag<sup>+</sup> ions released interact with fungi and bacteria (Klueh et al., 2000). The ionized form is released from silver nanoparticles and can penetrate through the cell membrane of gram-negative bacteria (Sondi and Salopek-Sondi, 2004). The peptidoglycan present in the cell wall of gram-positive bacteria is difficult to penetrate by silver NPs. In case of *E. coli*-gram negative bacteria, the cell wall is covered with lipopolysaccharides and peptidoglycans. This can allow silver ions from nanoparticles to enter the cell. Moreover, gram-negative bacteria have lipopolysaccharide molecules, which are negatively charged. The positive ions released by nanoparticles react with negatively charged molecules resulting in increasing uptake of ions, which ultimately leads to intracellular damage. The size of the nanoparticle is related to the antibacterial activity. This can be correlated to small sized particles having a larger surface area to volume ratio as compared to larger sized nanoparticles. The interaction of silver with DNA or other biomolecules leads to reactive oxygen species (ROS) formation. Hwang et al. studied the cytotoxicity of silver nanoparticles in growth inhibition with the wild-type *E. coli* strain, RFM443 (Hwang

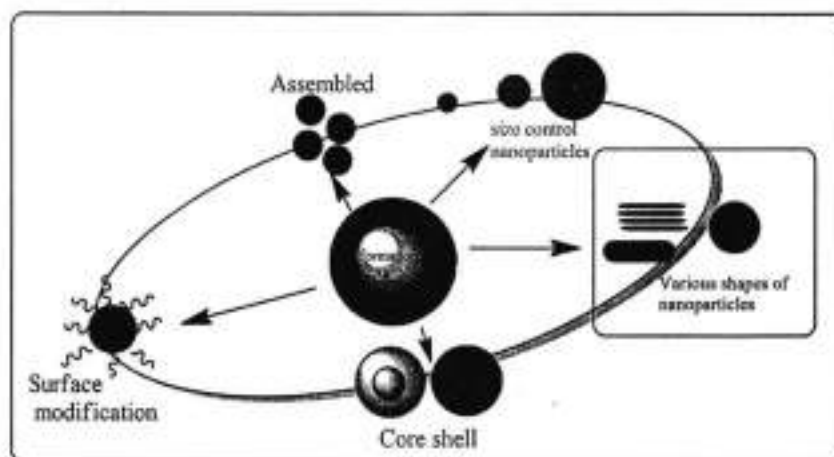


Fig. 2. Multiple parameters governing action by AgNPs, and their effect on phytopathogens.

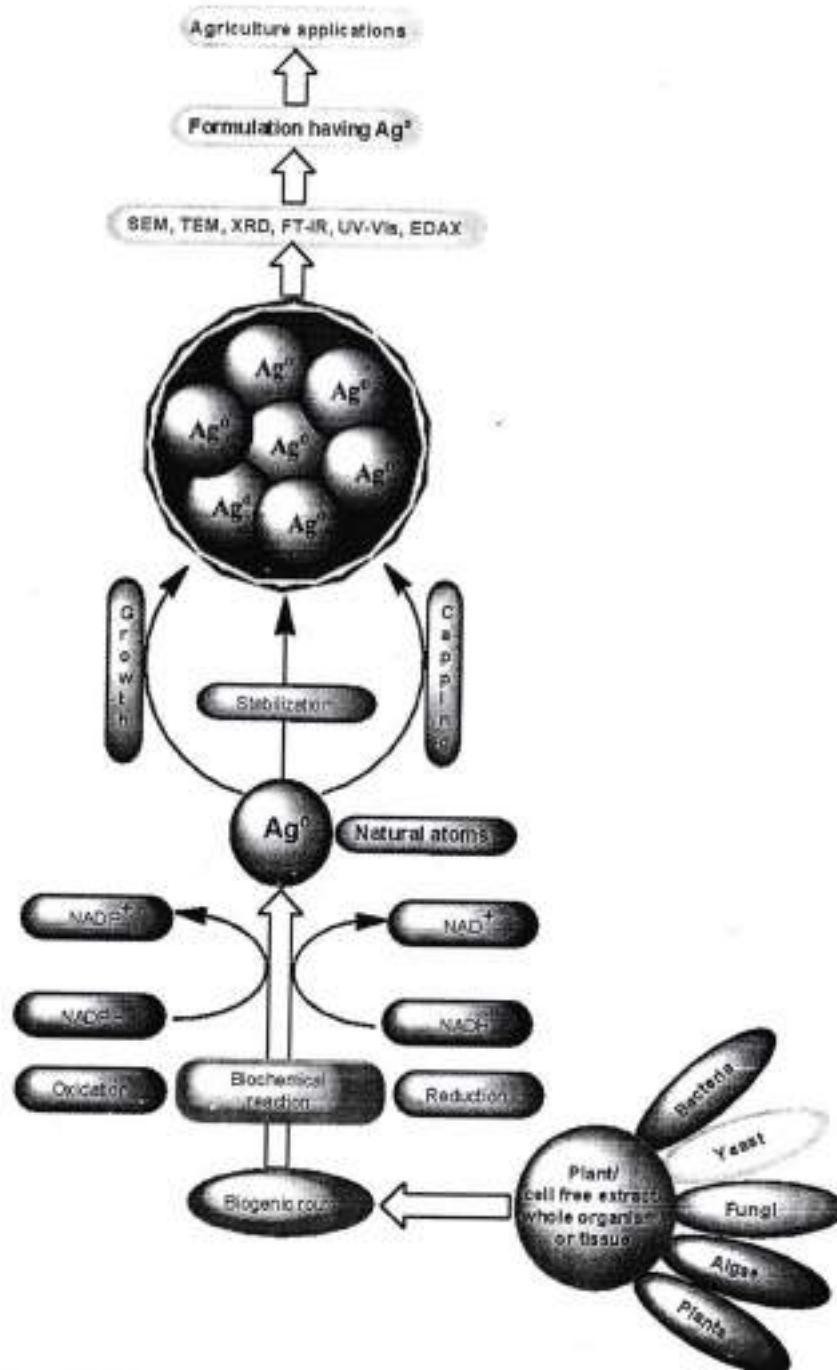


Fig. 3. Schematic showing the synthesis of biogenic Ag nanoparticles by green routes. (For interpretation of the references to colour in this figure legend, the reader is referred to the Web version of this article.)

et al., 2008). It was found that the silver NPs attach to the cell membrane and cause a biocidal effect but do not damage DNA. Further, these can greatly affect the working of essential biomolecules, including DNA, proteins, and lipids and inactivate them (Morones et al., 2005). The nanoparticles modulate bacterial peptides, inhibiting their growth and affecting signal transduction. Elevated reactive oxygen species (ROS) leads to cellular stress and the direct damage of the sub cellular. The size of a nanoparticle is thus an important factor responsible for the trigger of response from crop (Park, 2011). The optimal size of a nanoparticle is

required for endocytosis which is independent of particle composition. Smaller the nanoparticle, higher is the probability for it to get internalized and trigger a toxic cellular response (Shang, 2014). Some examples citing this are given in the next section. Ahmed et al. have opined that silver ions can disrupt the -H bonds between the antiparallel base pair strands and thus destroy the molecular conformation causing bacterial cell lysis (Ahmed et al., 2016b; Le Ouayand Stellacci, 2015). H<sub>2</sub>O<sub>2</sub> is often produced. It is the ROS which penetrates the cell membrane and kills bacteria (Slavin et al., 2017).

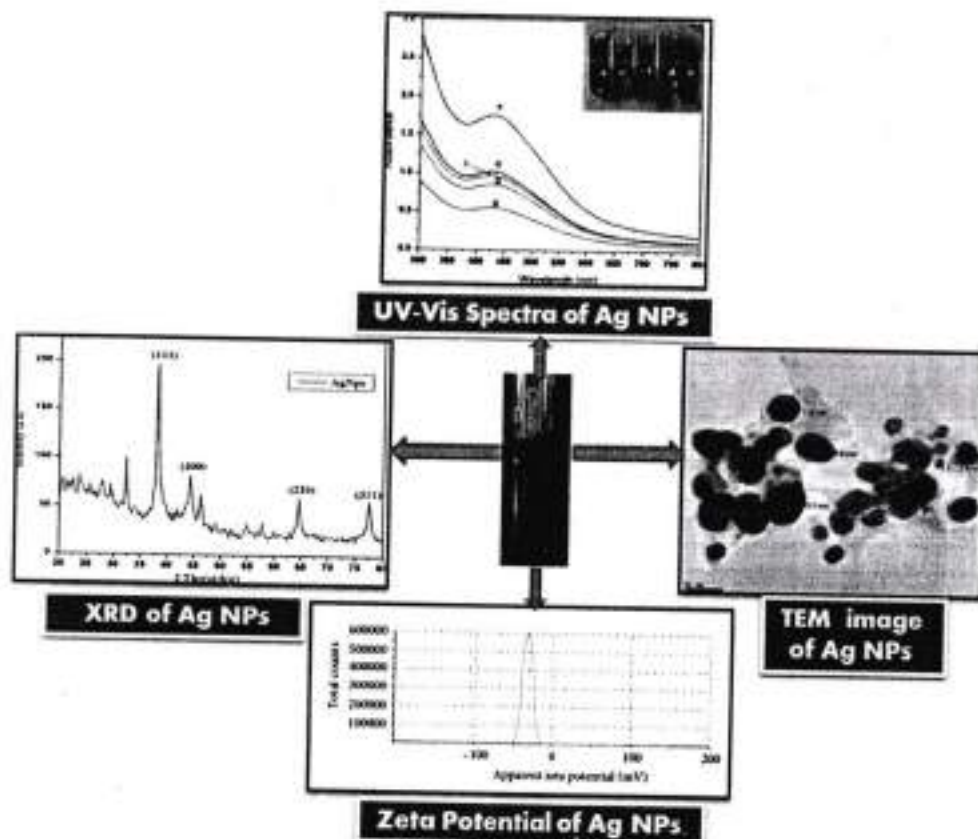


Fig. 4. Characterization techniques for green silver nanoparticles. (For interpretation of the references to colour in this figure legend, the reader is referred to the Web version of this article.)

Table 1

A list of select plant sources used in synthesis of green silver nanoparticles.

| Sr. No. | Plant Source                    | Capping biomolecule                               | Size of silver nanoparticles (nm) | Reference                       |
|---------|---------------------------------|---|-----------------------------------|---------------------------------|
| 1       | <i>Allium sativum</i>           | Sucrose and fructose                              | 4.4 ± 1.5                         | White et al. (2011)             |
| 2       | <i>Achyrocline saturei</i>      | Polyol  | 20–30                             | Deniel et al. (2011)            |
| 3       | <i>Ascardium occidentale</i>    | Polyol and protein                                | 20–60                             | Shenys et al. (2011)            |
| 4       | <i>Andropogon paniculata</i>    | Hydroxy flavones, catechins                       | 28                                | Salochana et al. (2012)         |
| 5       | <i>Asparagus gangeticus</i>     | Proteins  | 13.1 ± 1                          | Koo et al. (2012)               |
| 6       | <i>Azadirachta indica</i>       | Salanis, rizinin, azadirone and azadirachtin      | 2–100                             | Thirunavuganes et al. (2010)    |
| 7       | <i>Cassia senna</i>             | Polyphenols                                       | 4                                 | Loo et al. (2012)               |
| 8       | <i>Carica papaya</i>            | Hydroxy flavones & catechins                      | 15                                | Jain et al. (2009)              |
| 9       | <i>Cassia alata</i>             | Flavonoid, Terpenoid                              | 20–45                             | Palaniselvan et al. (2012)      |
| 10      | <i>Chenopodium album</i>        | Oxalic acid                                       | 12                                | Dwivedi et al. (2011)           |
| 11      | <i>Coleus aromaticus</i>        | Flavonoid   | 40–50                             | Venaja et al. (2012)            |
| 12      | <i>Cordia alliodora</i>         | Polyphenols with aromatic ring & amide            | 31                                | Satyavani et al. (2011)         |
| 13      | Datura metal                    | Flavohydro-quinone plastocyanin                   | 16–40                             | Kishorwani et al. (2009)        |
| 14      | <i>Desmodium triflorum</i>      | Ascorbic acid                                     | 5–20                              | Almoudi et al. (2011)           |
| 15      | <i>Dioscorea bulbifera</i>      | Polyphenol  | 8–20                              | Ghosh et al. (2012)             |
| 16      | <i>Dioscorea oppositifolia</i>  | Polyphenols                                       | 14                                | Maheswari et al. (2012)         |
| 17      | <i>Elettaria cardamom</i>       | Alcohols, carboxylic acids, ethers esters, amines | 31                                | Gnanajothi et al. (2012)        |
| 18      | <i>Glycyrrhiza glabra</i>       | Flavonoids, terpenoids                            | 20                                | Dinesh et al. (2012)            |
| 19      | <i>Hibiscus cannabinus</i>      | Ascorbic acid                                     | 9                                 | Bisht and Umadevi (2013)        |
| 20      | <i>Hydella verticillata</i>     | Protein   | 65                                | Sable et al. (2012)             |
| 21      | Lemoni herbs                    | Polyphenol and hydroxyl group                     | 9–13                              | Rang et al. (2012)              |
| 22      | <i>Lantana camara</i>           | Carbohydrates, glycosides, Flavonoids             | 12.5                              | Sivakumar et al. (2012)         |
| 23      | <i>Morinda pubescens</i>        | Hydroxy flavones, catechins                       | 25–50                             | Mary and Ibohassieb (2012)      |
| 24      | <i>Ocimum sanctum</i>           | Phenolic & flavonoids, proteins, ascorbic acid    | 10–30                             | (Kantake et al., 2013)          |
| 25      | <i>Parthenium hysterophorus</i> | Hydroxy flavones & catechins                      | 10                                | Ashok Kumar (2012)              |
| 26      | <i>Pedicularis thymaloides</i>  | Proteins & Enzymes                                | 15–30                             | Sundaresudhavelan et al. (2013) |
| 27      | <i>Piper betel</i>              | Proteins  | 37                                | Mallikarjuna et al. (2012)      |
| 28      | <i>Piper nigrum</i>             | Proteins  | 5–50                              | Garg (2012)                     |
| 29      | <i>Punica raba</i>              | Proteins  | 32                                | Patil et al. (2012)             |

Fig. 5 illustrates the oxidative phosphorylation for antimicrobial action. Some of these free radicals may cause cell membrane damage (Kim et al., 2007) with oxidative stress that causes lipid peroxidation, thereby impeding microbial growth (Madi et al., 2014). Silver nanoparticles intervene in the cellular respiration process (Moennes et al., 2005), releasing  $\text{Ag}^+$  ions that impede the respiratory chain process.  $\text{H}_2\text{O}_2$  specifically is responsible for the antibacterial activity (Wang et al., 2014), i.e., catalytic oxidation is the mechanism involved in killing bacteria. Further, it has been reported that oxidative stress involved in the bactericidal process is the secondary mechanism (Xiu et al., 2011).

### 3.2. Silver nanoparticles: effect of size, shape, surface charge and capping agent

The pathways associated with microbial responses to silver nanoparticles are particularly dependent on the surface characteristics (Ivask et al., 2013). Such interactions in biological environments depend on the physicochemical properties of silver nanoparticles including their size. The complete analysis of silver nanoparticles in the plant body needs to include the nature of surrounding biomolecules, distribution, particle size and metabolism. The nature of the surrounding biomolecule confers new identity/behaviour to the nanoparticle and may modify its cellular responses and metabolism. Aqueous Piper longum fruit extract was used in the preparation of biogenic silver nanoparticles in one study (Zhang et al., 2010). These displayed the synergistic effect of *P. longum* fruit extract and the synthesized green silver nanoparticles exhibit strong antioxidant behaviour. Of the three morphologies of silver nanoparticles prepared using *Arabidopsis*, the triangular shape exhibited a lower degree of antibacterial activity than the spherical morphology. The production of ROS has been correlated to the size and morphology of silver nanoparticles. It also induced the growth of roots in *Arabidopsis*. Further, silver nanoparticles triggered gene expression concerned with cellular events, including cell multiplication, metabolism, effect on anthocyanin production and hormone signalling pathways (Syu et al., 2014).

In another study, spherical silver nanoparticles of 25 nm were synthesized using Aloe vera extract. The cytotoxicity study of AgNPs@Aloe vera hybrids was done by measuring cell viability on human dermal fibroblast (HDF) cells. No obvious cytotoxicity was reported in this study. Compared to antibacterial activity of plain silver NPs alone and those formed by aloe vera gel, the AgNPs@Aloe vera were found to be more productive (Zhang, 2010). Variation of particle size with shape is said to affect the dissolution rate of the particles (Levard et al., 2012). It

is reported that crystallographic surfaces of bulk solids react differently and this feature is used in heterogeneous catalysis (Xu et al., 2006; Chimentao et al., 2004). For example, it has been reported that citric acid predominantly attaches onto the Ag (111) plane rather than Ag (100), resulting in the growth of anisotropic nanoparticles (Kilin et al., 2008). Thus, one could assume that silver nanoparticle reactivity and its transformation rates with surrounding ligands will depend on morphological aspects of silver nanoparticles. The organic layer can also act as a barrier, thereby inhibiting the interaction of the silver nanoparticles with other chelates and affect its reactivity depending on the nature of the environment (Jacobson et al., 2005).

Reports suggest that the toxicity of ZnO-nanoparticles was found to vary with the medium in which they were formed. Certain other molecules that may obstruct its working include sodium citrate, phosphates, some amino acids, and peptides (Li et al., 2011). Silva T et al. studied three different types of organic coated silver nanoparticles, namely, citrate (cit), polyvinylpyrrolidone (PVP) and branched polyethyleneimine (BPEI) coated silver nanoparticles and tested them on *E. coli* and *Daphnia magna*. The toxicity of  $\text{Ag}^+$  as  $\text{AgNO}_3$  was found to be greater than the silver nanoparticles and follows the trend as  $\text{AgNO}_3 > \text{BPEI-AgNP} > \text{citAgNP} > \text{PVP AgNP}$ . Thus, the particle size, surface charge and concentration depended on the great extent for the nature of plant extract and were also responsible for the degree of toxicity (Silva et al., 2014). Pokhrel et al. suggested based on their experiments on *Daphnia magna* that specific organic ligands can modify the surface of silver nanoparticles and alter their dissolution dynamics, in short, their toxicity (Pokhrel et al., 2013). Further, it is known from literature that the transformation of organic coated silver nanoparticles in aqueous solution is affected by the nature of coating, pH value, type of electrolyte/extract, ionic strength, redox conditions and light, etc. (Sharma et al., 2014). UV studies show that the greater concentration of plant extracts enhances the binding of capping agents with biomolecules. Positively charged cetyltrimethylammonium bromide (CTAB) enhances nanoparticle toxicity. These aggregate appreciably on the bacterial cell wall owing to opposite charges. Thus, a synergistic effect between CTAB and the nanoparticle is suggested (Pal et al., 2007). The organic coating molecules capping silver nanoparticles can degrade or get altered depending on environmental conditions. Such transformation of the metal particle can occur differently in natural water and wastewater treatment plants since large quantities of silver nanoparticles which get discharged from varied sources generally enter sewer systems (Blaser et al., 2008; Gotschalk et al., 2009). The oxidation and affinity of Ag for chalcogens and organic compounds, generally shortens the lifespan of silver nanoparticles in the system. This is also a consequence of the

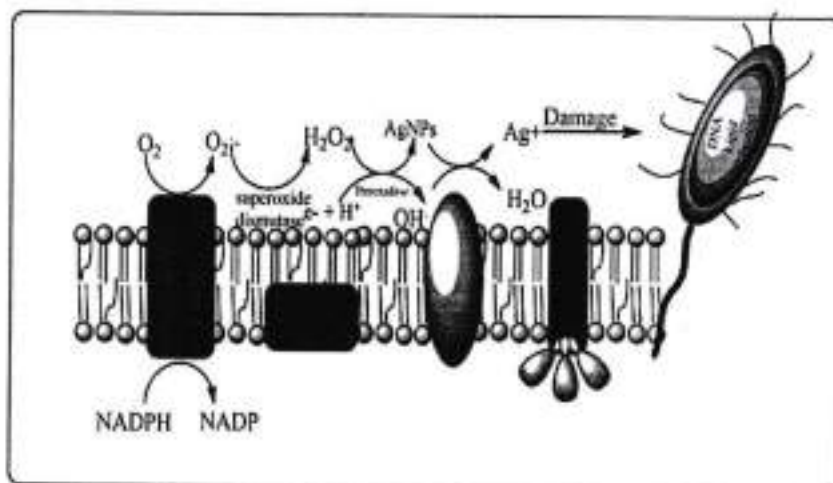


Fig. 5. Oxidative phosphorylation pathway of silver nanoparticles.

decreased Ag size in comparison to bulk silver. Ag<sub>2</sub>S is the likely product due to its high stability and affinity for thiol group. Further, its solubility is affected by S-containing amino acids and humic acid. Table 2 shows the standard solubility product ( $K_{sp}$ ) values for Ag-based compounds and point to the probable inorganic phases that could exist in varied environments (Lide, 2009).

Higher stability constant values of Ag (I)-organosulfur complexes show the greater affinity of Ag (I) for sulphur (Bell and Kramer, 1999). The oxidation reactions are thermodynamically favoured with the decreasing size of silver nanoparticles (Cai et al., 1998) owing to lower redox potentials (Ivanova and Zamborini, 2010). Silver oxide dissolves in water and releases Ag + cations. Liu et al. observed that dissolved O<sub>2</sub> and acidic pH enhance Ag + solubility (Liu et al., 2010). The presence of soluble silver oxide was found to be elemental for silver exhibiting antimicrobial properties. Another study shows that other than pH and redox conditions, silver nanoparticles oxidise to release Ag + under aerobic conditions. This has been reported as the cause for the toxicity of silver nanoparticles to organisms (Gunawan et al., 2009). Silver nanoparticles of spherical and rod-shape were synthesized by chemical reduction method and the disc diffusion studies indicate that both types of silver nanoparticles have better kinetics of killing bacteria at specific doses of the nanoparticles (Acharya et al., 2018). The size of silver nanoparticles affects the toxicity towards nitrification bacteria; where silver nanoparticles with size less than 5 nm were reported to notably retard their functioning (Choi and Hu, 2008). M. Bapat reported the effective synergistic action of 20 nm sized spherical silver nanoparticles capped by *Ocimum tenuiflorum* phytols as antagonists for bacterial blight caused by gram negative *Xanthomonas axonopodis* pv. *punicae* species affecting pomegranates (Bapat, 2017).

In Fig. 6, the authors have studied antibacterial activity of silver nanoparticles against four species of gram-negative foodborne pathogens, namely *E. coli*, *K. pneumoniae*, *S. typhimurium* and *S. Enteritidis* using the disc diffusion test. From the figure, it can be observed that the clear zone around the silver nanoparticle disk suggests the antibacterial activity of the green synthesized silver nanoparticles (using tea extract). The clear zone produced by silver nanoparticles can be observed against all four different species of gram-negative bacteria with maximum diameter of inhibition zone to be 20 mm for a bacterial inoculum of  $10^6$  CFU/ml (Loo et al., 2018).

Mahakham et al. synthesized silver nanoparticles by a biogenic method using leaf extract of kaffir lime (Mahakham et al., 2017). Silver nanoparticles of sizes 5 and 10 ppm promoted the germination and growth of rice crop in comparison to the unprimed control. Nano priming method was found to enhance  $\alpha$ -amylase activity, thereby enhancing seedling growth. Furthermore, it was reported that greater ROS production was observed in germinating seeds. Concentration and exposure period largely influenced and could bring about a positive effect to negative or vice versa (Kettler et al., 2014; Misra et al., 2016). Ehumalai and Vinoth Kumar showed the effectiveness of biogenically prepared silver nanoparticles using extract of shade dried leaves of *Coryza ambigua* against *Aspergillus niger*, *A. flavus* and *S. rolfii* (Ehumalai and Vinoth Kumar 2013). Varied concentrations of silver nanoparticles used in a foliar spray of concentration 20, 40, 60 ppm was observed to improve the fenugreek plant physiology such as number of leaves, stem height, weight of dry mass, number of seeds and their quality (Sadak, 2019).

**Table 2**  
Summary of standard  $K_{sp}$  values of commonly occurring silver compounds.

| Silver compound  | $K_{sp}$ value         |
|------------------|------------------------|
| Silver sulphate  | $1.20 \times 10^{-5}$  |
| Silver chloride  | $1.77 \times 10^{-10}$ |
| Silver oxide     | $4.0 \times 10^{-12}$  |
| Silver carbonate | $8.46 \times 10^{-12}$ |
| Silver sulphide  | $5.92 \times 10^{-51}$ |

The capping agents i.e., the plant biomolecules cap/stabilize the nanoparticles, prevent them from agglomeration and act in synergy against microbes owing to the presence of active constituents in them and thus protect the plant. There are more than 2000 plant species belonging to different families that possess potential toxicity causing metabolites categorized as terpenoids, alkaloids, glycosides, phenols, tannins, etc. which are known in literature to play a critical role in plant defense and cause physiological effects on insects. An abundance of plant essential oils shows a wide range of activity against pests and fungi and functions as potent insecticides, repellants, deterrents, growth regulators and anti-vectors (Koul et al., 2008). There are more than 3000 constituents that have been identified from about 17,500 aromatic plants growing worldwide. Several essential oils find application in pharmacy, cosmetics, perfumes, flavours, etc. (Bassole and Juliani, 2012). These essential oils are secondary metabolites. These fall under reduced risk pesticides, e.g., *Azadirachta indica*, *Ocimum sanctum*, *Cymbopogon citratus*, *Salvia officinalis*, *Thymus vulgaris*, *Curcuma longa*, *Syzygium aromaticum*, *Artemisia judaica*, *Rosmarinus officinalis* contain essential oils in certain parts such as leaves, flowers, seeds that show insecticidal activity and are fairly effective biopesticides in themselves. Essential oils of these plants show activities against different pests as broad-spectrum pesticides. Most importantly, these essential oils are the terpenes that are largely toxic to insects. The essential oils are lipophilic in nature and enter the insect's body and cause bodily dysfunction or mortality. Moreover, the plant essential oils are made up of a large number of different chemical entities which in themselves act in synergy with nanoparticles for effective application (Mossa, 2016). Based on the studies from the references in this review, we can say that the plants biomolecules on combining with the metal salt result into the formation of green nanoparticles have an overall activity that depends on:

- morphology of the nanoparticle
- surface characteristics of the biogenic nanoparticle
- charge developed on the capped nanoparticles
- synergistic action of both NPs and the biomolecules
- cellular response and metabolism
- pH and solvent

Thus, when plant extracts containing several chemical moieties act as capping agents for silver nanoparticles, they add an advantage of working as insecticidal as well as antimicrobial with the nanoparticles. Discussion by Roy et al. suggest the possibilities of applying silver nanoparticles capped with biomolecules to reduce toxicity levels and using it to combat multi drug resistance (Roy et al., 2019). *Melaleuca* (Tea tree oil) with Ag<sub>0</sub> has been in use since years as anti-fungal/antibacterial in ointments (Medici et al., 2019). Face creams containing bio silver with ginseng are available in markets as anti-ageing products (Kokura et al., 2010). Nano silvers with ginseng as a deodorizer in air filters and inverters are also available in Japanese markets. Water purifiers also contain such biogenic silver nanoparticles (Che et al., 2019).

As per El Badawy et al. (2011) surface charges are amongst the important factors that govern the toxicity of AgNPs. It was demonstrated by their group that AgNPs exhibit surface charge-dependent toxicity on the investigated bacillus species. It is a criterion more important than size and shape and the surface charge dependent toxicity that affects the physical interactions between NPs and bacterial cellular membranes and also the environment. It has been reported by Schaeublin et al. that difference in the outer chemistry of NPs could account for the difference in toxicity and how these elements interacted with cellular components. Also, the extent of cell death and its mechanism varied as per the surface charge (Schaeublin et al., 2011). Similarly, Xu et al. modified the NP charge from -ve to +ve by various surface modifications and observed the change in uptake rate of the NPs by cells for drug delivery (Xu et al., 2007).

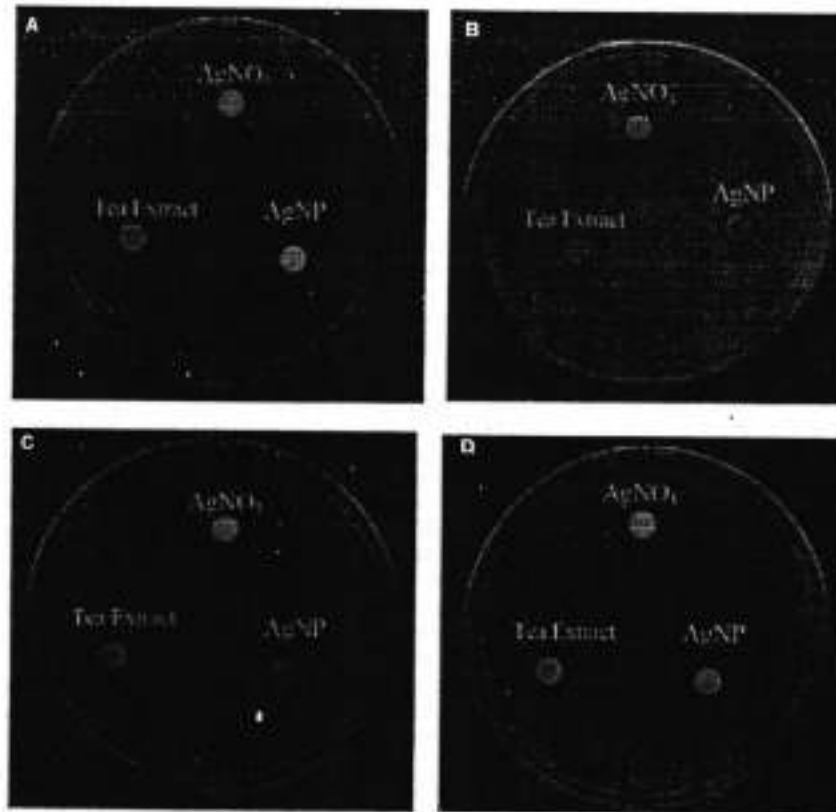


Fig. 6. Visible clear zone produced by green synthesized silver nanoparticles against four species of gram-negative foodborne pathogens A) *E. coli* B) *K. pneumoniae*, C) *S. typhimurium* and D) *S. enteridis* (Reproduced with permission from Loo et al. (2018) copyright© 2018 Loo, Rukayadi, Nor-Khairuzma, Kuan, Chieng, Nishibuchi and Radzi). (For interpretation of the references to colour in this figure legend, the reader is referred to the Web version of this article.)

#### 4. Plant physiological responses and toxicity

Tamip seedlings (Thiruvengadam et al., 2015) were subjected to silver nanoparticles at concentrations up to 10 mg L<sup>-1</sup>. The authors observed a decline in rate of seed germination with silver nanoparticle concentration. At a low concentration of 1.0 mg L<sup>-1</sup> silver nanoparticles, a significant increase in the plant's fresh biomass was observed. At higher concentration such as 10.0 mg L<sup>-1</sup>, it reduced plant growth, biomass, and chlorophyll content. It was observed that malondialdehyde, anthocyanin and hydrogen peroxide percentage rose at higher concentrations of silver nanoparticles. It also influenced gene expression related to glucosinolates and phenolics biosynthesis along with biotic and abiotic stresses. In yet another experiment, the result of biologically synthesized silver nanoparticles on Chinese cabbage (Baskar et al., 2015) reflected morphological and physiological changes at concentrations between 100 and 500 mg L<sup>-1</sup>. At lower concentrations of 100 mg L<sup>-1</sup>, it exhibited growth at 250 and 500 mg L<sup>-1</sup>, it revealed growth-suppressing activities in seedlings. Higher concentrations of silver nanoparticles led to increased ROS generation and drop in chlorophyll level. Fluoride is known to impede the transportation of water and minerals in plants and affect the normal plant processes (Yadu et al., 2017). The presence of fluoride hampers redox homeostasis of the cells due to the proliferation of ROS. Studies on *Cajanus cajan* (a grain legume) was carried out. The presence of fluoride decreased the germination percentage, length of the radicle, dry mass as well as membrane stability index by 25 %, 54 %, 68 % and 76 %, respectively. Conversely, the exogenous addition of silver nanoparticles into fluoride solution sustained the growth traits and membrane stability considerably. It was suggested by the authors that silver nanoparticles might be

participating in improving growth, biomass and thereby countering the stress due to fluoride. This was a consequence of diffusion of nanoparticles to the seed coat leading to an increase in water absorption by seeds. The silver nanoparticles are also known to increase the nitrate reductase level leading to plant growth (Yadu, 2018). Rai et al. studied the effect of silver nanoparticles on peanut plant growth. They observed that silver nanoparticles retarded plant growth and peanut pod formation as indicated by the phenotypic images of peanuts. In comparison to the control, the plant height reduced as also the yield per plant decreased with the increasing concentration of Ag. Such a trend was evidenced in peanut pod study too. Considerable quantity of silver i.e., 2000 mg kg<sup>-1</sup> silver nanoparticle was found in Agnp treated pods (Rai et al., 2017). The concentration of silver metal in peanuts was found to be 20.35 mg kg<sup>-1</sup>. Some toxicological studies report the risk of using biogenic silver nanoparticles. Buhroo et al. have accounted for the formation of silver nanoparticles using *Trichodesma indicum* aqueous leaf extract tested at concentration 300–500 ppm on *Mythimna separata* larva. 50 % larval mortality was observed. The silver nanoparticles are said to interact with thiols of proteins and denature them leading to larval mortality (Buhroo et al., 2017). They are also reported to have reduced survival in zebrafish (*Danio rerio*) (Asharani et al., 2008). Another investigation involving wheat crops that was cultivated in silver nanoparticles-amended agricultural soils was done by Yang et al. The results suggested reduction in crop yield as well as poor crop quality (Yang et al., 2018). The physiological and molecular level alterations affected due to presence of silver nanoparticles in rice seedlings were studied at different concentrations for one week. The results suggest that exposure to silver nanoparticles caused several physiological changes (Nair and Chung, 2014). In vitro biosynthesis and genotoxicity bioassay

of green silver nanoparticles was evaluated by using *Allium cepa*. The reports showed that silver nanoparticles exhibit lesser extent of cytotoxicity and greater genotoxicity compared to Ag + ion (Panda et al., 2011). SEM images showed no critically toxic effects in silver nanoparticle treated plants while light microscopic images of root and stem anatomy revealed structural aberrations. Silver nanoparticles were prepared by *Acalypha indica* extract (Krishna Raj et al., 2012) which concludes that in vivo less cyto/genotoxic behaviour is exhibited by biogenic silver nanoparticles as compared to chemical route nanoparticles. Furthermore, a study on human cells showed them to have a better resistance to toxicity due to silver nanoparticles in comparison to other organisms (Lima et al., 2012). In one study Ag nanoparticles were synthesized with the help of broth made from screw pine-pandanus odorifer plant part (Ag NP-P) and spathe male inflorescence (Ag NP-S) and compared with Ag + ions, colloidal AgCl solution (Panda et al., 2011). ROS was determined in the root tissue of *Allium cepa* with varying concentrations of silver solutions. There was a profound ( $p < 0.05$  or  $0.001$ ) dose-dependent rise in the production of O<sub>2</sub><sup>-</sup> and H<sub>2</sub>O<sub>2</sub>. Ag + ion raised production of O<sub>2</sub><sup>-</sup> or H<sub>2</sub>O<sub>2</sub> substantially with a dose-response ( $R^2 = 0.99$ ) rises in the range 0–40 mg. L<sup>-1</sup>. Formation of ROS induced by Ag + ion, was found to be getting reduced at 80 mg. L<sup>-1</sup>. Increase in the generation of O<sub>2</sub><sup>-</sup> ( $R^2 = 0.97$ ) or H<sub>2</sub>O<sub>2</sub> ( $R^2 = 0.99$ ) caused by the two types of silver nanoparticles were pronounced ( $p < 0.05$  or  $0.01$ ). It was observed that the nanoparticles exhibited lesser cytotoxicity but greater genotoxicity in the *Allium cepa* assay system and the ROS play a major role in DNA damage. It was noted for AgNP-P,

concentrations greater than 80 mg. L<sup>-1</sup> were cytotoxic, which was observable from the number of cell deaths. Genotoxic potential of AgNP-P and AgNP-S was comparable which was apparently mediated through ROS. Dimkpa et al. indicated that commercial silver nanoparticles administered dose wise were harmful to the growth of the soil bacterium *P. Chlororaphis* O6 which is a plant-beneficial (Dimkpa et al., 2011). In another study, nanoparticles of silver were synthesized biogenically via the fungus *Trichoderma harzianum*. The prepared silver nanoparticles were initially tested against white mold sclerotia. The nanoparticles acted against *S. sclerotiorum*, slowing down sclerotia germination and mycelia (white mold) (Gulger et al., 2017). Cytotoxicity and genotoxicity outcomes tested on soybean plants were also studied with nil effects. Table 3 sums up varied results due to different effects caused by the silver nanoparticles on plant systems. Hazard categorization of silver nanoparticles has been provided with systematic evidence for mammals as per OECD (Organisation for Economic Co-operation and Development) (Lee et al., 2017). Liver was found to store the absorbed silver nanoparticles. Most of the orally administered silver nanoparticles were excreted through faeces. The absorption rates of citrate capped silver nanoparticles through the gastrointestinal tract showed low bioavailability (ENV/JM/MONO, 2017).

#### 4.1. Interactions of silver nanoparticles in plant-soil system

Recent soil evaluations show that 63–91 % of over 2–3 lakh metric tons of worldwide Ag nanoparticle production in 2010 ended up in

**Table 3**  
Effects induced by the presence of silver nanoparticles (Ag NPs) on some plant systems.

| Ag NPs morphological characteristics   | Plant system under study                                      | Concentration/Exposure Time                            | Effects Observed  | Reference                   |
|--|---|--|---|-----------------------------|
| Size: <100 nm<br>PVP coated  | <i>Bicinus comutis</i> (cassia bean)                          | 4000 mg. L <sup>-1</sup>                               | Seedling growth was not affected significantly.   | Yasar and Rani (2013)       |
| Size: 5–35 nm<br>Spherical to cubical shape particles                                | <i>Hordeum vulgare</i> (barley)                               | 0.1 mM<br><0.5 mM                                      | Grain germination and seedling growth occurs. Decrease in grain germination and observable reduction in the root length.                                | Fayaz et al. (2017)         |
| Size: ~20 nm Spherical shape   | <i>Arachis hypogaea</i> (peanut)                              | 50, 500, 2000 mg kg <sup>-1</sup> for 98 days          | Biomass, height, grain and yield reduction. Ag NPs detected in peanuts  | Rui et al. (2017)           |
| Size: ~5–6 nm<br>Oval shape  | <i>Triticum aestivum</i> (wheat)                              | 20, 200, and 2000 mg kg <sup>-1</sup> for four months  | Lesser biomass<br>Plant height less and lower grain weight<br>Ag accumulation in roots much more than in shoots and grains<br>Protein content decreases | Yang et al. (2018)          |
| Size: 3.9 ± 1.7 nm   | <i>Egeria densa</i> and <i>Juncus effusus</i> (aquatic plant) | 8.7 mg for a year                                      | Stress and harm to aquatic plants   | Yuan et al. (2018)          |
| Size: 6.0 ± 1.7 nm gum arabic mediated   | <i>Spirodela polyrrhiza</i> (duckweed)                        | 0, 0.5, 1, 5, and 10 mg Ag L <sup>-1</sup>             | Decreased plant biomass and root abscission.  | Jiang et al. (2012)         |
| Size: 20–30 nm<br>Spherical shape<br>Fungus<br><i>Trichoderma harzianum</i> mediated | <i>Glycine max</i> (Soya bean)                                | 10 <sup>12</sup> Ag. ml <sup>-1</sup>                  | No effect on soya bean.<br>Potential against <i>S. sclerotiorum</i> inhibiting mycelial growth.   | Gulger et al. (2017)        |
| Size: 6–35 nm<br>Spherical<br>Kaffir lime leaf mediated                              | <i>Oryza sativa</i> (Rice seeds)                              | 5 and 10 ppm   | Improvement in germination performance.   | Mahakam et al. (2017)       |
| Size: 20 nm<br>Spherical   | <i>Cajanus cajan</i> (Soybean)                                | 1.2 mM   | Protects membranes from F induced oxidative damage.   | Yadu et al. (2018)          |
| Size: 8 nm<br>Spherical<br><i>B. matricillari</i> mediated                           | <i>Brassica rapa</i> (Turnip Seedlings)                       | 1 mg L <sup>-1</sup><br>>5 mg. L <sup>-1</sup>         | Biomass increases<br>Chlorophyll % decreases  | Thiruvengadam et al. (2015) |
| Size: 10–25 nm<br>Spherical  | <i>Brassica rapa</i> sp. <i>pekinensis</i> (Chinese cabbage)  | 100 mg. L <sup>-1</sup><br>250–500 mg. L <sup>-1</sup> | Growth stimulated.<br>Decreased root, shoot growth and fresh biomass in seedling.   | Bolke et al. (2015)         |
| Size: 20 ± 3 nm<br>PVP coated<br>Ag  | <i>Triticum aestivum</i> (wheat)                              | 30 μm  | Plant growth reduction.<br>Root hair proliferation.   | Ezal et al. (2017)          |
| Size: 10–3–4 nm<br>Spherical   | Zea mays (corn)   | 20, 40, 60, 80 and 100 ppm                             | Increase in the length, shoot, root and area of leaves surface up to 80 ppm   | Selama (2012)               |
| Size: 10–3–40 nm<br>Spherical  | <i>Phaseolus vulgaris</i> (beans)                             | 20, 40, 60, 80 and 100 ppm                             | Increase in the length, shoot, root and area of leaves surface up to 60 ppm   | Selama (2012)               |
| Size: 2–55 nm<br>Spherical,<br><i>P. odorifer</i> mediated                           | <i>Allium cepa</i> (Onion)                                    | 5–80 mg. L <sup>-1</sup>                               | Cytotoxic   | Panda et al. (2011)         |



landfills and the remaining quantity 8–28 % was let out into the soils, 0.4–7% into water bodies, and 0.1–1.5 % into air (Keller et al., 2013). The US EPA has categorized supplies that contain silver nanoparticles as pesticides and further publicized potential risks to man and environment (US EPA, 2008). Silver ions and/or silver nanoparticles incorporated substances have been used in agriculture to control phytopathogens and manage plant diseases (Jo et al., 2009). As mentioned earlier, biological substances used as capping/reducing agents are seen to reduce its toxicity. In addition, various ligands capping the metal particles have been reported to alter silver nanoparticles properties. For example, the mobility may change due to electrostatic forces in varied types of soils (Tolaymat et al., 2010). Positively charged soil may hold back a negatively charged citrate-capped silver nanoparticle. Thus, transformations resulting in modification of properties can alter their transport, distribution as well as nature which can cause a change in the environment of natural systems (Anjum et al., 2013a). Beneficial soil bacterium (*Pseudomonas chlororaphis* O6) exists in root colonies and assists plant growth as well as tolerance to all types of stresses (Cho, 2008). Toxicity to the same bacterial species due to 10 nm sized silver nanoparticles in concentrations as low up to 3 mg. L<sup>-1</sup> has been described by the authors (Caldler et al., 2012). Loamy soils showed no bacterial cell death whereas they observed conc. like 3 mg/L to affect bacterial cultures in sandy soil.

Study by Fabrega et al. corroborated partial disaggregation and stabilization of silver nanoparticles as an effect of humic acid that led to reduction in silver nanoparticles antimicrobial activity towards *P. fluorescens* (Fabrega et al., 2009). Surface charges and aggregation of nanoparticles alters the level of toxicity (Yang et al., 2012). These changes in turn result due to pH, ionic strength and the nature of electrolyte in which the nanoparticles are present (El-Badawy et al., 2010). At 10–100 ppb conc. green silver nanoparticles exhibit negligible effect on germination of seeds and plant growth as reported (Krishna Raj et al., 2012). Negative impacts at lower silver nanoparticles concentration have also been reported (Ma et al., 2010; Yin et al., 2011). Salama reported a positive impact at 60 ppm of AgNP concentration on the height and shoot as well as enhanced leaf surface area of *P. vulgaris* and *Zea mays* (Salama, 2012). Negligible effects on root hair density and root growth in *Zea mays* was observed (Fokhrel and Dubey, 2013). Yasur and Rani reported insignificant toxicity in *R. communis* plants treated to 4 g Ag NP L<sup>-1</sup> (Yasur and Rani, 2013) as compared to another study on *C. Pepo* where a reduction by 66–84 % in biomass and transpiration was observed at 500 mg.L<sup>-1</sup> silver nanoparticles (Musante and White, 2012). In yet another study on *B. juncea* (Sharma et al., 2012) a positive increase of growth in root length of 326 % and 133 % in vigor index was affected by silver nanoparticles@400 ppm. In fact, significant reduction in levels of oxidative stress biomarkers was observed at 25–400 ppm silver nanoparticles in comparison to the control. A similar study by Szabados on *B. Juncea* plant growth considered silver nanoparticles to be responsible for improved antioxidant levels (Szabados and Savoure, 2010).

It is also reported for silver nanoparticles exposed to *Oryza sativa* (Mirzajani, 2013) plants that the antioxidant activity due to elevated carotenoid levels reduces the toxicity induced due to ROS produced (He et al., 2011). In one study on *B. monnieri* the authors tested the effect of biogenic silver nanoparticles as well as AgNO<sub>3</sub>. The nanoparticle treated plants showed lower stress levels and lower CAT and POX activities with better plant growth as compared to silver salt treated plants (Park, 2006).

Krishna Raj et al. rationalized that a little stress due to green silver nanoparticles could benefit plants against pathogen attacks (Krishna Raj et al., 2012). Several authors have observed a drop in the level of proline indicating lower stress levels (Anjum et al., 2013b; Gill and Tuteja, 2010; Gill et al., 2013). An interesting study was carried out on wheat for changes in speciation of silver nanoparticles and its sulphide with respect to their uptake and transfer mechanisms. Evaluation of phytotoxic impacts of silver distribution and speciation was carried out (Real et al., 2017). The authors suggested two kinds of transport pathways

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Ag<sup>0</sup> was the predominant species found in roots by the authors (Ma et al., 2015). Absence of secondary roots with root hair proliferation was observed. Silver nanoparticle aggregates on root hair could impact their functioning (Schwab et al., 2016). Hinsinger et al. observed biotransformation of Ag in the cortex as well of ionic Ag species in epidermis. The results prove that Ag<sub>2</sub>S-NPs dissolved in spite of Ksp being  $5.92 \times 10^{-51}$ . Ag<sup>+</sup> ions were found to form complexes with some thiol groups or get reduced to metallic silver, favoured by root exudation (Hinsinger et al., 2001). Li et al. concluded that organic acids and Phyto siderophores were exudated by wheat plants in the same way as nutrient deficiency or metal stress (Li et al., 2014). The uptake of Ag in roots and its subsequent translocation to shoots was observed by the authors in the order of exposure as: Ag<sub>2</sub>S NP < AgNO<sub>3</sub>-AgNP. The contradictory results available in the literature related to behaviour/toxicity of silver nanoparticles are an outcome of variations in experimental conditions such as concentration, medium, form due to synthesis method, pH, properties of nanoparticles, the ambience and type of plant involved in the experiment. Ag speciation could reflect further variability in results. With the decline in silver based photographic films but increase in silver mediated commercial products, forms of silver could vary in waste waters (Von der Kammer et al., 2012). Complexity and variability of waste water streams, may lead to the speciation of Ag in wastewater. Ag concentration in wastewater is likely to be in nanograms (Luoma, 2008). These could interact with a wide variety of chelating agents/ligands or humic acids (Grillo et al., 2015). When the Ag ENMs enter complex sewage, they get partitioned into the particulate biomass (Tiede et al., 2010). A plethora of ligands, although available in waste waters, silver is most likely to form silver sulphide since these are present several times in excess of Ag (Adams et al., 1999; Kim et al., 2010; Liu and Hurt, 2010).

Spectroscopic evaluation revealed that organic or amorphous silver sulphide was present as one of the major species (~36 %) in the amended soil used to grow wheat and rape crop (Pradas del Real et al., 2016). Most of the released silver nanoparticles get thrown into the sewer and transported to waste water treatment plants where they get concentrated to greater than 90 % (Kaegi et al., 2013). The authors studied the silver nanoparticle cycle in agricultural soils (the treated sewage sludge) and uptake by the plants. It was reported by Sekine that the transformation of silver nanoparticles to Ag<sub>2</sub>S in soils was favoured in neutral to basic pH soils (Sekine et al., 2015). Silver sulphide formation seems to be the dominant reaction during the water treatment process. Interconversion of Ag<sub>2</sub>S and Ag secondary species takes place under the influence of microbes, pH and organic matter in soil components and these seem to play a role in the conversions. Hetero aggregates of Ag<sub>2</sub>S, Ag bound to thiol groups and/or amorphous Ag<sub>2</sub>S and nanosized mixed metal sulfides are observed to be present. Silver is seen to be potentially associated with the organic soil segment, which could lead to leaching of Ag in the long run.

Soils are structures with a complex matrix with varying textures and physicochemical properties that depend largely on particle size distribution (Trzcinski et al., 2015). Silver nanoparticles in such matrices undergo different types of interactions and potential transformations (Pachapur et al., 2016) through various transport pathways based on the characteristics of the media (Kumabor et al., 2015), and so complexity is enhanced. Considering the silver nanoparticle-soil interaction, the size distribution of particles is a significant variable (Sage et al., 2012). Different types of minerals can react with silver nanoparticles in the soil matrix (Beaun et al., 2015). Soil organic matter (OM) made up of leftover fractions, cellulose, humic and fulvic acids could influence silver nanoparticle capture into the soil matrix (Li et al., 2017). Yet another investigation was carried out to study the soil capacity of binding and accumulating silver nanoparticles. This was carried out to verify the relation between silver nanoparticle retention and soil characteristics or even remediation (González-Puenzalida et al., 2018). Soils such as compost, mountain, orchard and urban were chosen as a representation

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of soils with different origin and nature. Quantitative studies were carried out to check the capture % of silver nanoparticles and calculated to get the values in compost: N99 %, mountain: N99 %, orchard: 15 % and urban: 48 % soils. Thus, silver nanoparticle adsorption on a given soil depended largely on the quantity of soil OM and soil properties like soil particle size, pH of soil, its conductivity and soil redox potential (Eh). Velicogna et al. studied the behaviour of nanosized and ionized forms of silver in different agricultural soils and found that ionic silver showed more toxicity than silver nanoparticles (Velicogna et al., 2016). This work demonstrated that exposure routes, as well as soil physicochemical properties played a crucial role in deciding the extent of toxicity. Moreover, greater response to both types of Ag was exhibited by organisms in the sandier soil than those in silt soils. Toxicity trials showed that earthworms were the most sensitive species to both silver nanoparticles as well as silver nitrate.

Airborne nanomaterials settle on leaf surfaces (Navarro et al., 2008) and penetrate through stomata (Elchert et al., 2008) while, as those captured on particulate matter can affect roots (Oberdörster et al., 2005; Zhu et al., 2008). Plants could be affected by both soil and water-borne ENMs (Lee et al., 2010), or those present in waters augmented with such effluents or by landfills or from farm wastes that go into groundwater (Doshi et al., 2008). The plant food chain may result in a pathway of exposure for secondary species. The inconsistency in results for the plant-soil-ENM interactions has resulted from using varied plant species and, also due to the variation in the behaviour of ENMs, including those of morphology, composition, concentration, reactivity, surface area and environmental surroundings. Moreover, additional factors like ENM uptake by plants, their transformation in plant media and how they affect processes in plants make it altogether difficult to predict outcome accurately. In one study under 30 days of aerobic incubation (Hashimoto et al., 2017), 88 % of silver nanoparticles added to the soil was retained while AgNO<sub>3</sub> got adsorbed and formed different products in humus and clay. About 83 % of the spiked AgNPs in anaerobic soil was converted into Ag<sub>2</sub>S, along with remarkable reduction in the water and acid-extractable Ag fractions. Colloidal silver nanoparticles capped by poly (ethylene glycol) were prepared using the leaf extract of *Thuja occidentalis*. Dose dependent toxicity of Ag nanoparticles was tested on *Eisenia fetida*. There was no effect perceived on applying a dose up to 1000 ppm (Barua et al., 2013). Bhattacharya et al. studied bioavailability of essential elements in soil spiked with silver nanoparticles and found that essential nutrients such as N, P, K, etc. significantly decreased during the later stage of study (Das et al., 2018a). Ten milligram kg<sup>-1</sup> of silver nanoparticles was substantial enough to induce severe oxidative stress and affect N-assimilation in plants leading to decrease in yield. The same authors showed in yet another lab study (Das et al., 2018b) the mechanism related to increased availability of N in biogenic silver nanoparticle-treated soils. Soils treated with chemically synthesized nanoparticles or green nanoparticles showed substantial augmentation in leaf area and count, chlorophyll content, nitrate reductase activity, and pod yield in *Phaseolus vulgaris* after the application of silver nanoparticle in the dose range of 25–50 mg.kg<sup>-1</sup>. Velicogna's group revealed that a certain percentage of the silver nanoparticle remained while most of it was partially sulfurized, hence Ag<sup>+</sup> within the soil matrix was getting released (Jesmer et al., 2017). The same authors found that in yet another study (Velicogna et al., 2017), silver in *E. Andrei* bioaccumulated as a consequence of exposure to AgNO<sub>3</sub> or silver nanoparticles in natural soil or through amended soil. The TEM images of the earthworm body tissue revealed the presence of intact silver nanoparticles in much more quantity than anticipated. In one study carried out over 69 days, the majority of the PVP coated Ag or AgNO<sub>3</sub> was found to be retained in the paddy field soil (Li et al., 2017). It was seen that soil organics enhanced Ag retention and reduced dissolved silver levels. This was attributed to the high redox potential that led to lesser extent of Ag sulfidation and rise in the amount of dissolved Ag. This study indicated that soil OM and redox potential impact the fate of silver nanoparticles in soils. Release of Ag from amended,

contaminated soils and biosolids could be significant in the rhizosphere, where organic acids are present at mM concentrations (Navarro et al., 2014).

Asadishad et al. investigated four different types of nanoparticles on enzyme activity in soil (Asadishad et al., 2018). They conclude that the type of ENM and its dose influences soil fertility components such as enzyme activity as well as microbial community compositions. At high doses of ~100 mg.kg<sup>-1</sup> silver nanoparticles had a milder impact similar to ZnO and CuO nanoparticles but more than that for TiO<sub>2</sub> nanoparticles. Soil enriched with 100 mg.kg<sup>-1</sup> concentrations of Ag<sup>+</sup> ions after 30 days inhibited functioning of specific enzymes. An interesting study was carried out on the behaviour of PVP-coated silver nanoparticles over a long-term in freshwater mesocosm that was designed to mimic a freshwater wetland environment (Lowry et al., 2012). After 18 months of dosing, 70 wt% of Ag was obtained in the solid matrix. The silver nanoparticles in soils as well as the sub aquatic sediment formed Ag<sub>2</sub>S to the extent of 52 % and 55 % respectively and Ag-sulphydryl compounds were present 27 %. Certain percentage of the added Ag was found in the plant biomass (~3 wt%), and 0.5–3.3 µg Ag/g wet weight was found in chironomids and mosquito fish. The authors reported that even after partial sulfidation Ag remained bioavailable due to its slow sulfidation rate as compared to lab studies using Na<sub>2</sub>S (Liu et al., 2011). In 1942, a field experiment was initiated to check the behaviour of silver in sludge amended soil and its transfer risk to the food chain. 25 applications of silver containing sludge were applied regularly over a 20-year span (Wang et al., 2018). The rise in Ag in soils was found to be 51 mg.kg<sup>-1</sup> as compared to the control having 1.9 mg.kg<sup>-1</sup>. Both the sludge as well as sludge-treated soils retained more than 80 % of the silver as insoluble Ag<sub>2</sub>S. Edible tissues contained concentrations of Ag less than 0.70 mg.kg<sup>-1</sup> indicating low transfer of silver into the food chain. Silver has been in use since ancient times. The amount of silver nanoparticle manufacture currently is not substantial as compared to the market for silver used in photographic films a few decades back and hence novel applications of silver nanoparticles are unlikely to surpass that in sludge over the years.

Owing to enhanced applications of silver nanoparticles as pesticide for fruits and vegetables, residual silver nanoparticles could exist in the plant produce. This could possibly enter the food chain. Zhang et al. studied the post-harvest washing on fresh spinach leaves to effectively remove silver nanoparticles (Zhang et al., 2016). Thus, washing treatment by deionized water, Tsunami 100 (pH = 3.6 constituting peroxy-acetic acid and hydrogen peroxide @80 0.4 mg.L<sup>-1</sup>), and Clorox bleach (pH ≈ 6.5, sodium hypochlorite @200 mg.L<sup>-1</sup>) was carried out on 10 µL of 40 nm size citrate coated silver nanoparticles (0.4 mg.L<sup>-1</sup>) present on the spinach leaves. ICP-MS analysis revealed that deionized water could remove only 5 % Ag, whereas the surfactants could decrease only 21 and 10 % respectively of total Ag. However, the authors indicate that there is a need to have an effective washing process for nanoparticle eradication from the surface of harvest produce. Since agriculture is the major occupation in many countries and control of pests and bugs has become testing due to drug resistance, new avenues need to be opened for betterment of life. Table 4 enlists the plant extracted Ag NPs tried against certain pests and antagonists.

## 5. Conclusions and future perspectives

Emerging technologies like nanotechnology require substantial data to systematically assess their safety. The two 'unfortunate' consequences for such technologies are disapproval in the absence of high-quality data, or delayed decisions, leading to undesirable substitutions (Zimmerman and Anastas, 2015). When designing an antimicrobial agent (Falinski et al., 2018), parameters such as efficacy, cost, sustainability and health hazards need to be assessed in order to gauge the benefits and the negative aspects.

**Table 4**  
A list of plant extracted Ag NPs tried against certain pests and antagonists.

| Sr. No. | Plant material-based Ag NPs  | Action on   | References                  |
|---------|--|---|-----------------------------|
| 1       | Syngium cristatum seed extract   | <i>Aphytis aphidivora</i> , <i>Aedes aegypti</i> , and <i>Culex quinquefasciatus</i>  | (Karthikeyan et al., 2018)  |
| 2       | cordifolia leaf extract  | adult leafhopper <i>P. brunneus capitatus</i> De Geer   | Ayazbekov et al. (2011)     |
| 3       | <i>Mimosa pudica</i> L. leaf extract   | mosquito larvae of <i>A. tritaeniorhynchus</i> and <i>C. quinquefasciatus</i>   | Macimaitshu et al. (2011)   |
| 4       | <i>Annona squamosa</i> L. (Bignoniaceae: Annonaceae) leaf extract                      | larvae of <i>A. aegypti</i> L.  | Parthiban et al. (2019)     |
| 5       | <i>Dolichopisium demissum</i> Wold (Ranunculaceae: Ranunculaceae) root aqueous extract |   | Sarobh et al. (2014)        |
| 6       | <i>Mentha piperita</i> L. P. leaves (Labiatae: Saproteraceae) leaf extract             | <i>Musca domestica</i> L.   | Karimaj et al. (2012)       |
| 7       | <i>Acacia catechu</i>  | Cotton bollworm   | Orugadevi et al. (2014)     |
| 8       | <i>Analypha indica</i> leaf extract  | <i>Macrophysalis phaseolina</i> , <i>Borrips cinctus</i> , <i>Carvularia lutea</i> , <i>Rhizoctonia solani</i> , <i>Alternaria alternata</i> , and <i>S. sclerotiorum</i> | (Krohning et al., 2012)     |
| 9       | Xenophyllum, anaphyllum, and hydrophyllum  | <i>Nematocidus agraria</i>  | Jhu et al. (2009)           |
| 10      | <i>Urtica dioica</i>   | <i>X. campestris</i> pv. <i>Mahoevarum</i>  | (Dajesh et al., 2012)       |
| 11      | Pungam oil   | <i>X. campestris</i> pv. <i>Mahoevarum</i>  | Sahayraja et al. (2016)     |
| 12      | Alga <i>Padina pavonica</i> (Linn.)  | <i>Herosiphonophora</i> fly, <i>Hippoboscidae</i> (Diptera: Hippoboscidae), and the larvae of cattle tick, <i>Rhipicephalus (Boophilus) microplus</i> (Acari: Ixodidae)   | Sahayraja et al. (2012)     |
| 13      | stem aqueous extract of <i>Cissua quadrangularis</i>                                   | nematode, <i>Meloidae</i> (Coleoptera: Meloidae), <i>Bacterium</i> , <i>Rhizoctonia solani</i> , <i>fungus</i> , <i>Fusarium oxysporum</i>                                | Saethibokunne et al. (2012) |
| 14      | aqueous extract of strawberry waste  | <i>Xanthomonas axonopodis</i> pv. <i>positiva</i> and <i>Baldersonia solanacearum</i>   | Khan et al. (2021)          |
| 15      | <i>Solanum torvum</i> fruit extract  | <i>Xanthomonas axonopodis</i> pv. <i>positiva</i> and <i>Baldersonia solanacearum</i>   | Venuti et al. (2005)        |
| 16      | <i>Octimum tenuiflorum</i>   | <i>Xanthomonas axonopodis</i> pv. <i>positiva</i>   | Barpat (2017)               |

1. Cost: Price of the nanomaterial based on its production is an important criterion for its choice.
2. Energy: The most sustainable material suitable for application is the one produced using non intensive processes.
3. Health hazard: Higher LC50 values imply lower toxicity. Life cycle toxicity assessments do not necessarily have data that match experimental toxicity assays.

Three of the four common antimicrobial chemicals considered in the comparative chart (Fig. 7) show lower LC50 value (cause of worry) as compared to the nanomaterials (for example, ZnO, CNT or silver nanoparticles). The preparation of conventional and marketable antimicrobials by chemical routes follows standard and low-energy processes. Conversely, ENMs can be prepared by chemical, physical or biological methods and energy requirements may vary even within chemical methods depending on top down or bottom-up approach.

When considering antimicrobial efficacy and price, zinc oxide nanoparticles (ZnO) are economically competitive over some bulk chemical alternatives due to the combination of relatively low minimum inhibitory concentration (MIC) and unit price. Given the likelihood of having to balance multiple criteria, and to visualize in a multi-dimensional material parameter space (Fig. 7), trade-offs can be delineated by selection guidelines. For example, selecting the least hazardous substance (highest LC50 value) with the highest efficacy (lowest MIC value) could be informed by maximizing the ratio of material's functional performance to hazard,  $RFH = LC50/MIC$ .

Thus, material information about functional and environmental performance can empower designers to enhance a product's functionality while minimizing adverse impacts. Over regulations could suppress growth of new emerging technologies and subsequently the economy. This could lead to slower progress in research and development and impact potential societal benefits associated with nanotechnology. Fig. 8 shows that effect of Ag nanoparticle based Nano-biopesticides on various phytopathogens.

Conversely hasty decisions or under regulations could lead to hazardous outcomes and ecotoxicological effects such as what had occurred with products such as BHC, calcium cyanide or aldrin, etc. Nanotechnology in agriculture could bestow plenty of benefits and the implications of this are profound especially multifunctional nanomaterials such as silver NPs, nanosized ZnO or CNTs. Decision taking responsibility lies on the shoulders of funding authorities, government regulatory bodies, researchers and industrialists. Moreover, high levels of risk uncertainty due to limited data or variation in data obtained by a number of groups due to differences in practical/experimental conditions and limitations of analytical methods adds to the predicament in decision making.

Currently the arena is open for applying nanomaterials in agriculture. Plethora of applications with benefits of nanotechnology in agriculture are in process of realization, e.g., crop protection, nutrient delivery, improvements in nutrients and fertilizers, nano sensors and diagnostic devices as well as plant health and crop yield. The synthesis of silver nanoparticles has been widely popularized due to the ease of green synthesis route. These are already in use for varied applications in spite of lack of sufficient data that covers the specific characteristics of biogenic silver with respect to its morphology, surface characteristics, functionality, life cycle, behaviour in particular medium, and hazard characteristics. The effect of stabilizing and capping agents is crucial and can alter toxicity levels. Biogenic silver nanoparticles capped by suitable plant molecules could be 'tailored' for specific targets as in precision agriculture but for integrated pest management. With the application of environment friendly agents, the rampant usage of synthetic fertilizers and harmful pesticides needs to be curbed. Moreover, novel ways to overcome multi drug resistance in pests needs to be determined. In this milieu AgNPs could be one of the suitable options. Owing to application of low doses of nanoparticles in the form of nanoemulsions, composites, nano capsules or nano formulations, the prevalence of excess needs to be reduced. There are varied reports illustrating the impact of silver on

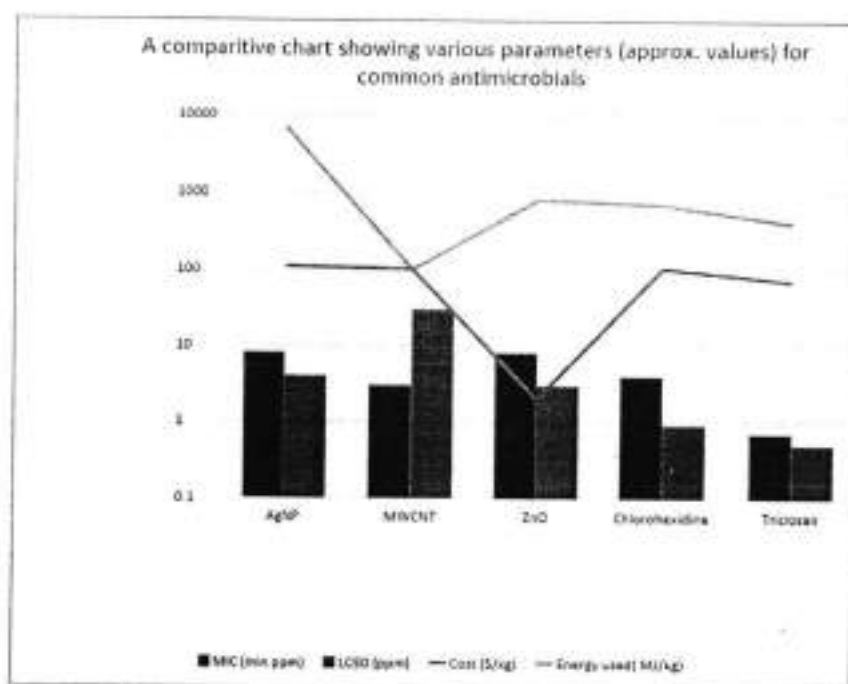


Fig. 7. The chart shows consolidated data (approx. values) for most common antimicrobials silver nanoparticles, MWCNT, nano sized ZnO, chlorhexidine and triclosan w. r.t the (1) MIC (ppm)-antimicrobial behaviour (2) LC<sub>50</sub> (ppm)-toxicity effect studied on zebrafish (3) price of the anti-microbial in US\$/kg (4) energy demands (MJ/kg) (The figure is based on data from ref. Palimki et al., 2018 Springer Nature).

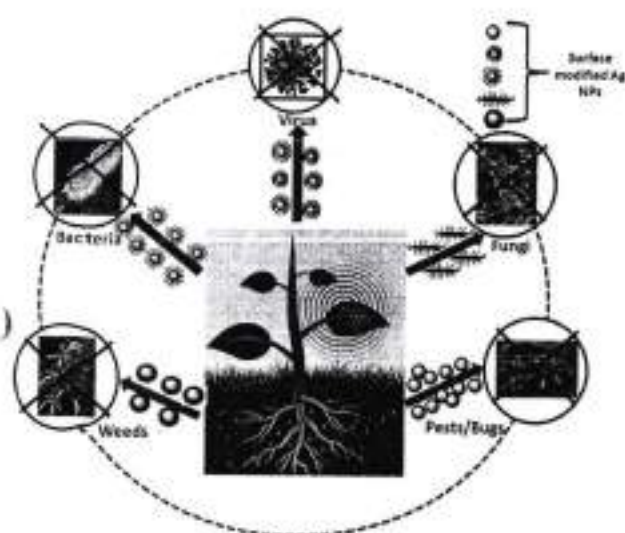


Fig. 8. Effect of Ag nanoparticle based Nano-biopesticides on various phytopathogens.

different plants and effect on parts such as root, shoot, growth of plant, stress resistance or germination of seeds. The concentration of silver salts and its subsequent form on interaction with soil affects its uptake in plant parts and often leads to transformation.

Since applications of silver in agriculture results in its interacting and/or eroding up in soil, the soil characteristics play a crucial role in transforming these silver nanoparticles into different forms. Currently, a number of studies by researchers show serviceable and favorable aspects of using plant mediated silver nanoparticles in agriculture as antimicrobial agents. It can be thus concluded that the extent of toxic

behaviour and efficacy of silver nanoparticles as an antimicrobial depend on multitude features of the biogenic nanoparticle, the concentration(s) at which it is applied on the plants, nature of plant species on which it is applied, uptake, rate of application and transformation in the plant-soil system due to several factors such as pH, soil properties, microbial fauna, etc. Guidelines related to efficacy, functionality, cost, environmental impact and predicted effects on health are required with respect to silver nanoparticle related agricultural products. Systematic assessment is necessary in order to create a sustainable design for the future and to minimize unforeseen implications related to these products. Further, in order to generate such robust data and to study its consequences, agricultural scientists, nanotechnologists and environmentalists need to work in partnership. Thus, communicating data will aid in designing suitable nanosized products that meet the guidelines laid down and avoid issues. Such a concerted effort will enable nanotechnology to realize its potential and have a profound impact on agriculture and society.

Based on the generated data, it could be predicted in the near future whether plant mediated silver nanoparticles could become an important constituent in integrated pest management enhancing crop yield while reducing microbial attack.

(Characterization data have been adapted from ref. Anandalakshmi et al., 2016; Kgatshe et al., 2019).

#### Declaration of competing interest

The authors declare that they have no known competing financial interests or personal relationships that could have appeared to influence the work reported in this paper.

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## Article

# Testing of Silicon Rubber/Montmorillonite Nanocomposite for Mechanical and Tribological Performance

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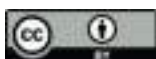
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**Abstract:** Nanocomposite made by blending nano-montmorillonite (MMT) and Silicon Rubber (SR) for mechanical and tribological performance is explored in this work. Different configurations of MMT/SR nanocomposite, with 0, 0.5, 2 and 5 wt % of MMT are manufactured by two roll mixing methods. Noticeable improvement in the mechanical and tribological performance is observed, which is also justified by a morphological study of fractured and wear surfaces through SEM. Two percent of MMT loading is found to be the optimum content that shows excellent performance compared to other compositions. The performance improvement can be linked to the good interfacial interaction between the MMT and SR. Statistical modeling through ANOVA is carried out for tribological performance, which reveals the influence of load on the coefficient of friction (COF) and the influence of sliding distance on the wear rate.

**Keywords:** silicon rubber; montmorillonite (MMT); sliding wear; mechanical properties; nanocomposites

## 1. Introduction

Synthetic elastomers like silicone rubber (SR) are commonly found in application in industries such as aerospace, medical, and electronics. Owing to their excellent environmental inertness, thermal stability, and insulating properties [1,2], most sectors prefer SR. Silicon rubber properties can be radically improved by adding nanofillers like carbon black (CB), carbon nanotube (CNT), graphite, nano  $C_eO_2$  [3,4]. Similar works can be found in literature that show the influence of graphene oxide addition on resistivity and dielectric constant [5], thermal stability with the function of iron oxide and CNT filling [6], and tribological study [7] of various nanocomposites performed on the SR composite. All of these studies have revealed the usefulness of SR for different engineering applications.

The utility of SR for different applications can be improved by a deep analysis of its mechanical and tribological properties, among others. The mechanical and wear characteristic of rubber components can be one essential factor when deciding its candidature for a particular application. Adding graphene and nano- $C_eO_2$  as a filler in SR showed a decrease in the COF [4]. Reinforcement with CB enhanced the mechanical and tribological properties [8]. Graphite nanoplatelets improved the mechanical and abrasion resistance properties of the styrene-butadiene rubber [9]. The kinetic COF of the tubular rubber seal

decreases with an increasing sliding velocity and reduces the loading level [10]. The wear properties of natural rubber and styrene-butadiene rubber were tested against different rocks as friction material and found to be improved [11]. The enhancement of mechanical, wear, and dielectric properties due to the addition of the exfoliated graphite in silicon rubber was investigated. The COF was observed to reduce with an increase in the wear rate and load. Simultaneously, the specific wear rate reduced, similar to COF, with graphite content but increased with an increase in load. The sliding velocity had a similar effect on both the COF and the wear rate, and it increased with an increase in the sliding velocity. The author correlated this improvement with good bonding between the matrix and the filler [12]. Ruben Sanchez-Hidalgo [13] demonstrated that if we can control the structure, the chemical composition, and the morphology of graphene material, the property of the SR can be tailored. Solution and flocculation processes were used for the preparation of the graphene silicon composite. The wear and mechanical characteristics depended on the reinforcement and agglomeration of the graphene [14]. The sonication process for processing polyacrylamide (PMA) reinforced with clay nanoparticles was used, and the effect of the sonication time and frequency was investigated. The rheological properties and nanoparticles dispersion were found to improve with an increase in the frequency [15].

Very few researchers have explored the capability of montmorillonite (MMT) for tribological application as a filler in polymers [16]. With increases in the concentration of MMT, the COF was found to decrease due to its lubricating behaviour. Sodium-montmorillonite (Na-MMT) nanoparticles were added to polyethersulfone (PES)/polytetrafluoroethylene (PTFE) to understand the thermal, mechanical, and tribological properties. All properties showed considerable improvement. The reduction in COF was observed with a rise in the normal load for Na-MMT/PES/PTFE composites. The author attributed this to the layered structure of the Na-MMT nanoparticles. A precisely opposite behaviour was shown by the Na-MMT/PES/PTFE composite. The authors observed that the response of both compositions to the sliding velocity was exactly contrary for the normal load. The weight, COF, and wear rate of the composite can be decreased with the addition of MMT in the matrix [16,17]. The effect of the grain size and distribution of Ag<sub>2</sub>s nanoparticles on the mechanical and tribological performance was studied. The improvement in the tribological performance was attributed to good mechanical properties and an ability to form a protective tribofilm [18]. Tribological properties of the graphene reinforced ceramic showed improvement because of the formation of a protective transfer layer, which acted as a lubricant between the contacting surfaces [19,20].

SR has wider suitability in aerospace, automotive, electrical, and electronic industries. There is no work reported on the effectiveness of MMT/silicon rubber nanocomposites for tribological applications to the best of the authors' knowledge. The objective of this work is to investigate the mechanical and tribological behaviour of the silicon rubber–MMT nanocomposites. In this work, the weight percentage of MMT is set at 0.5, 2 and 5%. Pin-on-disc testing experiments are performed with different loading, sliding velocity, and sliding distance. The ANOVA experimental design technique is used for designing experiments and statistical modeling. Weight loss and friction force are calculated and used for the calculation of the specific wear rate. Manufacturing, testing, and results are discussed in detail in the following sections.

## 2. Materials and Methods

### 2.1. Material Details

SR with SH5060U grade was procured from Krupa Chemicals, Pune, India. Montmorillonite (MMT) was supplied by Ad-Nano Technologies Private Limited, Shimoga, India. The material properties as specified by the supplier in the datasheet are listed in Table 1. The curing agent used was Dicumyl Peroxide of 40% purity procured from Krupa Chemicals and used in the proportion as given in Table 2 with SR.

**Table 1.** Properties of Material.

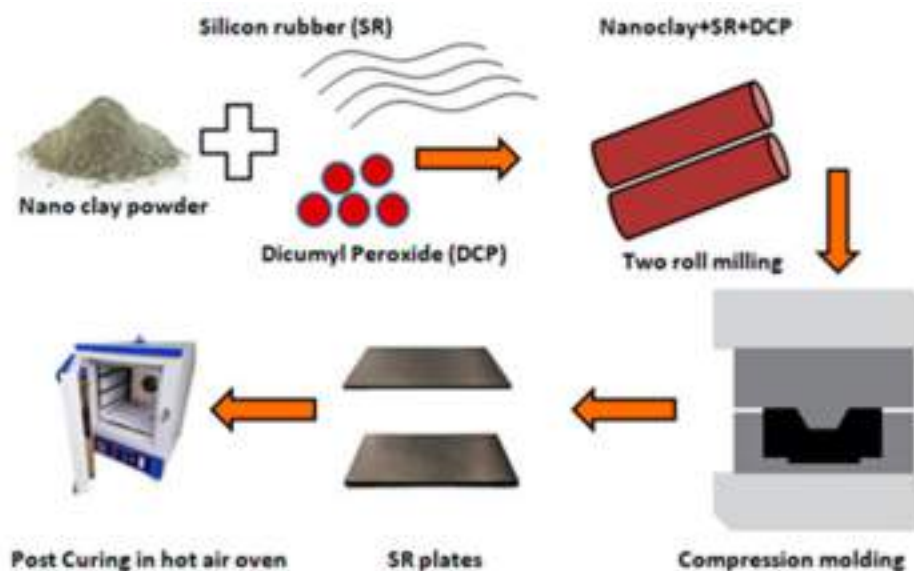
| Type/Grade                       | Silicon Rubber (SH5060 U) | MMT    |
|----------------------------------|---------------------------|--------|
| Specific Gravity (g/cc)          | 1.15                      | 1.98   |
| Tensile Strength, Ultimate (MPa) | 5                         | 101    |
| Elongation (%)                   | 500                       | 8      |
| Hardness, Shore                  | 50 (A)                    | 83 (D) |
| Particle size (nm)               | -                         | 100    |

**Table 2.** Nanocomposite filler formulations (in weight percent, remaining is SR).

| Type/Grade | SR1 | SR2 | SR3 | SR4 |
|------------|-----|-----|-----|-----|
| MMT        | 0   | 0.5 | 2   | 5   |
| DCP        | 2   | 2   | 2   | 2   |

### 2.2. Preparation of Silicon Rubber–Nanoclay Composites

The schematic representation of SR–MMT manufacturing is shown in Figure 1. SR with SH5060U grade and peroxide-based curing agent such as Dicumyl Peroxide (DCP) of 40% purity were compounded with different weight concentrations of nanoclay, viz., 0, 0.5, 2, 5% and are hereafter referred to as SR1, SR2, SR3, and SR4. The compounding formulation is listed in Table 2. The mixing was carried out for approximately 40 min on a two roll mill machine. The compound was cured in a SANTEC compression moulding machine (Santech Industries, Delhi, India) of 30 ton capacity. The temperature, pressure, and curing time were maintained at 170 degrees, 50 bar and 5 min, respectively; followed by the post-curing at 200 degrees for 4 h in a hot air oven (Make: Athena Technology, Model: ATA0-3 S/G).

**Figure 1.** Schematic representation of SR–MMT manufacturing process.

### 2.3. Characterizations

The characteristics of MMT/SR focused on were physical (hardness), mechanical and tribological properties. To confirm the uniform dispersion of the nanofiller, morphology tests, viz., SEM and X-ray diffraction (XRD), were performed. The details of these techniques are summarized in the following paragraphs.

### 2.3.1. Morphology Testing

XRD was carried out to analyze the maturity and formation of the nanocomposites. XRD analysis was performed in Bruker AXS D8 advance X-ray diffractometer (Bruker India Scientific Pvt Ltd, Mumbai, India) with X-ray source-Cu K $\alpha$  radiation ( $\lambda = 0.154$  nm). The scattering was plotted as a function of scattering angle  $2\theta$ .

### 2.3.2. Mechanical Testing

A sample (as shown in Figure 2) preparation and testing for tensile and tear test was performed according to ASTM D 412 and ASTM D624, respectively. The tensile test was performed at a speed of 450 mm/min. Shore hardness testing was completed according to ASTM D2240. All tests were carried out at a 450 mm/min strain rate with an environmental condition of 24 °C and 54% humidity.



Figure 2. Samples prepared for tensile testing.

### 2.3.3. Experimental Design of Tribological Study

The Schematic representation of pin-on-disc machine and its different components is shown in Figure 3. Levels of control parameters are listed in Table 3. Taguchi's  $L_{16}$  orthogonal array was used to perform the design of tribology experiments, as shown in Table 4.

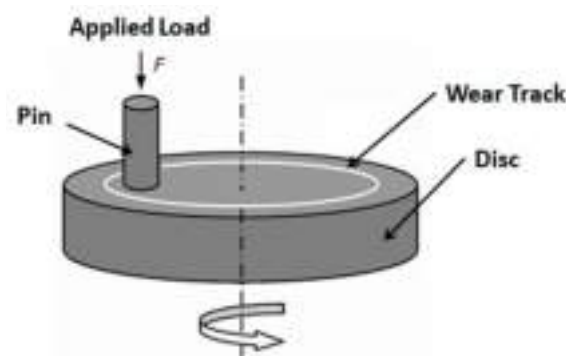


Figure 3. Schematic representation of SR–MMT manufacturing process.

Table 3. Selected levels of different parameters.

| Parameter             | Level |      |      |      |
|-----------------------|-------|------|------|------|
|                       | SR1   | SR2  | SR3  | SR4  |
| Composition           | SR1   | SR2  | SR3  | SR4  |
| Load (N)              | 10    | 20   | 30   | 40   |
| Sliding Speed (m/s)   | 1     | 2    | 3    | 4    |
| Sliding Distance (mm) | 1000  | 1800 | 2600 | 3200 |

**Table 4.** Taguchi L<sub>16</sub>orthogonal array for the design of tribological experiments.

| Exp. No. | Composition | Load | Sliding Speed | Sliding Distance |
|----------|-------------|------|---------------|------------------|
| 1        | SR1         | 1    | 1             | 1                |
| 2        | SR1         | 2    | 2             | 2                |
| 3        | SR1         | 3    | 3             | 3                |
| 4        | SR1         | 4    | 4             | 4                |
| 5        | SR2         | 1    | 2             | 3                |
| 6        | SR2         | 2    | 1             | 4                |
| 7        | SR2         | 3    | 4             | 1                |
| 8        | SR2         | 4    | 3             | 2                |
| 9        | SR3         | 1    | 3             | 4                |
| 10       | SR3         | 2    | 4             | 3                |
| 11       | SR3         | 3    | 1             | 2                |
| 12       | SR3         | 4    | 2             | 1                |
| 13       | SR4         | 1    | 4             | 2                |
| 14       | SR4         | 2    | 3             | 1                |
| 15       | SR4         | 3    | 2             | 4                |
| 16       | SR4         | 4    | 1             | 3                |

A pin-on-disc wear testing machine was used, and tests were performed according to the ASTM G99 standard. The samples were cut in the form of a rectangular pin of 10 × 10 × 30 mm. The rubbing disc was made of EN-31 of hardness 60 HRC. All tests were performed at room temperature with general conditions of temperature and humidity. Samples were weighed before and after the experimental runs. An analytical weighing balance was used for accurate measurement of weight loss. The friction force ( $F_f$ ) recorded by the controller was used for the calculation of friction coefficient  $\mu$ , as given in Equation (1) below

$$\mu = \frac{F_f}{F_n} \quad (1)$$

where  $F_n$  is the normal force applied to the specimen.

Also, specific wear rate ( $W$ ) was calculated by using Equation (2):

$$W = \frac{\text{Weight Loss}}{\text{Density} \times \text{Normal Load} \times \text{Sliding Distance}} \quad (2)$$

#### 2.3.4. SEM and EDS Analysis

The FESEM analysis was carried out on an ultra-high-resolution FEI Nova NanoSEM 450 machine (FEI, Hillsboro, OR, USA). The machine's resolution is 1.0 nm at 15 kV, 1.4 nm at 1 kV, and 1.8 nm at 3 kV and 30 Pa. EDS spectra were obtained on the same machine with excellent energy resolution (123 eV at Mn K $\alpha$  and 45 eV at C K $\alpha$ ), and element detection range from 4 Be to 95 Am.

### 3. Results and Discussion

#### 3.1. X-ray Diffraction Studies

Figure 4 shows the XRD plot of intensity versus scattering angle for the pure SR, the SR4 composite, and MMT powder samples. MMT powder shows a high degree of crystallinity with a broad peak at 35° 2 $\theta$  angles. A similar broad reflection is also observed in the SR4 composite, with somewhat lesser intensity, which implies individual MMT particles within the retained crystal structure. The peak corresponding to the SR is at around 30°, which is also observed in the SR4 composite. The existence of these individual constituent peaks in the SR4 composite confirms the correct formation of the composite.

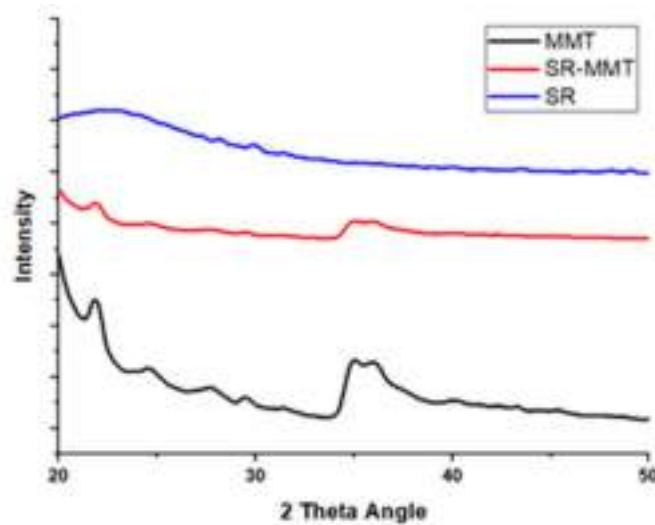


Figure 4. XRD pattern of pure SR, MMT powder and SR4 composition.

### 3.2. Mechanical Properties

#### 3.2.1. Tensile Strength

The tensile strength of the SR–MMT nanocomposites is found to increase with an increase in the weight fraction of MMT (Figure 5). The tensile strength of SR1 was observed at 5.39 MPa, which increases to 5.66 and 6.02 MPa at SR2 and SR3 compositions, respectively, and then decreases to 5.75 MPa for SR4. The highest value of tensile strength is 6.02 MPa which is 11.68% higher than the SR1 composition. As seen from the XRD results, the reduced interlayer distance for SR3 composition is the reason behind the increased tensile strength. This reduced interlayer distance improves the interlayer bonding between the matrix and the filler.

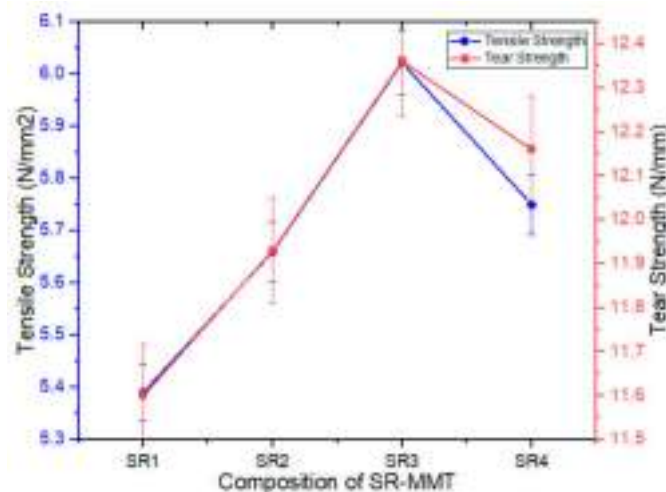


Figure 5. Variation of tensile strength and tear strength of SR–MMT nanocomposites with weight % of MMT.

#### 3.2.2. Tear Strength

The tearing strength is initially found to increase with an increasing amount of MMT. The highest tear strength value is 12.36 MPa for the SR3 composition, 6.55% higher than for the pure SR. With a further increase in the MMT percentage, the tearing strength starts to decline and reaches 12.15 MPa. A better uniform dispersion of the MMT could explain this in the matrix for the SR3 composite. Reduction in the tear strength for the SR4 composition is attributed to the agglomeration in composite with an increase in the wt % of the MMT.

### 3.2.3. Peak Load, Braking Load, Elongation at Break

Figure 6 shows the effect of the concentration of the MMT on the peak load and breaking load. It is observed that the load-carrying capacity of the SR3 composition is the highest amongst all of the compositions. The percentage increase in the peak load is 179.71% as compared to the neat silicon rubber (SR1), and a similar increase is observed in the breaking load. However, with a further increase in the concentration, a reduction in the peak load and a breaking load of 32.4% is observed. These trends can be attributed to the microstructure and interfacial bonding between the SR and MMT.

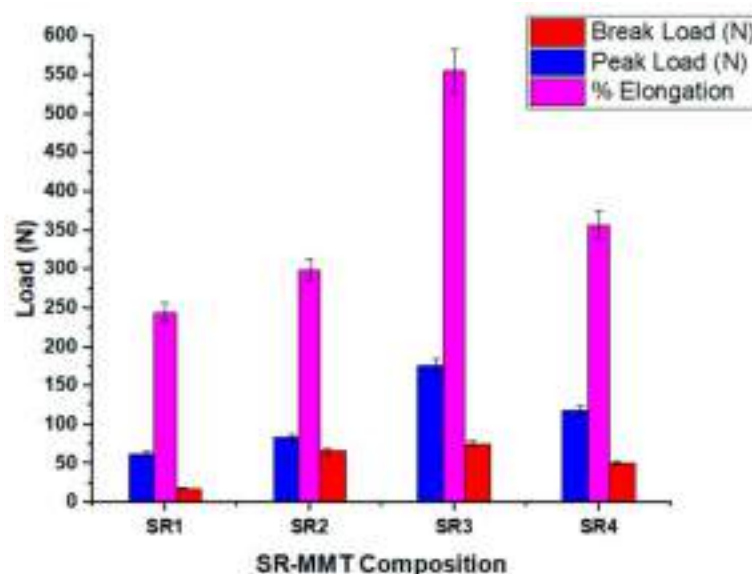


Figure 6. Variation of peak load, break load and % elongation at break for SR–MMT composition.

### 3.2.4. Percentage Elongation at Break

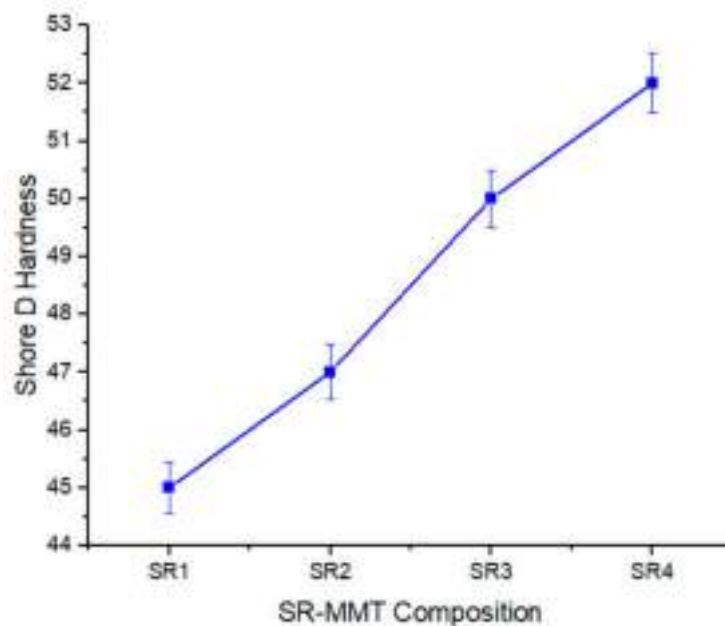
Figure 6 shows the percentage elongation at break of the SR–MMT nanocomposites for different compositions. The percentage elongation at break increases with an increase in the concentration of the MMT up to a certain percentage. The SR3 composition shows a 56% higher elongation at break as compared with the SR1 composition. Better interlayer bonding for the SR3 composition resulted in the increased percentage elongation. However, a reduction of 35.6% is observed with a further increase in the MMT concentration, which can be attributed to the agglomeration of the MMT particles in the matrix. When the loading of the MMT is more than 5%, clay layers will be less compatible with the SR resulting in the development of a siloxane network [21].

The tensile strength shows a correlation with elongation, i.e., a higher strength for a smaller elongation. The development of a plausible sulfide bond between the backbone chain of the SR and MMT clay improves the degree of cross-linking [22].

### 3.2.5. Shore D Hardness

The relation of hardness with a concentration of the MMT in the SR/MMT nanocomposites is shown in Figure 7. The amount of MMT tends to increase the hardness of the material. The highest shore D hardness of 52 is observed for SR 4 composition. This increase is almost 16% higher than the SR1 composition. The hardness of the SR can be adjusted by changing the amount of the MMT up to a certain concentration of the MMT. Beyond the SR3 composition, the graph becomes flatter, i.e., the rate at which the hardness increases gets reduced after a certain concentration of the MMT. The increased concentration leads to an agglomeration of the filler causing it to affect not only the mechanical properties, but the mixing process also. Therefore, the optimized amount of the MMT concentration in the SR is 2% as compared with other configurations under study [8].





**Figure 7.** Variation of Shore D hardness for SR/MMT compositions.

### 3.2.6. Tensile Fracture Surface Morphology

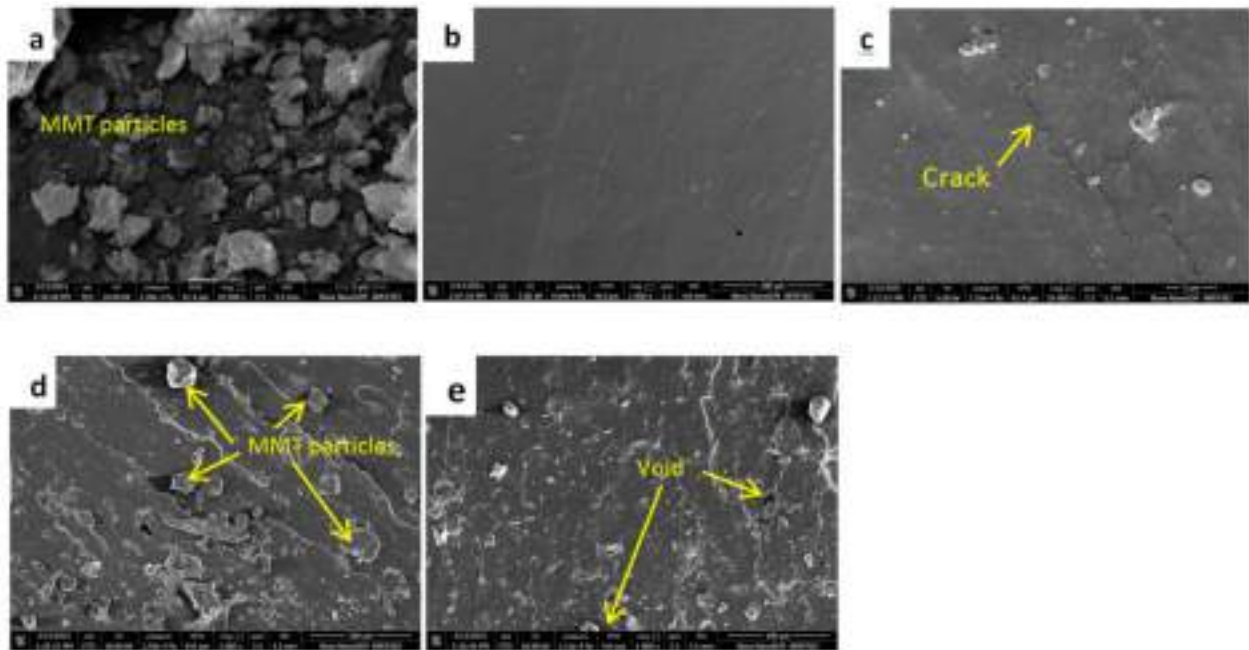
The surface morphology of the fractured surface is significant for getting an insight into the interfacial adhesion between the filler and matrix. Figure 8 shows the fracture surface morphology of all four compositions as well as the MMT powder. Figure 8a shows an SEM image of the MMT powder where the MMT particles are visible. Figure 8b shows the smooth surface for pure silicon rubber, i.e., the SR1 composition. The SR2 composition shows some cracks after tensile loading. These cracks may be due to inefficient interfacial bonding and surface roughness which act as crack initiation points. The increased MMT content is visible from Figure 8d,e. It is exciting to note that the SR3 composition improves the properties due to increased MMT content and smoother distribution of the MMT particles. A further increase in the percentage of MMT increases the number of voids, resulting in a decrease in the mechanical properties for the SR4 composition. Such reduction confirms the start of agglomeration with the increase in the MMT percentage, leading to the generation of voids.

The interfacial adhesion between the silicon rubber elastomer and MMT nanoclay is responsible for enhancing the tensile and tear properties of the nanocomposites. The uniformly distributed MMT in the silicon rubber matrix creates stress concentration points which absorb energy and help to distribute the load uniformly throughout the matrix as in the case of SR3 composition. Further, it acts as a crack arrester under external loading [12].

## 3.3. Tribological Analysis

### 3.3.1. ANOVA Analysis of Friction Coefficient

ANOVA test results for the COF are listed in Table 5 below. R-Sq (adj) is 76.60% which represents the significance of the model obtained from experimental observations. The parameter with the highest effect rate load (55.24%) and lowest effect rate is sliding speed (5.65%). Unaccounted factors in the DOE can be counted as errors, at 11.82%. When the load increases to 40 N, the COF is reduced by 20% and the lowest COF is for the SR3 composition; after that, the COF increases. So, the loading of the specimen significantly affects the friction coefficient of the material. For SR3 composition, at 10 N and 30 N load, the COF is 0.710 and 0.340, respectively, which shows a 52.11% reduction.



**Figure 8.** Fracture Surface Morphology for (a) MMT powder (b) SR1 (c) SR2 (d) SR3, and (e) SR4 composition.

**Table 5.** ANOVA for Coefficient of friction.

| Source                | DF            | Sum of Squares (SS) | Mean Square (MS) | F-Value             | <i>p</i> -Value | Effect Rate (%) |
|-----------------------|---------------|---------------------|------------------|---------------------|-----------------|-----------------|
| Composition (%)       | 1             | 0.08102             | 0.08102          | 2                   | 0.185           | 6.59            |
| Load (N)              | 1             | 0.67881             | 0.37881          | 9.36                | 0.011           | 55.24           |
| Sliding Speed (m/s)   | 1             | 0.06949             | 0.06949          | 1.72                | 0.217           | 5.65            |
| Sliding Distance (mm) | 1             | 0.25437             | 0.25437          | 6.28                | 0.029           | 20.70           |
| Error                 | 11            | 0.14525             | 0.04048          |                     |                 | 11.82           |
| Total                 | 15            | 1.22894             |                  |                     |                 | 100.00          |
| Significance          | R-sq = 80.95% |                     |                  | R-sq (adj) = 76.60% |                 |                 |

### 3.3.2. ANOVA Analysis of Weight Loss

ANOVA test results for weight loss are listed in Table 6 below. The R-Sq (adj) value is 84.12%, representing the significance of the model obtained from experimental observations. The highest effect rate for the filler loading is 55.19%, which significantly influences the weight loss of the material. The theory of plasticity can explain the increase in the weight loss due to an increase in the filler loading. As the content of the filler increases, the stress level also increases, which results in weight. The second significant influencing parameter is the sliding distance which has an effective rate of 27.55%. Unaccounted factors in the DOE can be counted as errors, at 5.43%.

### 3.3.3. ANOVA Analysis of Specific Wear Rate

ANOVA test results for specific wear rate are listed in Table 7. R-Sq (adj) value is 71.43%, representing the significance of the model obtained from experimental observations. The wear rate is influenced more by the sliding distance with an effective rate of 51.08%. The second largest influencing parameter is the filler content, with a rate effect of 34.95%. The specific wear rate is found to reduce with an increase in the sliding distance. The specific wear rates of SR1 at different sliding distance levels, viz., 1, 2,

3, and 4, are  $2.58 \times 10^{-7} \text{ cm}^3/\text{N}\cdot\text{m}$ ,  $2.37 \times 10^{-7} \text{ cm}^3/\text{N}\cdot\text{m}$ ,  $1.86 \times 10^{-7} \text{ cm}^3/\text{N}\cdot\text{m}$ , and  $8.93 \times 10^{-8} \text{ cm}^3/\text{N}\cdot\text{m}$ , respectively. With an increase in the MMT concentration, the wear rate is reduced drastically from 41% to 60%, corresponding to different sliding distance levels for the SR3 composition. Initially, when the rubber surface is in contact with the steel, heat is generated at a higher rate. This exposes the MMT nanofiller to sliding, resulting in a thin film (transfer film) formation on the contact surface and a reducing of the wear rate [23].

**Table 6.** ANOVA for Weight Loss.

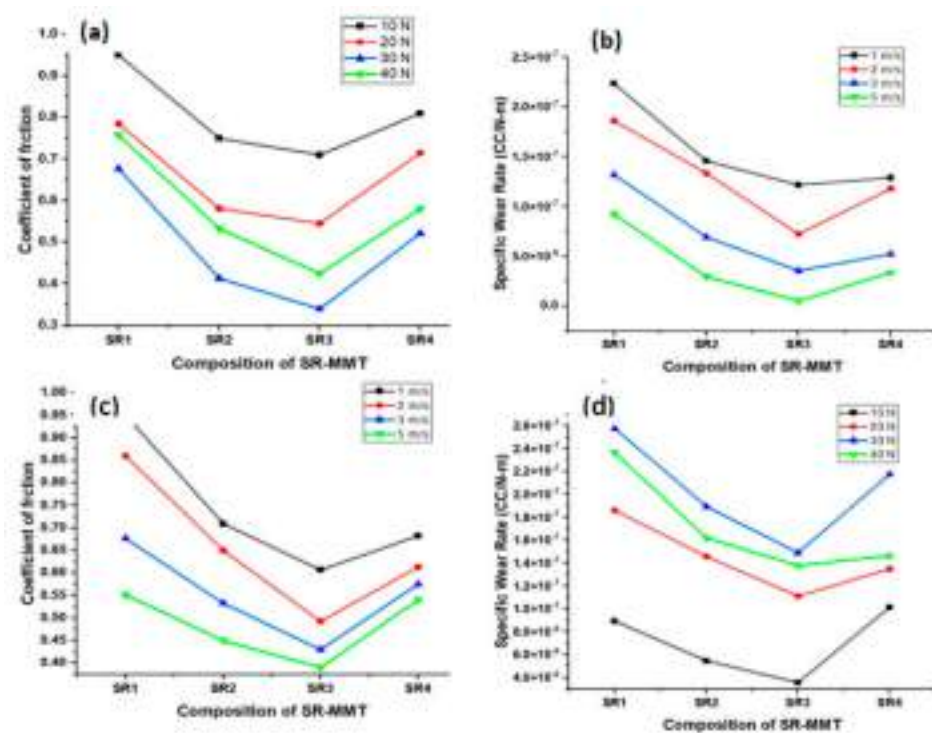
| Source                | DF             | Sum of Squares (SS) | Mean Square (MS) | F-Value              | p-Value | Effect Rate (%) |
|-----------------------|----------------|---------------------|------------------|----------------------|---------|-----------------|
| Composition (%)       | 1              | 0.000434            | 0.000434         | 1.64                 | 0.226   | 8.11            |
| Load (N)              | 1              | 0.002953            | 0.000343         | 1.3                  | 0.278   | 55.19           |
| Sliding Speed (m/s)   | 1              | 0.000199            | 0.000199         | 0.75                 | 0.404   | 3.72            |
| Sliding Distance (mm) | 1              | 0.001474            | 0.001474         | 5.58                 | 0.038   | 27.55           |
| Error                 | 11             | 0.000291            | 0.000264         |                      |         | 5.43            |
| Total                 | 15             | 0.005351            |                  |                      |         | 100.00          |
| Significance          | R-sq = 92.22 % |                     |                  | R-sq (adj) = 84.12 % |         |                 |

**Table 7.** ANOVA for specific wear rate.

| Source                | DF            | Sum of Squares (SS)   | Mean Square (MS) | F-Value             | p-Value | Effect Rate (%) |
|-----------------------|---------------|-----------------------|------------------|---------------------|---------|-----------------|
| Composition (%)       | 1             | $7 \times 10^{-6}$    | 0.000007         | 1.54                | 0.241   | 7.53            |
| Load (N)              | 1             | $3.25 \times 10^{-5}$ | 0.00001          | 2.09                | 0.176   | 34.95           |
| Sliding Speed (m/s)   | 1             | $1 \times 10^{-6}$    | 0.000001         | 0.19                | 0.67    | 1.08            |
| Sliding Distance (mm) | 1             | $4.75 \times 10^{-5}$ | 0.000025         | 5.37                | 0.041   | 51.08           |
| Error                 | 11            | $5 \times 10^{-6}$    | 0.000005         |                     |         | 5.38            |
| Total                 | 15            | $93 \times 10^{-6}$   |                  |                     |         | 100.00          |
| Significance          | R-sq = 83.04% |                       |                  | R-sq (adj) = 71.43% |         |                 |

### 3.3.4. Influence of Normal Load and Sliding Velocity

Changes in the COF and specific wear rate by changing the load applied and sliding velocity are shown in Figure 9a–d. At 10 N loading, the COF reduces by almost 25%, from 0.950 to 0.710, for the SR3 composition compared with the SR1 composition. At the same time, a 60% reduction of the wear rate is observed at 10 N loading for the SR3 composition as compared to the SR1 composition. The COF and wear rate are the highest for a load of 10 N. Interfacial adhesion is so strong that lower loading cannot break the bond between the constituent elements. Due to this, the material does not break into chips and friction between the surfaces increases. However, for 40 N loading, a dramatic behaviour is observed where the COF reduces, and the specific wear rate increases against the trend due to an increase in the MMT concentration.



**Figure 9.** Variation of (a) Coefficient of friction (COF), (b) Specific wear rate for all compositions at different loads, and (c) Coefficient of friction (COF) (d) Specific wear rate for all compositions at a different sliding velocity.

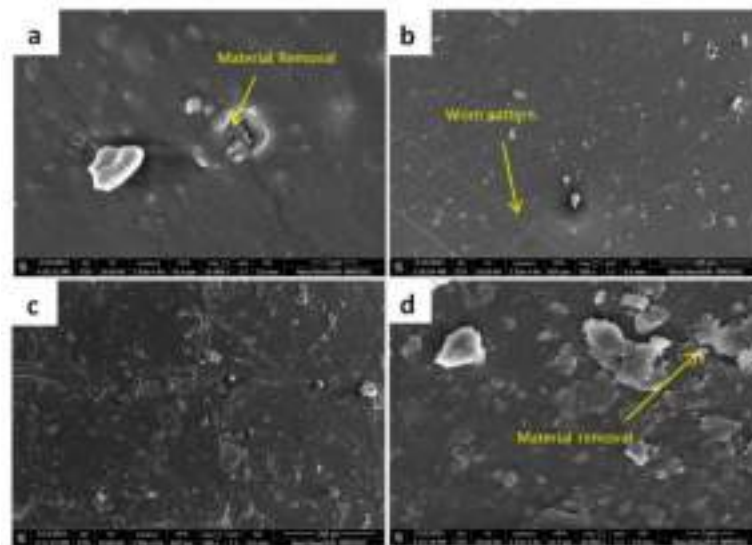
With an increase in the MMT content and the sliding velocity, the COF and specific wear rates decrease. For the SR3 composition, the lowest COF and wear rate is observed. When the applied load increases to 30N, a significant reduction in the COF by 52.11% is observed in the SR3 composition. After 30 N the COF is found to increase by 20% to 0.425. When the sliding velocity is lower, more surface-to-surface contact with the friction plate is experienced, resulting in an increasing COF and wear rate. The lubricant film formed between the contacting surfaces is due to the wearing down of polymeric material [24,25]. The transfer layer prevents direct contact between the rubbing surfaces. Generation of the transfer film is another reason for the reduction in the COF as the concentration of the MMT increases. Also, it is evident from the experimental investigation that the SR3 composite shows superior tribological performance for the COF and wear compared to other compositions.

### 3.3.5. Worn Surface Morphology under Dry Sliding

SEM images shown in Figure 10 of worn surfaces throw more light on the wear behaviour of the SR and nanocomposites under pin-on-disc wear testing under dry sliding. The rubber material is subjected to two types of friction mechanisms; one is hysteresis, and the other is adhesive friction [26,27]. The rubber specimen tends to deform, causing energy loss due to hysteresis friction.

The surface of the sample and disc advances the adhesive friction. The images are taken for samples and tested at a sliding velocity of 5 m/s and normal loading of 40 N. Pure silicon rubber (SR1) has poor mechanical strength. Hence, it is susceptible to adhesive friction, as shown in Figure 10a. For the SR4 composition, the MMT particles are found to chip off. The particles getting chipped off from the surface form a lubricating film (transfer film) between the disc and specimen surface. The transfer film decreases the adhesive wear, as seen in the SR1 composition. For the SR3 composition, the MMT particles are responsible for reducing the friction due to a reduction in the contact area. Poor bonding between the filler and the matrix leads to chipping of the filler from the matrix which reduces the

adhesive friction component. For 5 wt % of the MMT, localized material removal is seen in the SEM imaging.

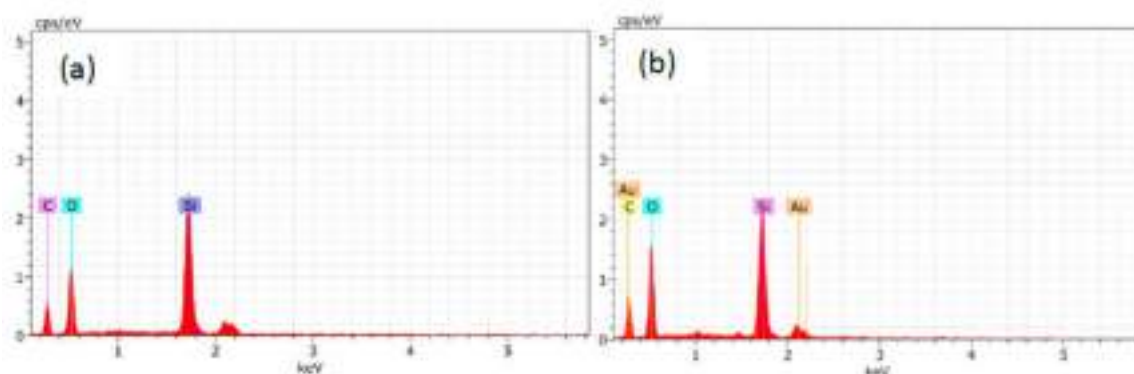


**Figure 10.** Worn Surface Morphology for (a) SR1 (b) SR2 (c) SR3 and (d) SR4 composition after wear test for a load of 40 N and sliding speed of 5 m/s.

Adding the MMT beyond the optimum (2 wt %) affects the lubricating film formation due to MMT agglomeration. This agglomeration leads to localized adhesive junctions, increasing both types of friction mechanisms [12]. From the SEM analysis it can be understood that adhesive wear is the leading mechanism of wear. The rubber deforms and glues under the applied load under dry sliding conditions. These glued junctions chip off due to the sliding action. Therefore, the friction initiated by forming the glued junctions is sheared off leading to the removal of the MMT particles and lubricant film formation, resulting in adhesive wear [28].

### 3.3.6. EDS Spectrum of the Worn Surface

Chemical elements on the worn surface can be seen in the EDS spectra shown in Figure 11. Silicon, carbon, and oxygen are detected for the worn surface under dry sliding conditions. Also, the weight percent of O and C elements found in the SR1 composition are 17.33 and 15.07, respectively, whereas for the SR3 composition they are 15.21 and 17.71. The increased count of the O element and the reduced count of the C element for the SR1 composition indicates more thermal depolymerization than the SR3 composition. Similar elements are available in the pure silicon rubber, which leads to the conclusion that there is no chemical reaction that happened due to the wearing of the specimens.



**Figure 11.** EDS Spectra for (a) SR1 and (b) SR3 composition after wear test.

#### 4. Conclusions

A new silicon rubber/MMT nanocomposite was efficaciously fabricated. When explored for mechanical and tribological performance, the MMT–SR nanocomposite exhibited outstanding properties that suit varied applications in the automotive and other fields. Besides, vital tribological parameters like load, sliding speed, and sliding distance were studied using ANOVA. FESEM and EDS analysis of the fractured and worn surfaces was also performed. Following are a few key observations to summarize:

- The SR–MMT nanocomposite with 2% exhibited the highest tensile and tear strength. Compared to SR1, the SR3 composition showed almost 10% and 6% improvement in tensile and tear strength.
- Hardness showed continuous improvement with an increase in the MMT percentage.
- The tribological experiments and its ANOVA revealed that the load has more influence on the friction coefficient while the sliding velocity influences the wear rate.
- A reducing trend of the specific wear rate and the COF was found up to the SR3 composition, and after that, it increased for the SR4 composition. Also, with an increase in the loading, the COF increased but the wear rate decreased. The increasing trend is observed for both the COF and the wear rate, increasing the sliding velocity.
- The surface morphology of different configurations obtained by FE-SEM justifies the results obtained from the mechanical and tribological experiments. The smoother and uniform distribution of the MMT can be observed for the SR3 composition.
- The adhesive wear mechanism is the leading mechanism of wear observed for the developed nanocomposite.

The above conclusion favors the developed nanocomposite from the fundamental analysis and can be confidently used in the automotive field and other suitable applications.

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**Data Availability Statement:** The data presented in this study are available on request from the corresponding author.

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**Conflicts of Interest:** The authors declare no conflict of interest.

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## ABSTRACT

Yttrium iron garnet ( $Y_3Fe_5O_{12}$ ) and its derivatives are ferrimagnetic spin Seebeck insulating materials crucial for the spin transport based phenomena such as the spin Seebeck effect (SSE) and spin Hall magnetoresistance. Structure–property correlation studies of such materials under different conditions are useful for optimizing the relevant constraint in the existed phenomena. The usage of  $Y_3Fe_5O_{12}$  type materials over the broad range of temperature conditions (27–450 °C) in SSE is under study. We report here the structure–property correlation in spin Seebeck insulating  $Y_{3-x}Pr_xFe_5O_{12+\delta}$  oxides as a representative material and introduce the additional degrees of freedom in the crystal system relevant to the spin transport based phenomena under high temperature conditions. The natural tendency of having oxygen nonstoichiometry in an iron garnet family of materials strengthens the Fe–O–Fe superexchange interaction, which, in turn, tends to increase the spin voltage correlated magnetic parameters. The analysis of experimental high temperature neutron diffraction data (over 27–450 °C) reveals the oxide ion nonstoichiometry and excess oxide ion transport pathways at moderate temperature 150 °C in the crystal lattices of studied garnet materials. Oxide ion nonstoichiometry, ionic transport, and electron hopping in crystal lattices cause a tremendous variation of electrical conductivity ( $10^{-11}$ – $10^{-2}$  S cm<sup>-1</sup>) over a moderate change of temperature (27–450 °C). The occurrence of electrical transport in the required thermal gradient over the garnet material in SSE can evoke the additional degrees of freedom in the usage of such materials at high temperatures. The present work provides a new outlook in terms of structure–property correlation for spin transport based materials.

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## I. INTRODUCTION

Spin current based phenomena hold special promises for future electronic devices. The exact nature of efficient spin transport across different layers and interfaces of a heterostructure can play a significant role in the performance of spintronics devices. The spin transport based phenomenon such as the spin Seebeck effect (SSE) has been observed in various types of materials such as metals, semiconductors, and ferrimagnetic insulators.<sup>1–3</sup> The SSE converts a temperature gradient into spin voltage in ferrimagnetic insulating materials on account of magnon-phonon interaction. In this regard, the host ferrimagnetic insulating yttrium iron garnet (YIG,  $Y_3Fe_5O_{12}$ ) type materials are quite promising as it has a significant spin diffusion length on the order of millimeters, large charge excitation gap (2.7 eV), and very small spin excitation gap.<sup>4</sup> Because of

such properties, single and polycrystalline YIG and its derivatives, e.g.,  $LaY_2Fe_5O_{12}$ , have been explored in spin based phenomena such as SSE<sup>1–3,5–11</sup> and spin Hall magnetoresistance.<sup>12–17</sup> Uchida *et al.* have thoroughly studied the SSE in single crystalline  $LaY_2Fe_5O_{12}$  and also in polycrystalline garnet ferrite,  $Y_{3-x}R_xFe_{5-y}M_yO_{12}$  (R = Gd, Ca; M = Al, Mn, V, In, and Zr) materials from various perspectives.<sup>2,6,11</sup>

In one of the perspectives, it has been reported that the SSE voltage in these garnet oxide systems is positively correlated with the degree of its saturation magnetization ( $M_S$ ) and the Curie temperature ( $T_C$ ).<sup>11</sup> An appreciable enhancement in the SSE voltage signal with garnet materials with higher values of  $M_S$  and  $T_C$  parameters and an enhancement in spin voltage signal with the increasing Fe concentration in  $Y_{3-x}R_xFe_{5-y}M_yO_{12}$  (R = Gd, Ca; M = Al, Mn, V, In, and Zr) materials have been reported.<sup>11</sup> It is, therefore,

important to study such garnet materials and achieve high merits of  $M_S$  and  $T_C$  in such types of magnetic materials for their applications in efficient spin based devices.

In the other perspective of important studies on SSE, Uchida *et al.* have studied the SSE under high temperature conditions (27–450 °C) in the longitudinal mode (LSSE) and reported the discrepancy in temperature dependent LSSE voltage signals for the assembly of Pt/Y<sub>3</sub>Fe<sub>5</sub>O<sub>12</sub>/Pt with the garnet material.<sup>18</sup> The discrepancy in temperature dependent LSSE voltage puts forward the strong possibility of some more influencing factors or additional degrees of freedom apart from the magnetization dynamics in the host ferrimagnetic garnet material.<sup>18</sup> Wang *et al.* have tried to address this discrepancy by changing the film thickness of YIG in LSSE.<sup>19</sup> In order to understand SSE signals and their temperature dependence; Guo *et al.* have taken into account the “frequency dependent propagation length of thermally excited magnons in the bulk garnet material” and “interface effects” in the framework of magnon-phonon driven SSE.<sup>20</sup> Apart from all these considerations, we introduce here the additional unavoidable degrees of freedom or influencing parameters/processes, viz., oxide ion mobility (transport) and electronic conduction, which can occur in the required thermal gradients in SSE at the high temperature range (27–450 °C) in the host garnet type material. The temperature gradient over the host Y<sub>3</sub>Fe<sub>5</sub>O<sub>12</sub> type material plays an important role in the spin transportation; but, in the same required thermal gradient in high temperature SSE, there is a strong possibility of additional degrees of freedom or influences/effects due to the modification in electrical-magnetic properties of the host material at high temperatures and, therefore, in the Pt/Y<sub>3</sub>Fe<sub>5</sub>O<sub>12</sub>/Pt measurement assembly. Generally, the properties of such garnet oxide materials are strongly correlated to their chemical structure under related thermal conditions. The changes in chemical/magnetic structures at high temperatures affect the properties of such materials and induce the considerable additional influencing parameters or extra degrees of freedom due to the motions of electronic species.

In the present work, we study the structure–property correlation at high temperatures in the representative spin Seebeck insulating Y<sub>3</sub>Fe<sub>5</sub>O<sub>12</sub> type materials and bring out the additional degrees of freedom due to the motion of oxide ions/electrons, which could be useful for understanding the high temperature SSE using such oxide materials. The important processes, viz., excess oxide ion transportation at moderate temperatures and electronic conduction via iron sites in garnet oxide materials, have been brought into notice in connection with the high temperature SSE using such materials. The oxide ions’ nonstoichiometry (excess oxide ions) and their conduction in crystal lattices are possible due to a large number of oxygen occupied and interstitial sites present in the unit cell of iron garnets, and sufficiently less activation energy (below 1 eV) is required for the oxide ion diffusion in Y<sub>3</sub>Fe<sub>5</sub>O<sub>12</sub> type materials.<sup>21–25</sup> In addition, the possibility of electronic conduction in garnet oxides is attentive due to the tendency of variable chemical states of iron ions.<sup>26,27</sup>

The high oxide ion transportation and electronic conduction over the moderate temperatures (27–450 °C) in the crystal lattice of garnets will provide the extra degrees of freedom, in addition, to spin degrees of freedom in the high temperature SSE using such garnet materials. In view of this, Y<sub>3–x</sub>Pr<sub>x</sub>Fe<sub>5</sub>O<sub>12+δ</sub> ( $x = 0, 0.15, 0.30,$  and

0.45) series of representative polycrystalline compounds have been prepared and unraveled the excess oxide ion transportation pathways at 150 °C in crystal lattices by employing the high temperature neutron diffraction study over 27–450 °C. The prepared samples with oxide ion nonstoichiometry are found to have the lattice strain as revealed in the present study, which results in the transportation of oxide ions even at temperature (150 °C) well below the transition temperatures  $T_C$  (270–290 °C) of present garnet oxides. Apart from oxide ion transport, the present study reveals the electronic conduction mechanism in the studied iron garnet materials on the basis of Mössbauer spectroscopy and neutron diffraction measurements. The oxide ion transportation and electronic conduction mechanism are further verified by the electrical transport measurements on the studied iron garnet materials; an enormous variation of electrical conductivity over a moderate change of temperature has been observed. The significant electronic conduction and oxide ion transportation at and above 150 °C in iron garnet materials provide the new degrees of freedom (in addition to spin degrees of freedom) to understand the spin based phenomena using garnet oxide materials under high temperature conditions.

## II. EXPERIMENTAL SECTION

The powder samples of Y<sub>3–x</sub>Pr<sub>x</sub>Fe<sub>5</sub>O<sub>12+δ</sub> ( $x = 0, 0.15, 0.30,$  and 0.45) were synthesized by the solid state reaction route by reacting high purity (99.9%) Pr<sub>6</sub>O<sub>11</sub>, Y<sub>2</sub>O<sub>3</sub>, and Fe<sub>2</sub>O<sub>3</sub> oxides in the proper proportions at high temperature 1300 °C. The homogeneous mixture of Pr<sub>6</sub>O<sub>11</sub>, Y<sub>2</sub>O<sub>3</sub>, and Fe<sub>2</sub>O<sub>3</sub> was obtained by dry and wet grinding of Pr<sub>6</sub>O<sub>11</sub>, Y<sub>2</sub>O<sub>3</sub>, and Fe<sub>2</sub>O<sub>3</sub> oxides with isopropyl alcohol. The two step calcination of the mixture was done at 800 and 1050 °C in the air using a high temperature furnace with three intermediate grindings. The final mixture was sintered in a platinum crucible in two steps of heating cycles at 1200 °C for 24 h and at 1300 °C for 4 h; then, it was cooled slowly to room temperature at a rate of 1 °C/min. Powder samples were also pelletized in rectangular bars by applying a pressure of 2 tons using a hydraulic press and then fired at 1300 °C in an air atmosphere. The prepared bar samples of size around 10 × 5 × 2 mm<sup>3</sup> were used for conductivity measurements.

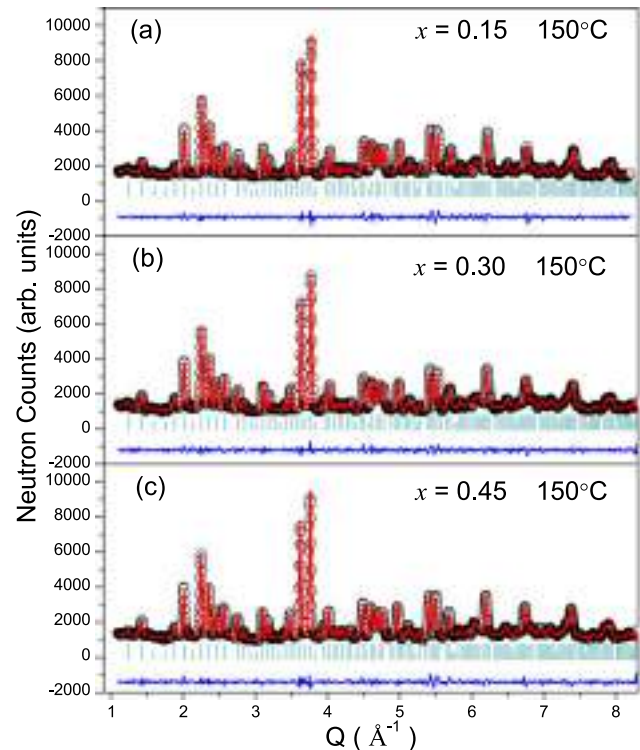
The x-ray diffraction (XRD) measurements were performed on the powder samples Y<sub>3–x</sub>Pr<sub>x</sub>Fe<sub>5</sub>O<sub>12+δ</sub> ( $x = 0, 0.15, 0.30$  and 0.45) at room temperature (RT) using a Cu K<sub>α</sub> radiation. The measured XRD patterns were analyzed by the Rietveld refinement method using the Fullprof software.<sup>28</sup> The lattice strain calculations (Williamson–Hall analysis) were performed on the analyzed XRD data for all the studied materials. The thermogravimetric and differential scanning calorimetric measurements were simultaneously performed on powder samples in an air atmosphere with a 10 °C/min heating rate using a Linseis instrument. The high temperature conductivity measurements were carried out on the highly dense (96% of the theoretical density) bar samples (10 × 5 × 2 mm<sup>3</sup>) using the four probe method in an air atmosphere. Neutron diffraction experiments over 27–450 °C were performed using the powder diffractometer II ( $\lambda = 1.2443$  Å) at the Dhruva reactor, Trombay, Mumbai, India. Neutron diffraction patterns were recorded with the five position sensitive detector based powder diffractometer covering the  $Q$  ( $4\pi \sin \theta/\lambda$ ;  $2\theta$  is the scattering angle, and  $\lambda$  is the neutron wavelength) range of 0.53–9.398 Å<sup>–1</sup>. The collected neutron

diffraction data were analyzed by the Rietveld refinement method<sup>28</sup> and the soft bond valence method<sup>29,30</sup> utilizing the Fullprof software. The oxide ion transport pathways (obtained by a combination of the Rietveld refinement and the soft bond valence methods) were analyzed and visualized using the computer program VESTA.<sup>31</sup> The dc magnetization measurements were carried out using a vibrating sample magnetometer as a function of both temperature (T) and magnetic field (H). Mössbauer spectra of present iron garnets at room temperature were recorded using a Mössbauer spectrometer operated in the constant acceleration mode in transmission geometry. The isomer shift ( $\Delta$ ), hyperfine field ( $B_{hf}$ ), and quadrupole splitting ( $Q_{sp}$ ) values were derived relative to the Fe metal foil ( $\Delta = 0.0$  mm/s) to know the oxidation states of the Fe ions and the relevant information.

### III. RESULTS AND DISCUSSION

The structural properties of the synthesized iron garnet materials are revealed by the analysis of x-ray and neutron diffraction data. The Rietveld refined neutron diffraction profiles for all the substituted compounds at 150 °C are depicted in Fig. 1, which confirm the single phases of all the substituted garnet oxide materials. The refined parameters from neutron diffraction data analysis for all the samples are tabulated in Table I and Table S1 (see Table S1 of the supplementary material). For further structural clarification, the Rietveld refined x-ray/neutron diffraction profiles for all the single phase compounds are shown in Figs. S1 and S2 (see the supplementary material, Secs. S1 and S2). The Rietveld refined x-ray diffraction (XRD) profile depicted in Fig. 2(a) shows the well resolved peaks (corresponding to  $\text{CuK}\alpha_1$  and  $\text{CuK}\alpha_2$ ) over the selected range for the representative parent sample ( $x = 0$ ). The same high resolution XRD data have been utilized for the strain analysis (described later) for all the studied materials in the present work. The signatures of the lattice strain for all the present garnet materials are well displayed in Fig. 2(b), showing the broadened XRD peaks with decreased heights in the high Q region for substituted materials. The parent  $\text{Y}_3\text{Fe}_5\text{O}_{12}$  (YIG) material possesses a body centered cubic structure with  $Ia\bar{3}d$  space group symmetry [Fig. 2(c)], having various crystallographic and interstitial sites in the unit cell. The  $\text{Y}^{3+}$  ions occupy the center of eight cornered twelve sided dodecahedron (24c) positions, whereas  $\text{Fe}^{3+}$  ions occupy the centers of tetrahedron (24d) and octahedron (16a) positions, and oxygen ions occupy the general (96h) positions. The body centered cubic garnet structure with ferrimagnetic ordering [Fig. 2(d)] is found for all the compounds below Curie points ( $T_C$ ).<sup>32,33</sup>

In order to reveal the merits of the spin voltage correlated parameters, viz., Curie temperatures ( $T_C$ ), the temperature dependent magnetization measurements were carried out under the field-cooled (FC) conditions down to 5 K at an applied magnetic field of 200 Oe. Magnetization vs magnetic field curves were recorded at  $-268$  and  $27$  °C over  $\pm 50$  KOe magnetic fields to derive the values of saturation magnetization ( $M_S$ ) parameters. Figure 3(a) shows the variation of field-cooled magnetization in Bohr magneton  $\mu_B$  per formula unit (f.u.) with temperature at an applied magnetic field of 200 Oe. Minimum  $dM/dT$  curves represents the ferrimagnetic to paramagnetic phase transition temperatures ( $T_C$ ) as shown in Fig. 3(b); a sufficient rise in values of  $T_C$  parameters in Pr



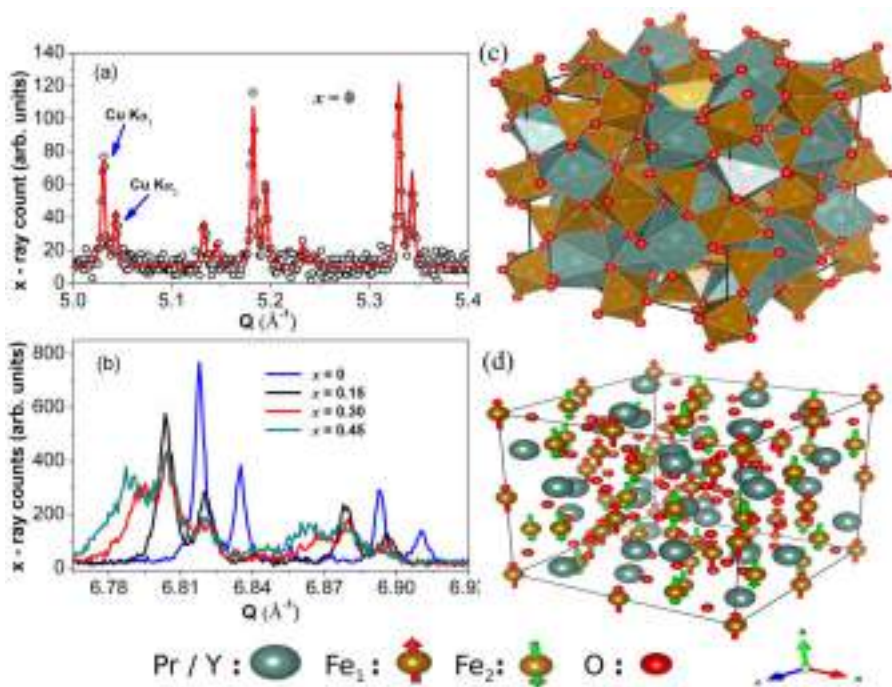
**FIG. 1.** Rietveld refined neutron diffraction profiles of  $\text{Y}_{3-x}\text{Pr}_x\text{Fe}_5\text{O}_{12+\delta}$  at 150 °C by considering both crystalline and magnetic phases for (a)  $x = 0.15$ , (b)  $x = 0.30$ , and (c)  $x = 0.45$  compounds. Observed profiles and calculated patterns are shown by open circles and solid lines, respectively. The difference between observed profiles and calculated patterns is also shown by solid lines at the bottom of each frame. The upper and lower short vertical bars (merged in view) indicate the position of allowed Bragg peaks for crystalline and magnetic phases, respectively.

substituted compounds is evident. The magnetic field dependence of dc magnetization at 5 K for all the compounds is depicted in Fig. 3(c); a significant increase in values of  $M_S$  parameters is observed for all the substituted compounds.

From this magnetization measurement study, it is revealed that a maximum enhancement of  $2.11 \mu_B/\text{f.u.}$  at 5 K is observed

**TABLE I.** Rietveld refined parameters for the representative  $\text{Y}_{2.7}\text{Pr}_{0.3}\text{Fe}_5\text{O}_{12+\delta}$  sample at 150 °C used for the soft bond valence sum calculations. X, Y, and Z are the atomic positions, and  $B_{iso}$  are the isotropic thermal parameters; OCC: occupancy and  $O_{ex}$ : excess oxide ions.

| Ions/sites            | X           | Y          | Z         | $B_{iso}$ | OCC       |
|-----------------------|-------------|------------|-----------|-----------|-----------|
| Fe <sub>1</sub> (16a) | 0           | 0          | 0         | 0.40 (2)  | 1         |
| Fe <sub>2</sub> (24d) | 0           | 1/4        | 3/8       | 0.11 (2)  | 1         |
| O (96h)               | -0.0270 (1) | 0.0566 (1) | 0.1524(1) | 0.46 (1)  | 1         |
| Y (24c)               | 0           | 1/4        | 1/8       | 0.25 (3)  | 0.90      |
| Pr (24c)              | 0           | 1/4        | 1/8       | 0.25 (3)  | 0.10      |
| $O_{ex}$ (48f)        | -0.0694 (4) | 0          | 1/4       | 0.58 (1)  | 0.015 (5) |



**FIG. 2.** (a) X-ray diffraction pattern for the parent  $x = 0$  material showing well resolved peaks (corresponding to  $\text{CuK}\alpha_1$  and  $\text{CuK}\alpha_2$ ) in high  $Q$  region  $5\text{--}5.4 \text{ \AA}^{-1}$ . (b) The signature of the lattice strain from x-ray diffraction patterns for all the studied materials. (c) The average room temperature crystal structure of  $\text{Y}_3\text{Fe}_5\text{O}_{12}$  type materials shows various polyhedra with central cations, and (d) the magnetic structure with the antiparallel alignment of site moments at two different Fe sites (16a and 24d) reveals a resultant ferrimagnetic structure.

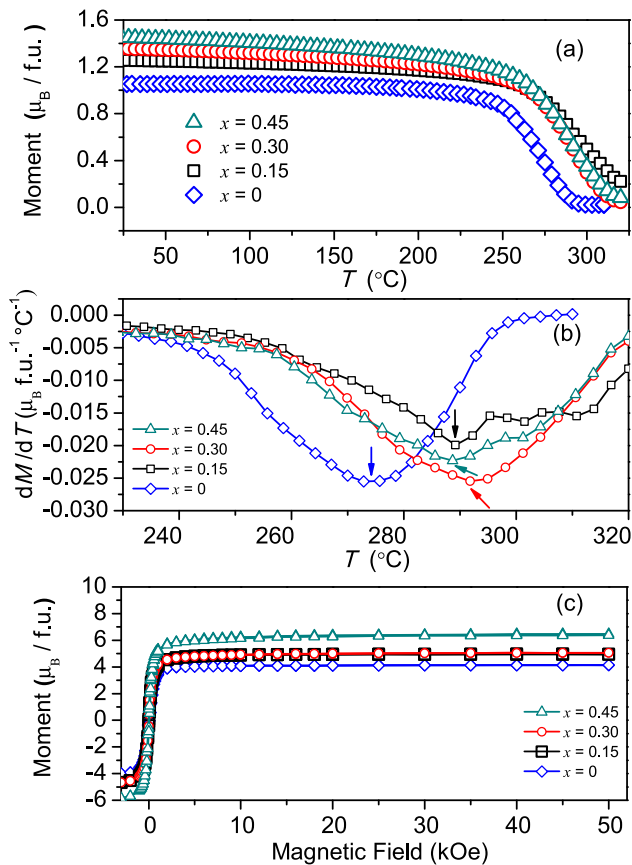
for the highest Pr substituted compound ( $x = 0.45$ ) as compared to that for the parent YIG, and this difference is found to be  $1.05 \mu_B/\text{f.u.}$  at 300 K. The elevation in magnetic parameters of the present materials is because of the increase in superexchange interactions along the Fe–O–Fe ion chains as per the Kanamori rule.<sup>34,35</sup> The present Pr substituted garnets or such optimized oxides with a higher degree of  $M_S$  and  $T_C$  parameters will be useful in spin based devices as Uchida *et al.* have shown a positive correlation of LSSE voltage with  $T_C$  and  $4\pi M_S$  parameters in the  $\text{Pt}/\text{Y}_{3-x}\text{R}_x\text{Fe}_{5-y}\text{M}_y\text{O}_{12}$  samples.<sup>11</sup> Furthermore, such optimized materials with higher degrees of  $T_C$  and  $4\pi M_S$  help to sustain the magnon–phonon degrees of freedom even at a higher temperature range of  $250\text{--}300^\circ\text{C}$ , where the magnetic phase of the used material in SSE is retained.<sup>5,11,18</sup>

The dc magnetization results are further supported by the Mössbauer spectroscopic data. The room temperature Mössbauer spectra (Zeeman splitting patterns not shown) for  $x = 0, 0.15, 0.30,$  and  $0.45$  samples have been fitted with two or three sextets to derive the relevant information. The hyperfine field ( $B_{\text{hf}}$ ) values, isomer shift ( $\Delta$ ) values, and oxidation states of Fe ions have been derived from the least square fitting of the spectra as shown in Table II. The sextet I values correspond to the  $\text{Fe}^{3+}$  ion at octahedral (16a) sites, whereas sextet II and III values belong to  $\text{Fe}^{3+}$  and  $\text{Fe}^{2+}$  ions at the tetrahedral (24d) sites. Similar values of  $B_{\text{hf}}$  and  $\Delta$  have been reported for the parent YIG ( $x = 0$ ) compound in the literature.<sup>36</sup> The  $\Delta$  values confirm that the sextet I and II, Fe ions (at 16a and 24d), and sextet III, Fe ions (at 24d), are in “3+” and “2+” oxidation states, respectively. The observed enhancement in  $B_{\text{hf}}$  values with the Pr content/ $x$  is in agreement with the present dc magnetization results.

In order to understand the crystal structure and its correlation to excess oxide ion transport properties of the present iron garnet materials, we have performed high temperature neutron diffraction experiments on prepared samples at various temperatures up to  $450^\circ\text{C}$ . The neutron diffraction patterns over the temperature range of  $27\text{--}450^\circ\text{C}$  for the compound  $x = 0.30$ , which shows the highest conductivity (discussed later), are shown in Fig. 4(a). The thermal evolution of the lower angle Bragg peaks, including the strong magnetic peak (220), gives a microscopic understanding of the temperature dependence of the ferrimagnetic state.

Rietveld refinements of measured neutron diffraction profiles at  $27, 100, 150, 200, 250, 300, 350, 400,$  and  $450^\circ\text{C}$  for all the studied samples have been carried out, and the refined profile for the  $x = 0.30$  sample at  $450^\circ\text{C}$  is displayed in Fig. 4(b).

To reveal the physics of materials in terms of transport pathways with minimum bond valence energy for oxide ions, the used methodology on measured neutron diffraction data has been described in Refs. 37–39. The parameters derived from the Rietveld refinement of neutron diffraction data are given in Table I and Table S1 (see Table S1 of the supplementary material). These parameters have been used to visualize the soft bond valence sum (BVS) distribution map of oxide ions in the crystal lattice, indicating the most probable pathways for oxide ion transport in the cubic crystal structure of the studied iron garnet materials (Fig. 5). The most probable pathways for oxide ions in the three dimensional (3D) polyhedral network are shown for representative sample  $x = 0.15$  in Fig. 5(a). The derived oxide ion transport pathways showing the discontinuity at  $27^\circ\text{C}$  in the (100) plane for the  $x = 0.15, 0.30,$  and  $0.45$  samples are displayed in Figs. 5(b)–5(d). For comparison, the corresponding pathways at  $150^\circ\text{C}$  for the studied compounds ( $x = 0.30$  and  $0.45$ )



**FIG. 3.** Magnetization data for the prepared  $Y_{3-x}Pr_xFe_5O_{12+\delta}$  ( $x = 0, 0.15, 0.30,$  and  $0.45$ ) compounds. (a) The variation of the moment per formula unit (f.u.) with temperature ( $T$ ) at the 200 Oe applied field under a field cooled condition; (b)  $dM/dT$  vs  $T$  curves over a limited temperature range showing the elevated ferromagnetic to paramagnetic transition temperatures; and (c) the variation of the moment as a function of an applied magnetic field at 5 K revealing the enhanced saturation behavior of magnetization with Pr substitution.

are also shown [Figs. 5(e) and 5(f)]. It is evident from Figs. 5(a)–5(f) that the cubic structure of  $Y_{3-x}Pr_xFe_5O_{12+\delta}$  (with  $x = 0, 0.15, 0.30,$  and  $0.45$ ) affords good transport pathways for oxide ions even at  $27^\circ\text{C}$ , which become continuous throughout the unit cell at  $150^\circ\text{C}$ . The oxide ion continuous conduction pathways have been observed at least up to  $450^\circ\text{C}$  for all the studied compounds. The minimum energy pathways give an easy way in the (100) plane for oxide ions to conduct at moderate temperatures, as evident from the planer view of the soft BVS distribution maps revealed in the present study (Fig. 5). It is noted here that Fujii *et al.* have shown the continuous conduction pathways for oxide ions in  $NdBaInO_4$  materials by a similar approach.<sup>40</sup> The temperature dependence of minimum bond valence energy for conducting oxide ions for compound  $x = 0.30$  is shown in Fig. S3 (see Sec. S3 of the [supplementary material](#)). The systematic increase in values of minimum bond valence energy with increasing temperature clearly indicates that the oxide ions participate in the conduction on account of thermal energy. Furthermore, a substantial increase of lattice constant with

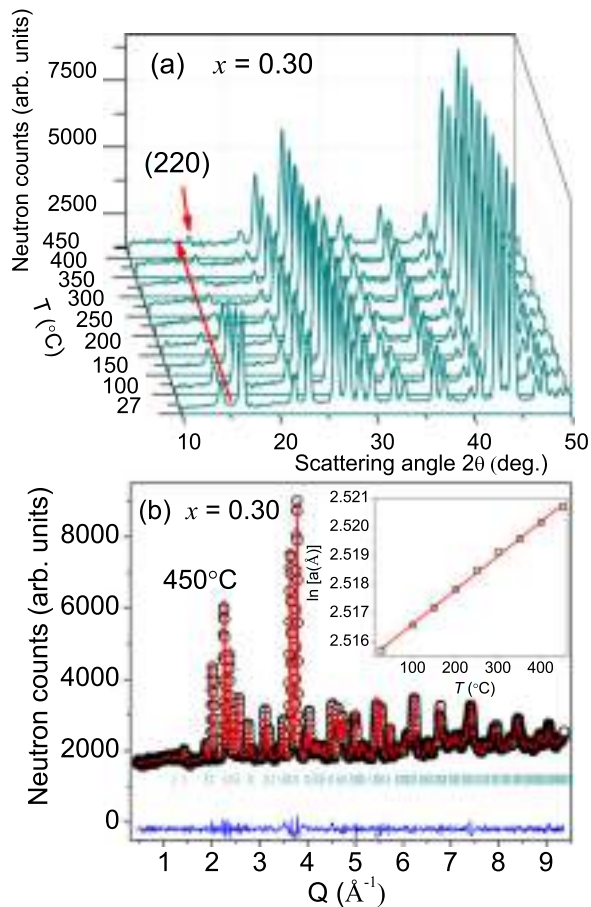
**TABLE II.** Derived parameters from room temperature Mössbauer spectroscopy data. Hyperfine magnetic field ( $B_{hf}$ ), isomer shift ( $\Delta$ ), and oxidation states of Fe ions at octahedral (16a) and tetrahedral (24d) sites in  $Y_xPr_{3-x}Fe_5O_{12+\delta}$  ( $x = 0, 0.15, 0.30$  and  $0.45$ ) samples. Sextet I: octahedral (16a), sextet II: tetrahedral (24d), and sextet III: tetrahedral (24d). Error bars on  $B_{hf}$  and  $\Delta$  are from  $\pm 0.010$  to  $\pm 0.040$ .

| Sample $x$ | Sextet (Fe sites) | $B_{hf}$ (Tesla) | $\Delta$ (mm/s) | Fe ion states |
|------------|-------------------|------------------|-----------------|---------------|
| 0          | I (16a)           | 48.55            | 0.356           | +3            |
|            | II (24d)          | 39.44            | 0.231           | +3            |
| 0.15       | I (16a)           | 49.20            | 0.361           | +3            |
|            | II (24d)          | 39.89            | 0.242           | +3            |
|            | III (24d)         | 35.63            | 0.680           | +2            |
| 0.30       | I (16a)           | 49.25            | 0.364           | +3            |
|            | II (24d)          | 39.93            | 0.246           | +3            |
|            | III (24d)         | 35.68            | 0.681           | +2            |
| 0.45       | I (16a)           | 49.30            | 0.363           | +3            |
|            | II (24d)          | 39.95            | 0.249           | +3            |
|            | III (24d)         | 35.74            | 0.683           | +2            |

temperature provides sufficient volume for oxide ion conduction in the unit cell of the present iron garnet materials [inset of Fig. 4(b)].

By exploiting the novel soft bond valence method, we could find such a type of easy oxide ion transport pathway at temperature ( $\geq 150^\circ\text{C}$ ) in the present garnet materials. The large number of interstitial sites in the unit cell of iron garnets allows accommodation of excess oxide ions in the linked polyhedral network as revealed from the present soft BVS analysis. The large value of soft BVS (3.89 valence units for the  $x = 0.30$  compound even at  $450^\circ\text{C}$ ) for the  $Pr^{3+}$  ion corresponds to an over-bonding of the  $Pr^{3+}$  ion with the accommodated excess oxide ions. The excess oxygen content is indeed revealed in the present garnets by employing high temperature neutron diffraction measurements and thermogravimetric studies. The variation of the oxide ion content ( $12 + \delta$ ) with temperature for all the garnet materials is shown in Fig. 6(a). Differential thermal analysis as shown in Fig. 6(b) endorses the thermodynamic stability for all the materials without any structural phase transition at least up to  $1200^\circ\text{C}$ . The position of the excess oxide ion ( $O_{ex}$ ) at interstitial sites (48f) with sufficient occupancy in the unit cell of iron garnets has been unraveled from the analysis of neutron diffraction data for all the studied materials (Table I and Table S1). The accommodated excess oxide ions or oxygen nonstoichiometry induces the crystalline lattice strain responsible for the oxide ion conduction in all the studied materials as explained in the following paragraph.

As described earlier, the signature of the lattice strain, i.e., the broadening and reduction in heights of crystalline peaks with substitution are well reflected in the high Q region of high resolution XRD data as shown in Fig. 2(b). In general, broadening of peaks could be due to the crystalline size of materials. However, the present polycrystalline materials prepared by the ceramic method are found to have a crystalline size of tens of micrometer;



**FIG. 4.** (a) Neutron diffraction profiles for the  $Y_{2.7}Pr_{0.3}Fe_5O_{12+\delta}$  sample at high temperatures up to 450 °C. (b) Rietveld refined neutron diffraction profile for the  $Y_{2.7}Pr_{0.7}Fe_5O_{12+\delta}$  sample in the paramagnetic state at 450 °C. The inset shows the variation of the natural logarithm of lattice constant with temperature for the same compound.

the size and strain broadening are well deconvoluted by employing the Williamson-Hall (W-H) analysis on XRD data. Numerous articles in the literature have reported the lattice strain in iron garnet oxides based on the W-H method.<sup>41–43</sup> The W-H plots for revealing the lattice strain in present garnet materials are depicted in Fig. 7. The linear variations of W-H plots reveal the case of “pure strain broadening” in the present garnet materials.<sup>44</sup> If the full width half maximum parameter, i.e.,  $\beta_{hkl} \cos(\theta)$ , was constant with  $4 \sin(\theta)$ , then it could be the case of “pure size broadening,” which found to be absent in the present materials.<sup>44</sup> The magnitudes of the estimated lattice strain are found to be  $1.33 \times 10^{-4}$ ,  $2.66 \times 10^{-4}$ ,  $0.95 \times 10^{-4}$ , and  $5.80 \times 10^{-4}$  for the present materials  $x = 0, 0.15, 0.30$ , and  $0.45$ , respectively. A similar range of values has been reported for the substituted iron garnet materials in the literature.<sup>45</sup> The W-H plots with negative slopes for  $x = 0.15$  and  $x = 0.45$  compounds could be due to the minute deformation/contraction in the crystal lattices due to the accommodation of excess oxide ions.<sup>46</sup>

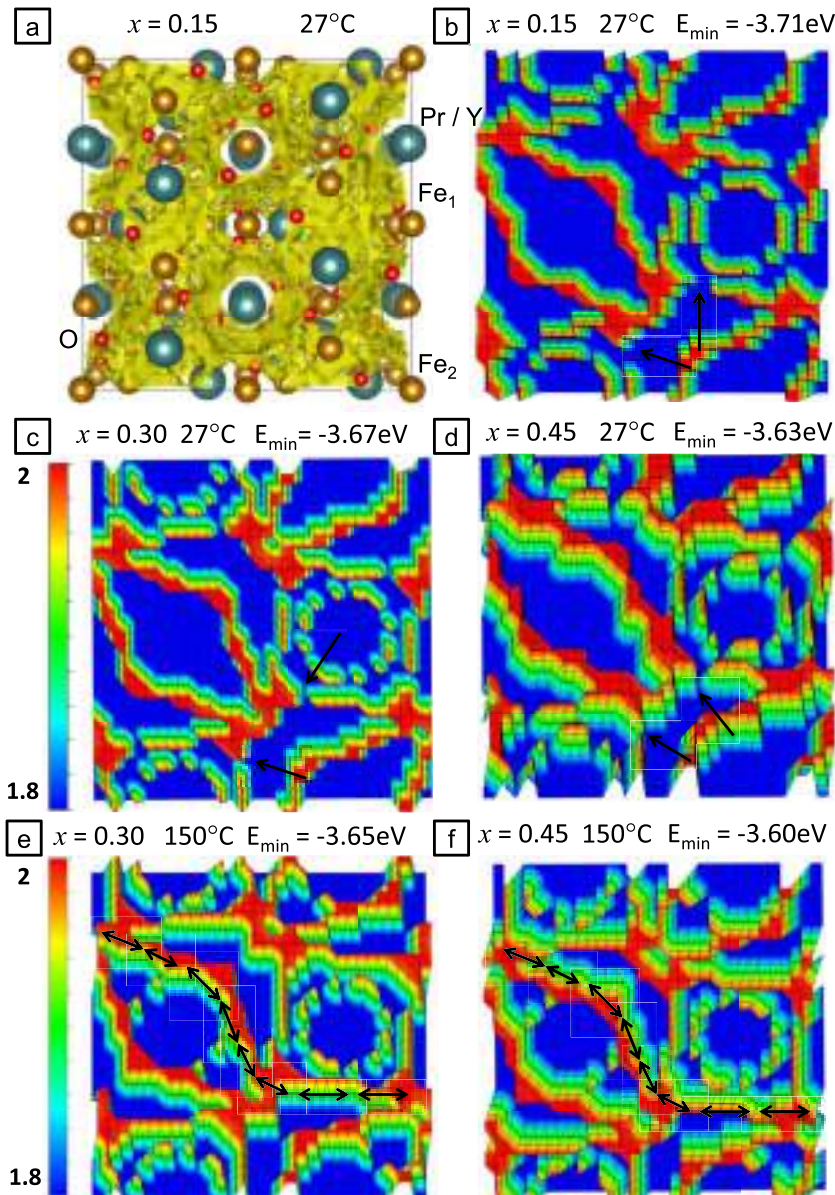
The present series of iron garnet materials obeys the mechanism of a variable coordination number reported for excess or interstitial oxide ion conductors in the literature.<sup>47</sup> Apart from oxide ion transport in present iron garnet materials, there is an electronic transport based on electron hopping within different iron sites as explained in the following paragraph.

The electronic conduction in iron garnets is due to the electron hopping from  $Fe^{2+}$  to  $Fe^{3+}$  ions located at 24(d) and 16(a) sites, respectively, in the unit cell of the present garnet materials. The presence of the Fe ion “2+” chemical state at the tetrahedral site (24d) in  $Y_{3-x}Pr_xFe_5O_{12+\delta}$ , unlike the parent  $Y_3Fe_5O_{12}$ , is because of the partial presence of the tetravalent praseodymium ion ( $Pr^{4+}$ ) at the trivalent host yttrium ion ( $Y^{3+}$ ) site (24c). The Pr ion in a mixed state, i.e., “4+” as well as in “3+,” is indeed revealed by the analysis of neutron diffraction studies. The large value of soft bond valence sum for the Pr ion, for example, 3.89 valence units for 0.30 compound at 450 °C, indicates the presence of the Pr ion in “4+” as well as in the “3+” state by maintaining the overall neutrality within the formula unit. The presence of Fe ions in “2+” chemical states in all the substituted compounds has been confirmed here by the Mössbauer spectroscopy measurements. As explained earlier, the isomer shift values (Table II) confirm the oxidation state “3+” of Fe ions at the octahedral site (16a) and “3+” and “2+” of Fe ions at the tetrahedral site 24(d) for all the substituted compounds, whereas for the parent YIG compound, both sites (tetrahedral and octahedral) of the Fe ions are in the “3+” oxidation state.

Now, we present the results of electrical conductivity measurements, which support well the excess oxide ion conduction and the electronic conduction mechanism in the present iron garnet materials. The variations of electrical conductivity with temperature for all the samples are shown in Fig. 8(a). It is evident that the Pr substitution causes a strong increase in the electrical conductivity. Compounds  $x = 0.30$  and  $0.45$  show an unusually high increase in conductivity from  $10^{-11}$  to  $10^{-2}$  S  $cm^{-1}$  with a moderate change in temperature over 27–450 °C. Figure 8(b) shows the temperature dependent conductivity data (for all the compounds) fitted with the Arrhenius equation,  $\ln(\sigma T) = \ln(A) - E_a/RT$ , where,  $\sigma$  is the conductivity,  $T$  is the temperature,  $E_a$  is the activation energy,  $A$  is a pre-exponent factor, and  $R$  is the universal gas constant. The pre-exponent factor  $A$  is directly related to the diffusion coefficient parameter.<sup>18</sup> The derived higher values of  $\ln(A)$  (18.087 and 18.769) for the  $x = 0.30$  and  $0.45$  compounds result in high conductivity for these two samples.

The above results clear that the studied YIG type materials give a giant mixed ionic-electronic conductivity over the moderate temperature range of 27–450 °C, which could induce the extra degrees of freedom (due to the motion of electronic species) in addition to spin degrees of freedom in high temperature SSE by using such garnet materials. However, the discontinuous ionic conduction pathways [Figs. 5(b)–5(d)] and a very high electrical resistivity ( $10^6$ – $10^{12}$   $\Omega$  cm) observed for all the studied samples at temperatures well below  $T_C$ , reveals the freezing of additional degrees of freedom due to the insufficient motion of electronic species (ion and electrons).

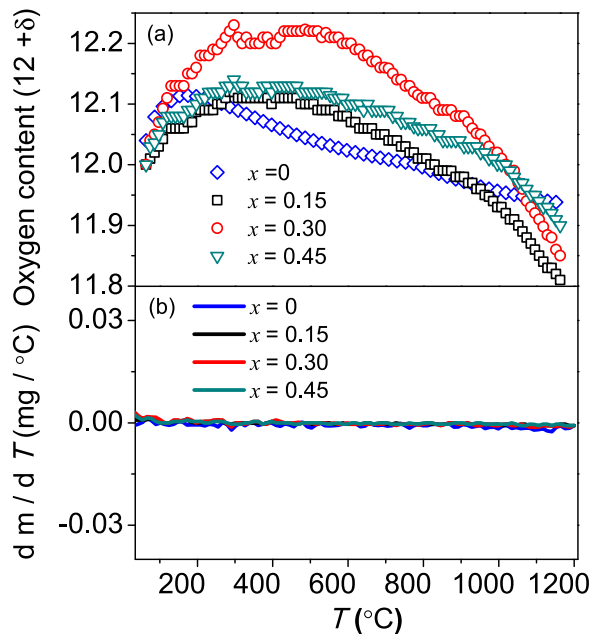
We note here that the spin transportation in the garnet oxide material used in SSE is done by phonon drag and magnon-phonon



**FIG. 5.** Visualization of oxide ion transport pathways in unit cells of  $Y_{3-x}Pr_xFe_5O_{12+\delta}$  oxide materials by using the soft BVS methodology on the experimental neutron diffraction data. Isosurfaces of soft BVS distribution with bond valence mismatch  $\Delta V = 0.2$  valence unit (v.u.) indicate the most probable oxide ion conduction pathways shown in 3D for the  $x = 0.15$  compound in panel (a). Minimum energy pathways (corresponding to  $BVS = 2$  v.u.) for oxide ion conduction in the (100) plane for  $x = 0.15$ ,  $x = 0.30$ , and  $x = 0.45$  compounds at  $27^\circ C$  are shown in panels (b)–(d). For comparison, the corresponding plots for the  $x = 0.30$  and  $x = 0.45$  compounds at  $150^\circ C$  are shown in panels (e) and (f). Arrows mark the position of discontinuity in pathways shown in (b)–(d). Arrows in (e)–(f) show the directions of oxide ion continuous conduction in the relevant thermal gradient. The background color of the shown images corresponds to the lowest value of the soft BVS (1.8 v.u.) in valence units.

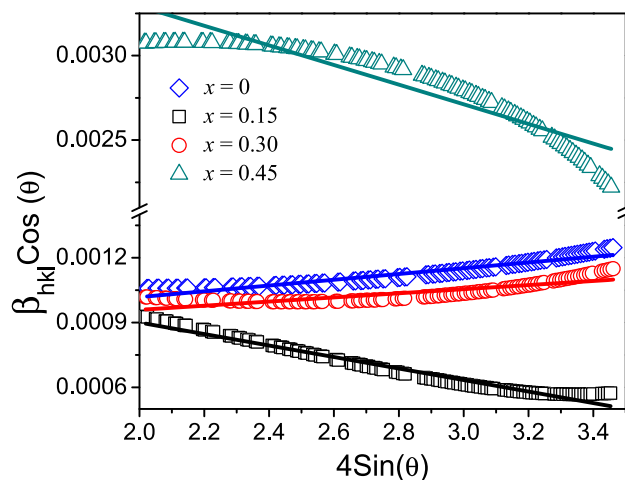
degrees of freedom, which plays a crucial role in such a spin based phenomenon.<sup>5</sup> The excess oxide ion mobility at higher temperatures will be in tune with the magnon–phonon degrees of freedom to contribute to spin transportation in a host oxide material. The spin transportation in such oxide material will be further enhanced by phonon–excess oxide ion/electron drag at high temperatures in analogy with the phonon–electron drag observed in a non-magnetic material.<sup>9</sup> Moreover, the significant oxide ion mobility at different temperatures will differ the spin dependent chemical potential responsible for SSE in such oxide materials. The well optimized host oxide material (for example, Pr substituted

YIG materials,  $x = 0.30$ – $0.45$ , with higher electrical conductivity) at the optimized temperature will help to advance the degree of SSE voltage signal, as giant SSE has been observed in highly conducting materials other than oxides.<sup>1,3,9</sup> In the present work, the high ionic–electronic transport for the representative series (Pr substituted YIG) of spin Seebeck insulating garnet materials has been revealed, but such electrical properties can be observed for any general garnet oxide materials under high temperature conditions. The spin transport phenomenon using such a magnetic material at a temperature well below the ionic–electronic mobility, i.e., at and below room temperatures, is usually free from any

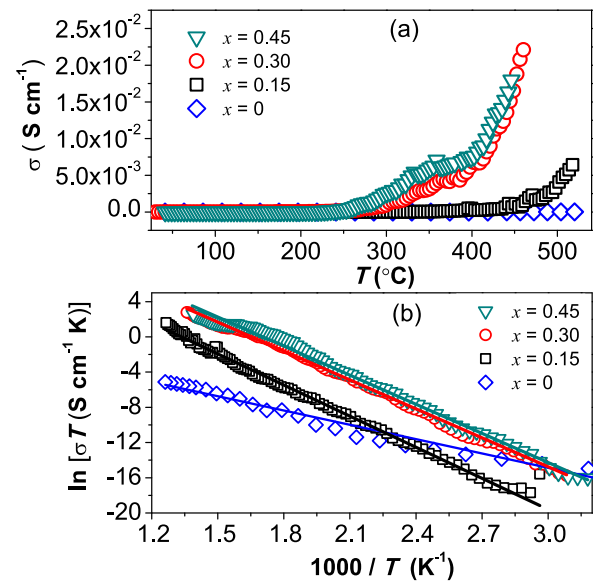


**FIG. 6.** Thermogravimetric and differential thermal analysis. (a) The variation of the oxygen content with temperature for all the compounds. (b) Differential thermogravimetric plot for all the compositions. No structural decomposition or structural phase transition at least up to 1200 °C is found in differential thermogravimetric plots.

influences for its further utilization. The present results give a new insight to study such types of oxide materials suitable for the efficient spin transport based phenomenon under high temperature conditions.



**FIG. 7.** Williamson-Hall plots for studied  $Y_{3-x}Pr_xFe_5O_{12+\delta}$  ( $x = 0, 0.15, 0.30,$  and  $0.45$ ) samples derived from high resolution x-ray diffraction data for determining the crystalline strain in the materials.



**FIG. 8.** Electrical transport properties of  $Y_{3-x}Pr_xFe_5O_{12+\delta}$  ( $x = 0, 0.15, 0.30,$  and  $0.45$ ) compounds. (a) The variation of conductivity with temperature; and (b) Arrhenius plot of conductivity data for all four compounds; showing a conductivity variation from  $10^{-11}$ – $10^{-2}$  S cm<sup>-1</sup> with the moderate change in temperature over 27–450 °C for the two highest substituted compounds ( $x = 0.30$  and  $0.45$ ).

#### IV. CONCLUSIONS

In conclusion, on the basis of structure–property correlation in the studied materials, the present work introduces the additional degrees of freedom in  $Y_3Fe_5O_{12}$  type oxides for understanding the high temperature spin transport based phenomena employing such materials. The present study notifies the substantial oxide ion transport and electronic conduction in iron garnet materials useful for spin based devices at high temperature conditions where the thermal gradient is required. Neutron diffraction data analysis reveals the oxide ion nonstoichiometry and visualizes the continuous ionic transport pathways along the polyhedra in crystal lattices of studied iron garnet materials. The role of oxide ion nonstoichiometry responsible for the high ionic transport in garnet oxides has been described. Apart from excess oxide ion transport, the electronic conduction mechanism has been revealed in present garnets on the basis of the electron hopping mechanism. These electrical transport results suggest the additional phonon-excess oxide ion/electron drag in high temperature SSE by using such an oxide material. The merits of spin voltage positively correlated parameters, viz., saturation magnetization ( $M_S$ ) and the Curie temperature ( $T_C$ ), are found to be exalted for studied garnet materials useable for spin current based phenomena and its application in spin devices.

#### SUPPLEMENTARY MATERIAL

See the [supplementary material](#) for the Rietveld refined x-ray/neutron diffraction profiles, refined parameters from the neutron diffraction data, minimum bond valence energy plot, and



the differential scanning calorimetry curves for the studied oxide materials (PDF).

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## AUTHOR DECLARATIONS

### Conflict of Interest

The authors have no conflicts to disclose.

## DATA AVAILABILITY

The data that support the findings of this study are available within the article and its [supplementary material](#).

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# Interpretation of the backscattering coefficient for distinct Indian lakes using Sentinel-1 SAR imagery

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## ABSTRACT

Active Microwave Remote Sensing (MWRS) is used to monitor the ecological imbalances in the lake. The MWRS uses the C-band Synthetic Aperture Radar (SAR) sensor to transmit a vertically polarized signal and either receive it in vertically or horizontally polarized (VV or VH) form. The SAR sensor records the interaction of its transmitted signal with surface water in the form of the backscattering coefficient ( $\sigma_0$ ), which is the monitoring parameter. In the present work, 14 distinct surface water of lakes are monitored with the SAR data from Sentinel-1. All downloaded Sentinel-1 SAR datasets are for the post-monsoon month i.e., October 2021. Pre-processing and image processing of the Sentinel-1 SAR dataset were performed for the retrieval of the maximum, minimum, and mean  $\sigma_0$  values in VV and VH polarization for the distinct lakes. The comparative study of maximum and minimum  $\sigma_0$  for the VV and VH polarization shows that the VV polarization mode is more sensitive to surface water changes. The maximum and minimum mean  $\sigma_0$  values in the VV polarization mode among the distinct lakes are found to be -17.08 dB and -24.18 dB, respectively. The present work analyzes the  $\sigma_0$  values for these lakes and provides a new light on the causes in their fluctuations.

**Keywords:** Microwave Remote Sensing (MWRS), Backscattering coefficient, C-band, Lakes, SAR imagery, Sentinel-1.

## INTRODUCTION

The existence of human civilization has always been greatly dependent on the surface water bodies that surround it. The lake, forming water bodies influence the climate in its area and plays an important role in maintaining and balancing its ecosystem. Measures to protect the lakes and our natural resources are of prime concern. To keep our lakes healthy and unpolluted by natural and human activities, it is important to monitor them (Balasubramanian, 2013).

Active microwave remote sensing (MWRS) is widely used to monitor the earth's surface as it provides data day and night and in all weather conditions. The Synthetic Aperture Radar (SAR) mounted on spacecraft or aircraft is a significant tool in active microwave remote sensing. The SAR sensor transmits a vertically polarized signal and either receives it in vertically or horizontally (VV or VH) polarized form. The SAR sensor records the interaction of its transmitted signal with earth terrain in terms of the backscattering coefficient. The parameter to be 'monitor' is the backscattering coefficient, also known as  $\sigma_0$ .

The backscattering coefficient ( $\sigma_0$ ) is a dimensionless quantity representing the radar cross-section ( $m^2$ ) of a given pixel on the ground per unit physical area of that pixel ( $m^2$ ) and expressed in decibels dB (Ulaby et al., 1986). The backscattering coefficient  $\sigma_0$  depends upon the sensor property that is the frequency, the polarization state, the angles of incidence of the transmitted signal, and the surface properties, that is the complex dielectric constant of the target (water in the present case) and the surface roughness.

The detection and seasonal monitoring of the backscattering coefficient of various terrain entities such as soil, urban and rural area vegetation, lakes and wetlands, etc., for C-band microwave frequency has been carried out by various researchers (Guccione et. al., 2016; Huang et al., 2018; Carreño Conde and De Mata Muñoz, 2019; Chen et al., 2020; Desai et. al., 2020; Barasa and Wanyama, 2020; Abazaj and Hasko, 2020; Kumar, 2021). Instead of monitoring a lake over a seasonal period, a novel attempt is made in the present study to monitor the backscattering coefficient of the 14 distinct lakes for a specific period i.e., in the post-monsoon month of October 2021 using the C-band Sentinel-1 data.

From the classification methods of lakes, lakes are classified as freshwater, brackish, or saline lakes based on their water chemistry (salinity). The exchange between geological forces and climate leads to natural lakes. Most of the natural lakes are in the mountains of northern-eastern India. The glacial precipitation provides an adequate supply of water to overcome evaporative and seepage losses and keep the water in the lake year-round. Natural and freshwater lakes are with a low concentration of dissolved salt and other minerals. The concentration of dissolved salts and minerals is significantly high in the saline/Salt Lake. The concentration of dissolved salt in brackish lakes is in between freshwater and saline lakes. Artificial lakes are man-made lakes primarily built for industrial use and hydroelectric power generation (Bhateria and Jain, 2016).

The lakes in the present study are categorized as saline/brine lakes, brackish lakes, natural and fresh water lakes, and artificial lakes (Reddy and Char, 2004; Bhatia and Jain, 2016). The present study aims to (i) process Sentinel – 1 SAR dataset for retrieval of the backscattering coefficient  $\sigma_0$  in VV and VH polarization for the distinct lakes during the post-monsoon month i.e., October 2021, (ii) make comparative study of the backscattering coefficient  $\sigma_0$  in VV and VH polarization mode, (iii) interpret the backscattering coefficient  $\sigma_0$  in VV polarization mode for distinct lake types, and (iv) analyse the possible causes of the fluctuation of the backscattering coefficient  $\sigma_0$  in the VV polarization mode.

## METHODOLOGY

### The Study Area

The 14 lakes selected for this study are Chilika Lake, Pangong Tso Lake, Pulicat lake, Sambhar Salt Lake, Nainital Lake, Loktak lake, Govind Ballabh Pant Sagar Lake, Bhopal Upper Lake, Wular Lake, Pichola Lake, Tso Moriri Lake, Lonar Lake, Manasarovar Lake, and Stanely Reservoir. The Chilika lake, stretches to three districts of

Odisha, India i.e., Puri on the East, Khurda on the North, and Ganjam on the South. One-third of the Pangong Lake lies in Leh district of Lakadh and rest two-thirds, in China. At the border of the states of Andhra Pradesh and Tamil Nadu, lies Pulicat lake. The Sambhar Salt Lake and Pichola Lake are respectively situated in Jaipur district and Udaipur district of Rajasthan. Lake Nainital (also called Lake Naini) is located in the Nainital district of the Uttarakhand state. Loktak lake is located in Moirang Manipur. Govind Ballabh Pant Sagar is located in the Sonbhadra district of Uttar Pradesh, while Bhojtal, also known as Bhopal Upper Lake, is located in the capital city Bhopal in Madhya Pradesh. Wular lake is located in the Bandipora district of Jammu and Kashmir and lake Tso Moriri is located in the Changthang region of Ladakh. Lonar Lake is located in the Buldhana district of Maharashtra. Manasarovar Lake (also known as mTsho Mapham) is located near Mount Kailash in Burang country, Ngari Prefecture, Tibetan Autonomous Region. Similary, the Stanley reservoir is located in the Salem district of the state of Tamil Nadu. The type of lake, coordinates, lake surface area and surface elevation of these lakes are given in Table 1, the pictorial representation of these lakes is shown in Figure 1 (Google map).



**Figure 1.** Pictorial representation of various studied lakes (Source: Google Map)

**Data Acquisition**

The European Commission’s Earth observation programme, Copernicus, provides comprehensive information of the Earth’s environment and security; using the Copernicus satellites and that from the ground, air, and sea-based measuring systems. Sentinel -1 is the first of the seven Copernicus satellite missions that the European Space Agency (ESA) is developing.

The Sentinel -1 is composed of a set of two identical C-band synthetic-aperture radar imagery satellites sharing the same orbital plane with 180° orbital phasing difference, providing Earth’s surface images in all-weather conditions, day and night. Each Sentinel – 1 satellite is in a near-polar (98.18°) Sun – Synchronous orbit at 693 km (431 mi) altitude with a 12- day repeat cycle and 175 orbits per cycle. The Sentinel – 1 operates in four exclusive acquisition modes, namely Stripmap (SM), Interferometric Wide Swath (IW), Extra-Wide Swath (EW), and Wave (WV).

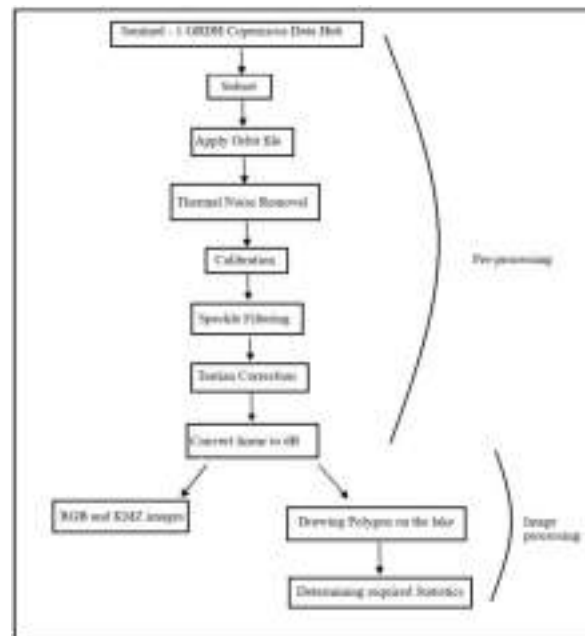
In the present study, the acquisition of data product is done in Interferometric Wide Swath (IW) mode, as IW aims to study and monitor land cover. Interferometric Wide (IW) Swath maps global land cover once every 12 days and provides a swath of coverage of 250 km, with a spatial resolution of 5 x 5 meters.

The data product is available with single or double polarization i.e. (HH or VV) or (HH + HV or VV + VH). A total of 14 data products are downloaded from the

Copernicus Open Access Hub [scihub.copernicus.eu]. The data product downloaded is the Interferometric Wide Swath (IW) mode Level – 1 Ground Range Detected (GRD) mode for October 2021, which is the post-monsoon period in India. Ground Range Detection (GRD) Level – 1 data with a multi-looked intensity only (systematically distributed) are given in Table 2.

**Pre-processing**

The Sentinel Application Platform (SNAP), is a common architecture for all Sentinel toolboxes. The architecture developed by Brockmann Consult, Skywatch, Sensor, and C-S is ideal for processing and analyzing earth observations. The Copernicus programme provides free and open access to data acquired by Sentinel satellites. Sentinel–1 GRD Synthetic Aperture Radar (SAR) datasets we use in the present study require a few correction steps. The pre-processing i.e., application of standard correction steps to Sentinel – 1 GRD data set to extract information from the processed data is created within the Sentinel Application Platform (SNAP). The processed sentine –1 GRD level–1 SAR data (image) corresponds to backscatter coefficient  $\sigma_0$ , the information in which we are interested. The steps (i) – (vi) for pre-processing the data set and image processing (Veci, 2016; Filipponi, 2019; Kumar, 2021) to extract the backscatter coefficient  $\sigma_0$  using the Sentinel Application Platform (SNAP) is presented in Figure 2 and discussed below:



**Figure 2.** Sentinel- Ground Range Detected (GRD) pre-processing and image–processing steps



**Table 1.** Type of lakes, coordinates, lake surface area, and surface elevation of 14 lakes considered in present study

| Lake                      | Type of lake       | Latitude (°N) | Longitude (°E) | Area covered (km <sup>2</sup> ) | Elevation (m) |
|---------------------------|--------------------|---------------|----------------|---------------------------------|---------------|
| Tso Moriri                | Brackish           | 32.9112       | 78.3159        | 120                             | 4,522         |
| Chilika                   | Brackish to Saline | 19.8450       | 85.4788        | 1100                            | 0 – 2         |
| Lonar                     | Salt/Saline Lake   | 19.9758       | 76.5069        | 1.13                            | 480           |
| Pulicate                  | Saline             | 13.4177       | 80.3185        | 759                             | 100 – 1200    |
| Sambhar Salt              | Salt to brine      | 26.9261       | 75.0962        | 190 – 230                       | 360           |
| Pangong Tso               | Saline             | 33.7595       | 78.6674        | 604                             | 4,225         |
| Nainital                  | Natural freshwater | 29.3869       | 79.4598        | 0.5                             | 1,938         |
| Loktak                    | Natural freshwater | 24.5593       | 93.8147        | 287 – 500                       | 768.5         |
| Manasarovar               | Natural freshwater | 30.6615       | 81.4718        | 410                             | 4,590         |
| Wular                     | Freshwater         | 34.3696       | 74.5580        | 30 – 189                        | 1,580         |
| Pichola lake              | Freshwater         | 24.5720       | 73.6790        | 6.96                            | 590           |
| Govind Ballabh Pant Sagar | Artificial         | 24.1426       | 82.8425        | 130                             | 265           |
| Bhojtal                   | Artificial         | 23.2532       | 77.3382        | 31                              | 500           |
| Stanley reservoir         | Artificial         | 11.9034       | 77.8310        | 42.5                            | 238           |

**(i) Apply orbit file**

The first step is to update and restore the orbit file. The orbit state vector information in the metadata information of SAR products is inaccurate. The precise orbit step provides accurate satellite position information and velocity information. SNAP is programmed to automatically download and update the orbit state vectors for each SAR section in its product metadata. The precise orbits state vectors are available for each satellite for the SNAP, from a few days to months after the product generation.

**(ii) Thermal noise removal**

The disturbance in the intensity of the Sentinel-1 image is caused by thermal noise in the cross-polarization channel. These thermal noise effects in the image must be removed from the inter-sub-swath texture. Performing this step with the SNAP toolbox reduces thermal noise effects in the Sentinel-1 image and, in particular, normalizes the backscatter signal throughout the Sentinel-1 scene. Thus, this operational step discards the additional noise from sub-swaths in multi-swath acquisition modes.

**(iii) Calibration**

In this procedural step, digital SAR data pixel values are transformed into equivalent radiometrically calibrated SAR backscatter intensity images. The calibration vector information within the Sentinel – 1 GRD products uses the calibration equation and converts the image intensity values to backscatter intensity i.e.,  $\sigma_0$ . To generate a

radiometrically calibrated SAR backscatter to the nominally horizontal plane. The  $\sigma_0$  specifies the strength related to the geometric cross-section of a distributed target. The  $\sigma_0$  depends on the angle of incidence, wavelength, and polarization, including the scattered surface's surface properties.

**(iv) Speckle filtering**

Interference caused by waves scattered from the surface creates granular noise in the SAR images known as speckles. The speckle or spatial filtering step reduces the speckles in the image and thereby improves the quality of the image.

**(v) Range Doppler terrain correction**

SAR images are distorted due to side-looking geometry and shadows caused by the Earth's surface, and this step perform a correction for each SAR pixel. The stage overcomes the distortions caused by the earth's surface. SNAP software downloads SRTM 1 sec HGT DEM files to convert the data from ground range geometry to  $\sigma_0$ . The processed image is the best possible real image.

**(vi) Conversion to dB**

The final step converts the unitless backscattering coefficient from linear to dB (decibel) using logarithmic transformation. The image processing step requires drawing the polygon(s) on the lake surface, the statistical information is then extracted.

**Table 2.** Data acquisition from Sentinel-1: filename and date

| Sentinel – 1 image ID (S1A_IW_GRDH_1SDV_ pre-fixed) | Observation Date (DD-MM-YYYY) |
|---|-------------------------------|
| 20211001T001344_20211001T001409_039918_04B945_53CE  | 01-10-2021                    |
| 20211021T004257_20211021T004326_040210_04C35B_2DBA  | 21-10-2021                    |
| 20211023T003148_20211023T003213_040239_04C461_42A6  | 23-10-2021                    |
| 20211023T130307_20211023T130332_040247_04C4AB_956B  | 23-10-2021                    |
| 20211025T124732_20211025T124757_040276_04C5B5_54FC  | 25-10-2021                    |
| 20211016T233933_20211016T233958_040151_04C153_C8C7  | 16-10-2021                    |
| 20211006T002046_20211006T002111_039991_04BBCD_9E3D  | 06-10-2021                    |
| 20211009T004531_20211009T004556_040035_04BD42_BD24  | 09-10-2021                    |
| 20211018T125657_20211018T125722_040174_04C225_E0BB  | 18-10-2021                    |
| 20211019T010144_20211019T010209_040181_04C262_2C1C  | 19-10-2021                    |
| 20211025T124822_20211025T124847_040276_04C5B5_BA9E  | 25-10-2021                    |
| 20211009T004646_20211009T004711_040035_04BD42_FE0B  | 09-10-2021                    |
| 20211028T003519_20211028T003544_040312_04C6EF_F889  | 28-10-2021                    |
| 20211028T004044_20211028T004109_040312_04C6EF_AADD  | 28-10-2021                    |

**RESULTS AND DISCUSSION**

Using pre-processing steps (i) to (vi) in the 14 datasets from 14 lakes and image processing to extract the backscattering coefficient  $\sigma^0$  with the Sentinel Application Platform (SNAP), discussed under Methodology, the detailed results obtained for the Lonar Lake is shown in Figure 3. The dB image in VH and VV polarization mode and the image processing of the other 13 lakes are shown in Figure 4 to 16.

In the image processing steps, the statistical information is extracted from the polygons drawn on the lake surface. The pixel value results in the backscattering coefficient  $\sigma^0$ . The maximum pixel value, the minimum pixel value, and the arithmetic mean of all pixel values of the backscatter coefficient  $\sigma^0$  were determined from the total number of pixels in selected polygons.

The lake  $\sigma^0$  values were extracted from the created polygon, which is arranged to cover the lakebed and not the adjacent land and lake. This not only minimizes the speckle effect required for the statistical calculation but also reduces the uncertainties when covering flat surfaces (Liu, 2016). Compared to the maximum and the minimum VH polarized  $\sigma^0$  values (Table 3 Column 4 VH and Column 5 VH) to the maximum and the minimum VV polarized  $\sigma^0$  values (Table 3 Column 4 VV and Column 5 VV), VV polarized  $\sigma^0$  has low values and widespread variations, which is due to the surface scattering effects giving a higher signal on the VV

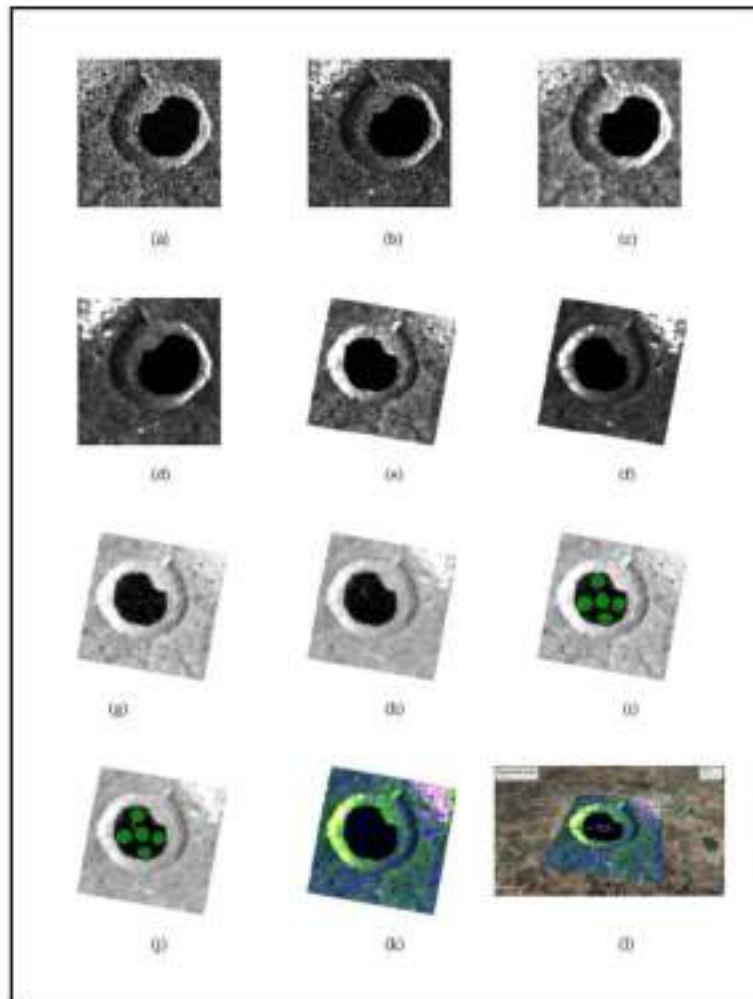
channel. This is also shown in Figure 17. Therefore, in the present study, VV polarized  $\sigma^0$  values were chosen to understand their possible variations.

The fluctuations in the backscattering coefficient depend on the polarization, angles of incidence, surface roughness, and dielectric property of the surface (water). The dielectric property, in turn, is a function of salinity. The data for all the lakes are recorded for the C-band frequency and at an incidence angle of 38.5° (Laur et. al., 2020). The surface of lakes is considered to be a smooth surface. Since the polarization VV, angle of incidence, and frequency parameters are well defined, the variation in the  $\sigma^0$  in the distinct lakes will be mainly due to changes in the salinity of the water.

Table 3 shows  $\sigma^0$  for the lake type brackish to brine i.e., Tso Moriri, Chilika, Lonar, Pulicate, and Sambhar Lakes and Pangong Lake. No significant variations are observed in the maximum and minimum  $\sigma^0$  values for VV polarization in the Lonar and Sambhar lakes. The maximum and minimum values for VV polarization of these lakes are -19.50 dB to -23.41 dB and -21.08 dB to -26.78 dB respectively. However, the maximum and minimum  $\sigma^0$  for VV polarization for the Tso Moriri lake, -10.52 dB to -24.83 dB, Chilika lake, -3.07 to -25.91 dB, Pulicate lake -8.11 dB to -25.82 dB and Pangong lake, -12.74 dB to -27.74 dB significant variations are observed. The effective range of backscattering coefficient for maximum and minimum

values for the VV polarization change for a brackish to saline type lake can also be seen in column 6 of Table 3. The effective range difference of Lonar and Sambhar Lake is low, 3.91 and 5.7 as compared with Tso Moriri, Chilika lake, Pulicate lake, and Pangong lake i.e., 14.31, 22.84, 17.71, and 15, respectively. The probable reason for variations in the maximum and minimum  $\sigma_0$  values for the Chilika Lake and Pulicate Lake is an increase in salts and minerals in these lakes due to the flooding during the rainy season from the Daya and Bhargavi rivers. These lakes are located in the eastern part of India near the Bay of Bengal Sea, there may be an influx of seawater i.e. saline water into these lakes. The Tso Moriri and Pangong lakes are situated in the Himalayan region where salts and minerals from the mountains are dissolved with the lake water (Barik, 2017;

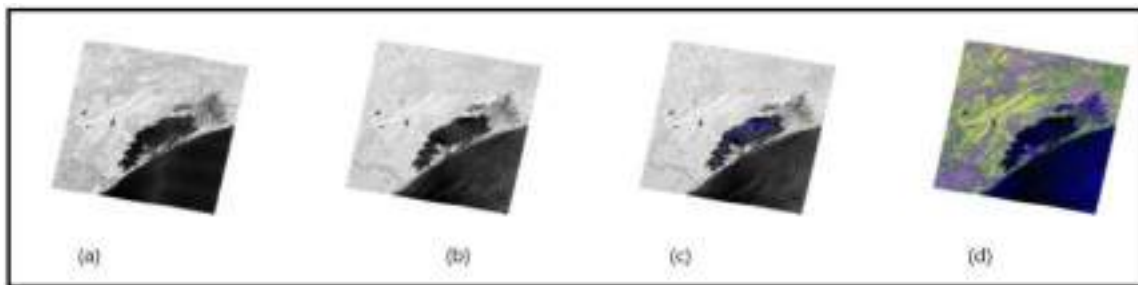
Barik et al., 2020). The maximum and minimum  $\sigma_0$  values for VV polarization for freshwater lake Wular Lake, -15.28 dB to -23.52 dB, and Pichola Lake, -15.51 to -22.61 dB. The effective range difference for freshwater lakes, Wular, and Pichola lakes is almost similar. For the natural freshwater lakes, Loktak and Manasarovar, the maximum and minimum  $\sigma_0$  values for VV polarization are -8.99 dB to -23.09 dB and -8.45 dB to -27.67 dB respectively. The effective range difference is 14.1 and 19.22 respectively. For the artificial water lakes, Govind Ballabh Pant Sagar, Bhojtal Lake, and Stanley Reservoir, maximum and minimum  $\sigma_0$  values for VV polarization are -13.06 dB to -27.88 dB, -12.10 dB to -24.36 dB, and -16.83 to -24.60 dB respectively. The effective range difference is 14.82, 12.26, and 7.77 respectively.



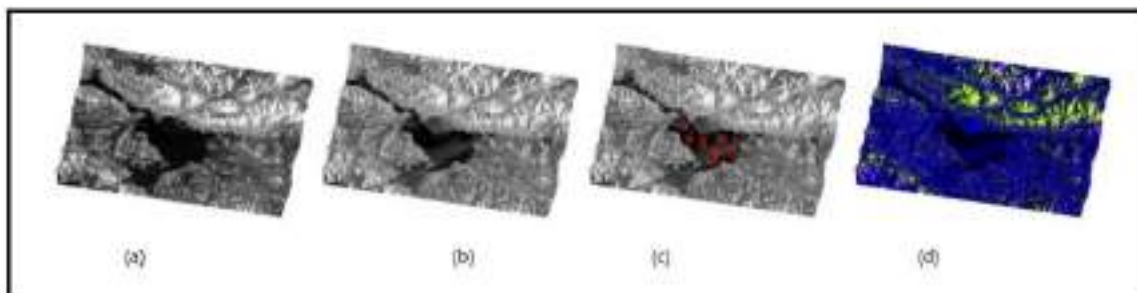
**Figure 3.** Pre-processing and image processing of Lonar Lake, image after application of the orbit file in (a) VH polarization mode, (b) VV polarization mode; speckled filtered and calibrated image, (c) VH polarization mode, (d) VV polarization mode; Terrian corrected image, (e) VH polarization mode, (f) VV polarization mode; Conversion of linear to dB, (g) VH polarization mode, (h) VV polarization mode; Selection of the region to determine the required statistics, (i) VH polarization mode, (j) VV polarization mode, (k) RGB image, and (l) KMZ Google Earth image.

**Table 3.** The mean, maximum, and minimum backscattering coefficient values of lakes

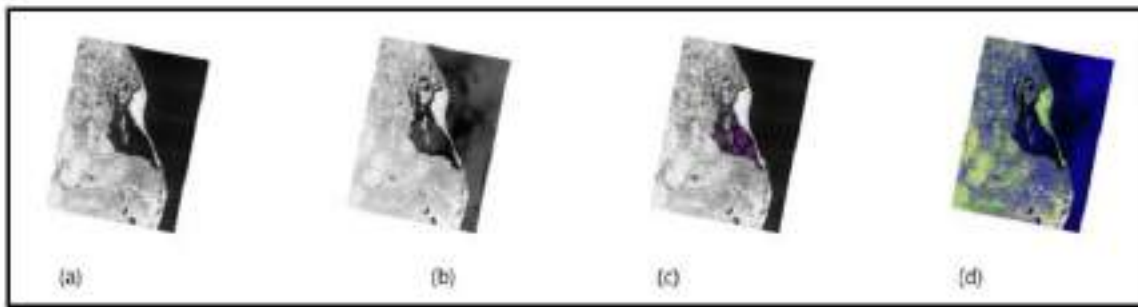
|                           | Lake type<br>(2)   | Mean $\sigma_0$<br>(3) |        | Maximum $\sigma_0$<br>(4) |        | Minimum $\sigma_0$<br>(5) |        | Difference -<br>effective range<br>(6) |       |
|---------------------------|--------------------|------------------------|--------|---------------------------|--------|---------------------------|--------|--|-------|
|                           |                    | VH                     | VV     | VH                        | VV     | VH                        | VV     | VH                                     | VV    |
| Tso Moriri                | Brackish           | -25.55                 | -19.42 | -20.21                    | -10.52 | -28.81                    | -24.83 | 8.6                                    | 14.31 |
| Chilika                   | Brackish to Saline | -24.18                 | -20.18 | -8.53                     | -3.07  | -27.81                    | -25.91 | 19.28                                  | 22.84 |
| Lonar                     | Saline Lake        | -23.82                 | -21.44 | -22.00                    | -19.50 | -25.96                    | -23.41 | 3.96                                   | 3.91  |
| Pulicate                  | Saline             | -24.08                 | -21.46 | -17.54                    | -8.11  | -27.25                    | -25.82 | 9.71                                   | 17.71 |
| Sambhar                   | Salt to brine      | -24.98                 | -24.18 | -19.18                    | -21.08 | -27.20                    | -26.78 | 8.02                                   | 5.7   |
| Pangong Tso               | Saline lake        | -25.65                 | -21.52 | -18.64                    | -12.74 | -28.92                    | -27.74 | 10.28                                  | 15    |
| Nainital                  | Natural freshwater | -23.15                 | -19.72 | -21.78                    | -16.77 | -24.33                    | -21.49 | 2.55                                   | 4.72  |
| Loktak                    | Natural freshwater | -23.27                 | -19.40 | -15.47                    | -8.99  | -26.97                    | -23.09 | 11.5                                   | 14.1  |
| Manasarovar               | Natural freshwater | -23.03                 | -17.08 | -15.42                    | -8.45  | -28.42                    | -27.67 | 3.8                                    | 19.22 |
| Wular                     | Freshwater         | -22.66                 | -21.29 | -20.4                     | -15.28 | -24.56                    | -23.52 | 4.16                                   | 8.24  |
| Pichola lake              | Freshwater         | -24.08                 | -19.18 | -22.05                    | -15.51 | -26.12                    | -22.61 | 4.07                                   | 7.1   |
| Govind Ballabh Pant Sagar | Artificial         | -27.12                 | -23.14 | -19.46                    | -13.06 | -30.79                    | -27.88 | 11.33                                  | 14.82 |
| Bhojtal Lake              | Artificial         | -24.67                 | -21.53 | -18.57                    | -12.10 | -27.11                    | -24.36 | 8.54                                   | 12.26 |
| Stanley reservoir         | Artificial         | -23.34                 | -21.71 | -20.64                    | -16.83 | -26.19                    | -24.60 | 5.55                                   | 7.77  |



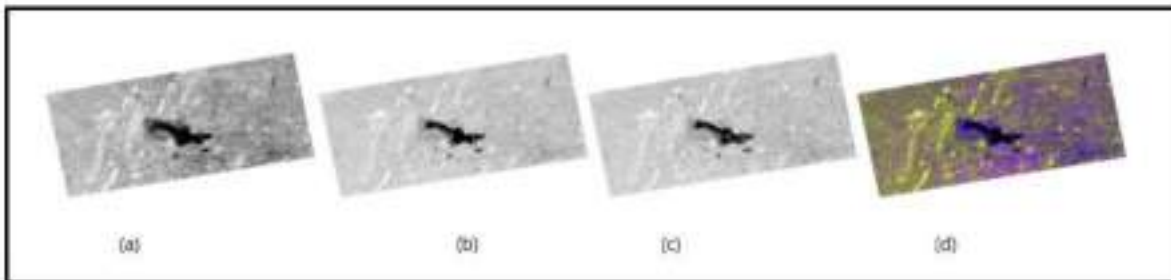
**Figure 4.** Chilika Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



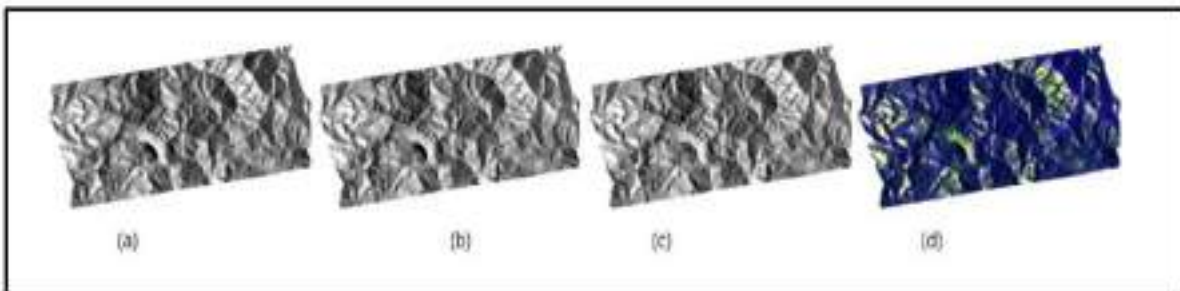
**Figure 5.** Pangong Tso Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



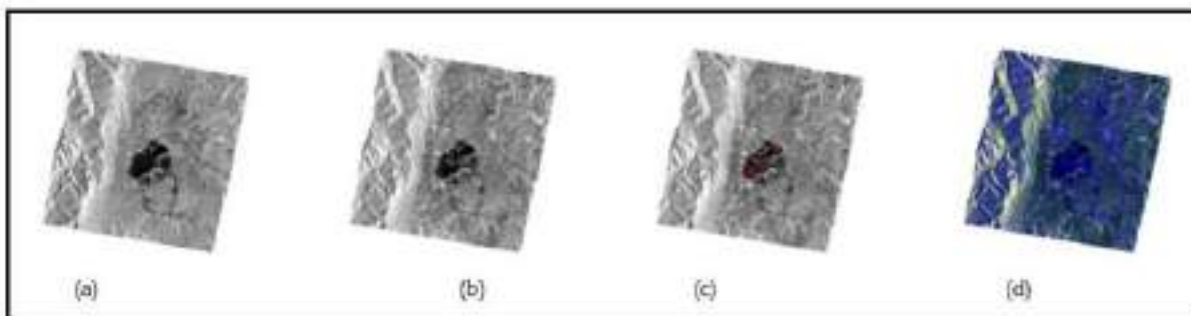
**Figure 6.** Pulicat Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics and (d) RGB image



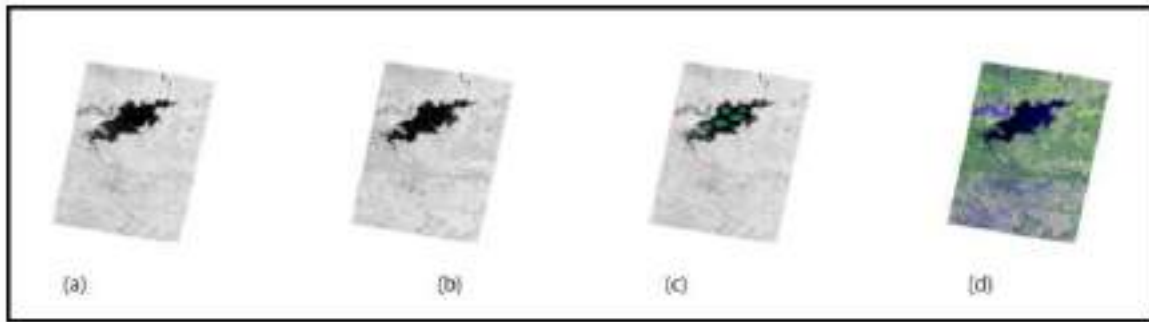
**Figure 7.** Sambhar Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



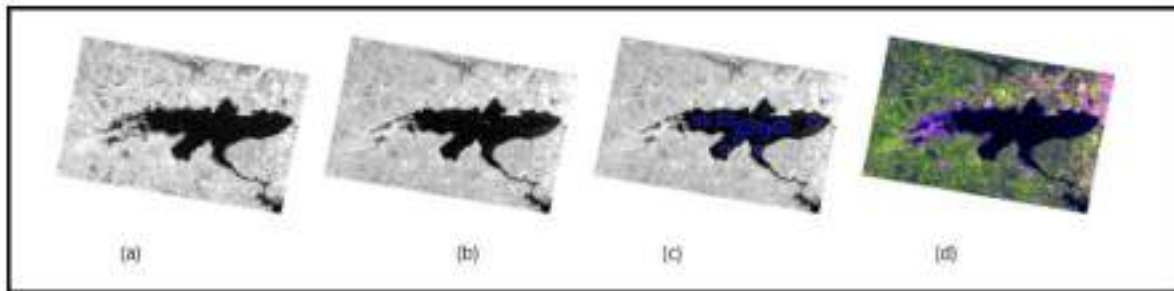
**Figure 8.** Nainital Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



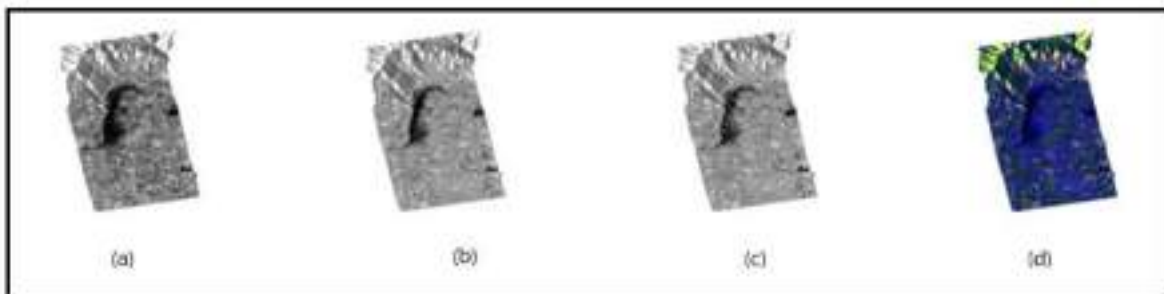
**Figure 9.** Loktak Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



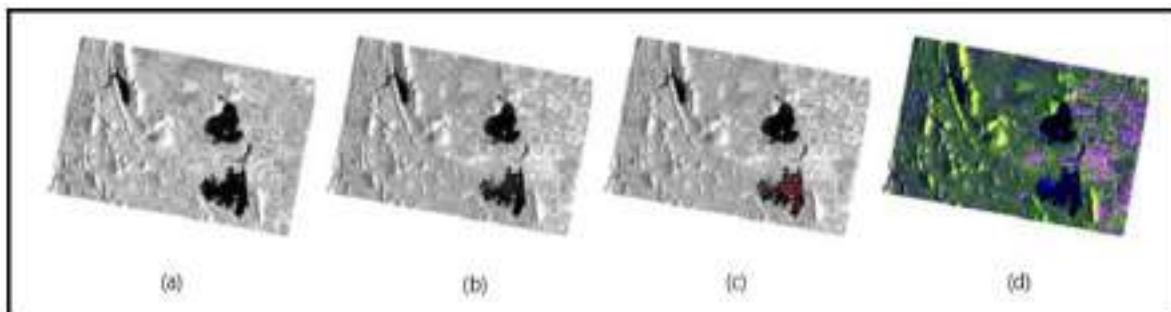
**Figure 10.** Govind Ballabh Pant Sagar – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



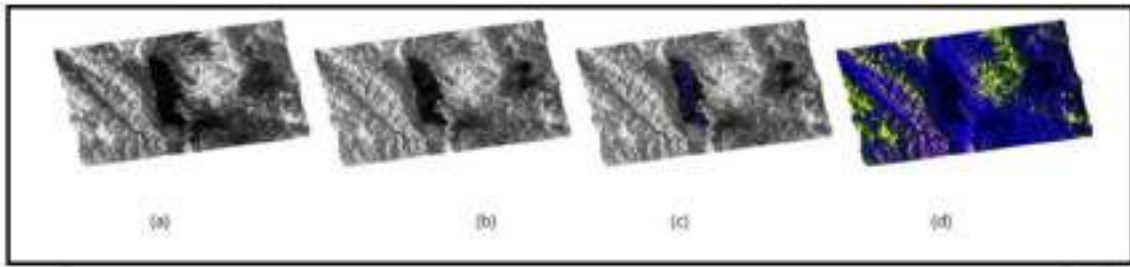
**Figure 11.** Bhojtal Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



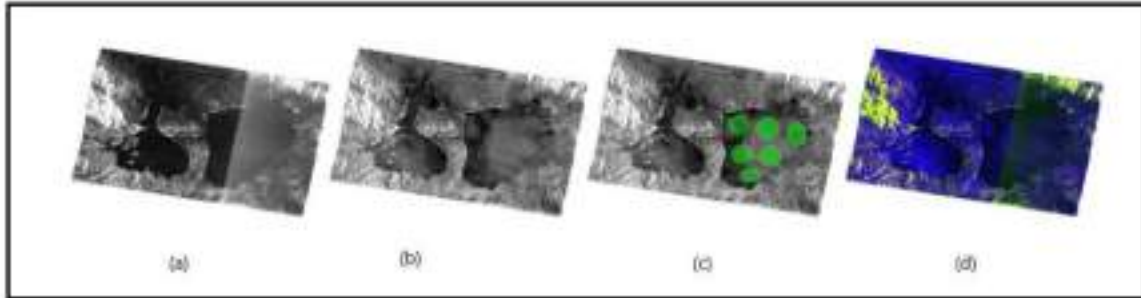
**Figure 12.** Wular Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



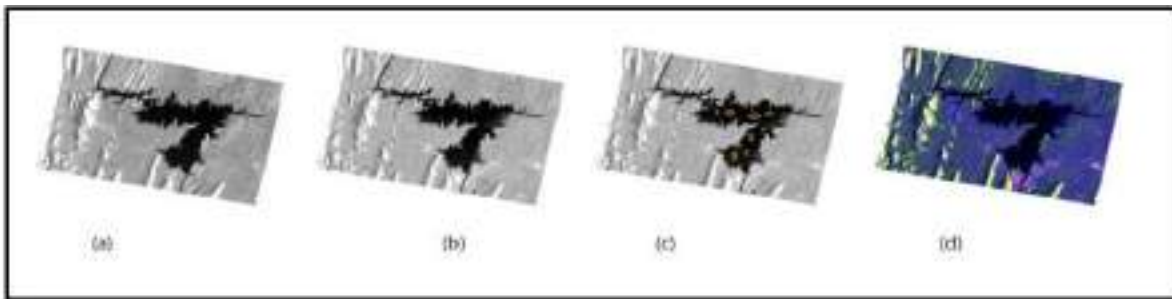
**Figure 13.** Pichola Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



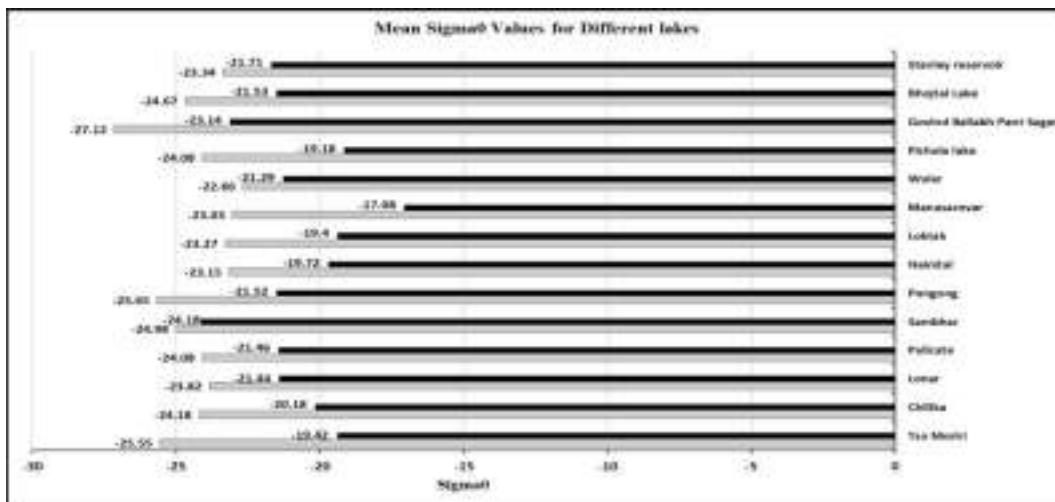
**Figure 14.** Tso Moriri Lake – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



**Figure 15.** Manasarovar Lake– The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



**Figure 16.** Stanley reservoir – The conversion of a linear to a dB image, (a) VH polarization mode, (b) VV polarization mode, (c) selecting the area to determine the required statistics, and (d) RGB image



**Figure 17.** Graphical representation of  $\sigma_0$  for VH and VV polarization; Gray – VH, and Black – VV

The VH polarized and VV polarized mean backscattering coefficients  $\sigma_0$  of distinct lakes are plotted in Figure 17 and shown in column 3 VV in Table 3. It is observed that VV polarized mean  $\sigma_0$  values decrease markedly for natural and freshwater lakes to saline/brine water lakes. The freshwater lake Manasarovar Lake  $\sigma_0$  is -17.08 dB and Lake Sambhar with the most saline water has a  $\sigma_0$  value of -24.18 dB. With a comparison of  $\sigma_0$  among the natural freshwater and freshwater lakes, the backscattering coefficient of Wular Lake is low. Though Wular Lake is a freshwater lake, its backscattering coefficient is low, this might be due to the surface aquatic plants in selected polygons (Keller et al., 2018). The backscattering coefficient is influenced by surface aquatic plants. The artificial lakes have values similar to a saline lake, the artificial lake originally created by man for agricultural, industrial, and hydroelectric projects, collects rainwater and water from nearby streams. Due to industrial discharges, household discharges, and human pollution, dissolved salts are found to be more in artificial lakes and reservoirs. The increase in salinity of Lake Govind Ballabh Pant Sagar lake has been noted due to the discharge of coal mine water and due to the mixing of flying ash from the nearby coal mining (Khan, 2020; Rani et. al., 2014).

## CONCLUSIONS

In this paper, the C-Band SAR Sentinel-1 dataset were pre-processed and image processed to extract the VV and VH polarization mode  $\sigma_0$  values from 14 distinct lakes. The retrieved results show that the VV polarization mode has a wider effective range difference compared to the VH polarization and is sensitive to the change in lake type. The maximum and minimum mean  $\sigma_0$  values among the distinct lakes are -17.08 dB and -24.18 dB. The study interprets and analyze the possible causes for the variations of the maximum, minimum, and mean  $\sigma_0$  values for the same and different lake type i.e., saline lakes, natural and freshwater lakes, and artificial reservoirs. The mean  $\sigma_0$  value decreases with increasing salt content in water. Monitoring of saline lakes, natural and freshwater lakes, and artificial reservoirs is significant as these lakes play crucial roles in the existence of the ecology community and climate change. The survival of fish and aquatic plants is reduced in saline lakes. A decrease of the mean value  $\sigma_0$  in the freshwater lake signifies that the lake is turning into a saline type. In addition, the mean  $\sigma_0$  would be monitored for the artificial lakes and reservoirs, so that pollution from industries, households, and humans could be minimized. We will extend the present study by pre-and image-processing and extracting the  $\sigma_0$  for different lake types during the pre-

monsoon, monsoon, and post-monsoon periods. The resulting database will be a comprehensive study of the  $\sigma_0$  in the distinct lake types and for the distinct period.

## ACKNOWLEDGMENT

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## Compliance with Ethical Standards

The authors declare that they have no conflict of interest and adhere to copyright norms.

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September 6, 2021

### **Confirmation of Project Internship**

We are happy to confirm that the following students of MKSSS's Cummins College of Engineering for Women, Pune will be working on their B.Tech- Computer Engineering project with us during the Academic Year 2021-2022.

1. Vidya Bhat
2. Shivani Gholap
3. Vaishnavi Battalwar
4. Sakshi Mahajan

Their project is titled

**Design of Data Structures and Algorithms for Effective Failure Chain Analysis**

Ravi Khare  
Director & CEO



**Symphony Technologies Pvt Ltd**  
**Office 605, Kapil Zenith IT Park,**  
**Near Chandni Chowk,**  
**Bavdhan, Pune 411021**  
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Their project is titled

### **Design of Data Structures and Algorithms for Effective Failure Chain Analysis**

Ravi Khare  
Director & CEO

Date: 02/06/2022

**Shyena Tech Yarns Pvt Ltd**

Vanaraji Complex. A 702,  
Vishwashanti Marg, Rambaug Colony,  
Kothrud, Pune 411029

To,

MKSSSS Cummins College of Engineering for Women, Pune

**Completion of Project**

**Shyena Tech Yarns** acknowledges that the following students of MKSSSS's Cummins College of Engineering for Women, Pune have completed working on the project **Conversational AI Platform** with us as their B.Tech project for the academic year 2021-2022.

1. Akshata Jedhe
2. Juee Ashtaputre
3. Riya Kulkarni
4. Payal Mehta

For Shyena Tech Yarns,

Your Sincerely,

Anand Katti

Co- Founder & COO  
Shyena Tech Yarns Pvt Ltd



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Date: May 31, 2022

**CERTIFICATE**

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students, studying in **MKSSS's Cummins College of Engineering for Women** have Partially Completed Project Internship at Inteliment Technologies Pvt. Ltd., Pune as a fulfilment of **B. Tech, Computer Engineering Degree**.

1. Ms. Divya Jami
2. Ms. Vibavari Gurunathan
3. Ms. Apurva Basapure
4. Ms. Tejal Joshi

The duration for their project internship was – **October 11, 2021, to May 31, 2022**.  
Their Project title was “**NLG (Natural Language Generation)**”.

They are completing this project under the guidance of Project Guide – **Mr. Umesh Hatwar**

All necessary details were provided from our side for the establishment of this Project.

**For Inteliment Technologies Pvt. Ltd**

Trupti Pansare  
Director - Human Resource



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Inteliment Technologies Private Limited  
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**Dr. Prakash Govitrikar**

डॉ. प्रकाश गोवित्रीकर

B.D.S. (Bom)

Reg. No. A 1482

**Dr. Gautam Govitrikar**

डॉ. गौतम गोवित्रीकर

DMD (USA), BDS (Nair, Mumbai)

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१, आनंदमयी अपार्टमेंट्स, एक्सेल पेट्रोल पंप गल्ली, ऑफ कर्वे रोड, पुणे - ४११ ००४.

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the following students of B.Tech (Computer) from Cummins College of Engineering, Pune have completed the project "Practice Management" and "Billing software" for our dental clinic and submitted it to us to our satisfaction:

- 1) Vaishnavi Bategiri
- 2) Rageshwari Tadimetri
- 3) Aditi Kela
- 4) Kalyani Yadav

Please feel free to contact me for any information and clarification as needed.

Regards,



Dr. Gautam Govitrikar DMD BDS

7558685070

govitrikardental@gmail.com



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Date: May 31, 2022

**CERTIFICATE**

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students, studying in **MKSSS's Cummins College of Engineering for Women** have completed Project Internship at **Inteliment Technologies Pvt. Ltd., Pune** as a fulfilment of **B. Tech, Computer Engineering Degree**.

1. Ms. Manasi Kasande
2. Ms. Disha Chaudhari
3. Ms. Rashmi Deshmukh
4. Ms. Tanishka Patel
5. Ms. Parul Sharma

The duration for their project internship was – **September 27, 2021, to May 31, 2022**.  
Their Project title was “**Comparative Analysis of Deepfake Detection Algorithms and its Applications**”.

They have completed this project under the guidance of Project Guide – **Ms. Apurva Date**.

All necessary details were provided from our side for the establishment of this Project.

For Inteliment Technologies Pvt. Ltd

Trupti Pansare  
Director - Human Resource



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02 February 2022

Project Certificate

To Whom it May Concern

This is to certify that the following students enrolled in the Bachelors program of **MKSSS's Cummins College of Engineering for Women** are working on a research project at the Indian Institute of Science Education and Research, Pune as their Final Year Project (B.Tech Project).

1. Shreya Pawaskar
2. Radhika Sethi
3. Aanchal Tulsiani

The duration of the project is from **August 2021 to June 2022** and is being carried out under my guidance. The students are working on SEQUENCE LEVEL UNDERSTANDING OF THE 3D ORGANIZATION OF THE GENOME: Investigating potential roles of DNA signals in the 3D organization of the genome.

A handwritten signature in purple ink, reading "Narlikar", with a horizontal line underneath.

Leelavati Narlikar, PhD  
Associate Professor  
Department of Data Science



# Project Completion Certificate



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Date: May 31, 2022

## CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students, studying in **MKSSS's Cummins College of Engineering for Women** have Partially Completed Project Internship at Inteliment Technologies Pvt. Ltd., Pune as a fulfilment of **B. Tech, Computer Engineering Degree**.

1. Ms. Saloni Tilekar
2. Ms. Srishti Kane
3. Ms. Gargi Pol
4. Ms. Samruddhi Patil

The duration for their project internship was – **October 12, 2021, to May 31, 2022.**

Their Project title is – **“Speech Processing: automated Voice recognition, voice separation, speech language conversion, speech to text and text to speech conversion on audio data”.**

They are completing this project under the guidance of Project Guide – **Mr. Umesh Hatwar.**

All necessary details were provided from our side for the establishment of this Project.

For Inteliment Technologies Pvt. Ltd

Trupti Pansare  
Director - Human Resource



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01 June 2022

## Certificate of Completion

### Whomsoever it may concern,

Ms. Vaishnavi Chormale, Ms. Shruti Bhilave , Ms. Apurva Deshpande and Ms. Arundhati Dange were doing Final Year Project **"SEO Analyzer"** with our company Blink Ads.

This is to certify that the project has successfully completed.



Prabhat Mishra,  
Project Coordinator,  
Blink Ads, Pune  
+91 9175615193  
prabhat@blinkads.in

[www.blinkads.in](http://www.blinkads.in)



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Date: May 31, 2022

## CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following students, studying in **MKSSS's Cummins College of Engineering for Women** has completed Project Internship at **Inteliment Technologies Pvt. Ltd., Pune** as a fulfilment of **B. Tech, Computer Engineering Degree**.

1. Ms. Sakshi Sakle
2. Ms. Shweta Chemate
3. Ms. Sampada Shete
4. Ms. Anushka Patil

The duration for their project internship was – **September 27, 2021, to May 31, 2022**.  
Their Project title was **"Text Processing: - Context or summary extraction from text data (English and Hindi)"**.

They have completed this project under the guidance of Project Guide – **Ms. Apurva Date**.

All necessary details were provided from our side for the establishment of this Project.

For Inteliment Technologies Pvt. Ltd

Trupti Pansare  
Director - Human Resource



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Date:15/08/2021

## Sponsorship Certificate

### TO WHOM IT MAY CONCERN

This is to certify that **Sejal Jagtap, Akshat Naoghare, Akanksha Kulkarni and Aarya Deshmukh**, students of MKSSS Cummins College of Engineering for Women will be working on a sponsored project as their Final Year BTech project for the next one year with us. The project is titled “**Building Marketing Communication Platform for Shopify Customers**”.

Digitally signed by  
VIKAS NARAYAN BAPAT

Date: 2022.01.15  
08:22:05 +05'30'

Director  
zCon Solutions Pvt. Ltd.  
Place: Pune

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**zCon Solutions Pvt. Ltd.**

Sr. No. 98, Plot No.23, Right Bhusari Colony, Paud Road, Kothrud, Pune – 411 038.  
Tel: +91-020-25280034 / +91-020-25280035 Website: [www.zconsolutions.com](http://www.zconsolutions.com)



TO WHOMEVER IT MAY CONCERN

This is to certify that the students mentioned below have successfully completed their assigned project on "Anomaly Detection using Unsupervised Learning"

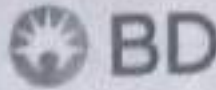
Madhura Dongare  
Preeti Hudekar  
Disha Patel  
Prateeksha More

A handwritten signature in blue ink, appearing to read 'Pankaj Zanwar', with a long horizontal stroke extending to the right.

Pankaj Zanwar  
Director  
Integrated Active Monitoring Pvt. Ltd.  
[pankaj.zanwar@smartiam.in](mailto:pankaj.zanwar@smartiam.in)



Integrated Active Monitoring Pvt. Ltd.  
27, Electronic Estate, Pune Satara Road, Pune 411009,  
India [enquiry@smartiam.in](mailto:enquiry@smartiam.in)  
[www.smartiam.in](http://www.smartiam.in)



Becton Dickinson Technology Campus India LLP  
Regd. Office: 15th Floor, HUB 4  
Kale Tech Centre SEZ, Hagerahalli  
Bengaluru, Karnataka 560048  
Tel: +91-80-45334688  
Fax: +91-80-41150587  
LLP Identification Number: AAO-6240

Dear SRUSHTI UMESH DEORE,

Welcome to BD!

We are pleased to offer you an internship assignment with BD Technology Campus India for a period starting from 23rd May 2022 to 22nd Jul 2022.

During the internship with BD TCI, you will be paid a consolidated stipend of INR 20,000 (Rupees Twenty Thousand Only) per month.


In your capacity as an intern, you will be expected to adhere to the rules and policies of BD TCI. Please sign and return a copy of this letter as your acceptance of the internship program.

We are excited to introduce you to the medical device industry with this internship program in one of the top medical device companies in the globe. We hope this rich experience will inspire you to join the health care industry in the future.

We look forward to this engagement and wish you all the best!

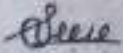
Yours Sincerely,

For BD Technology Campus India

Digitized by  
  
S2048277714-03

Sudarsan Srinivasan

Vice President, R&D India, BD

  
SRUSHTI DEORE

---

**OFFER LETTER FOR INTERNSHIP/TRAINING****A. Identification of Employer and Intern/ Trainee.**

**Samruddhi Chandrakant Ambavale  
Flat No.2, A2,  
Arunodaya Co-Op Housing Society,  
Near Rajas Society, Katraj-Kondhwa Road,  
Katraj, Pune, Maharashtra - 411046**

Dear Samruddhi Chandrakant Ambavale,

We are pleased to offer you internship in the division/department BIE - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

**B. Position and Location.**

Title: Intern Mechanical & Structural Design and Analysis  
Location: Bangalore, India  
Reporting to: Engineering Manager (Mechanical Design & Analysis)

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1. The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.

**C. Term and Effective Date.**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work.**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend.**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

**F. Paid Time Off (Holidays and Vacation).**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy.**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such



personal data to other enterprises of the corporate group of which the Company is a part, for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India.

#### H. Termination.

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause I.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.

It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

**I. Additional Clauses.**

**I.1. INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

**I.2. COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her

internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### **I.3. RULES AND REGULATIONS**

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### **J. Severability, Integration and No Modification Clauses.**

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.

**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

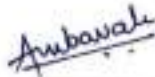
Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.


If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,



(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Samruddhi Chandrakant Ambavale. 

Date: 13/05/2022.

BEMS ID: TBD

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**Schedule 1: Description of Intern's/Trainee's Role**

Title: Intern Mechanical & Structural Design and Analysis  
Reporting To: Prasad Chirunomula  
Engineering Manager (Mechanical Design & Analysis)  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

Position Description:

At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

Position Responsibilities:

- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills.
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.

- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
- Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
- Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
- Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
- Ability to independently execute & deliver on the backlog without dependency or hand-holding.
- Should be an excellent team player.
- Work in an Agile Scrum team following the best practices on Software Craftsmanship such as Test-driven development and Pair Programming/Peer Reviews.
- Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
- Create and maintain necessary software design and architecture documentation.
- Keep track of and actively reduce technical debt.
- The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
- The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
- This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
- This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
- Research and recommend new technologies to improve the product development activities.
- Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF

- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI) tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system

Typical Education & Experience:

- Bachelor's degree or higher



## OFFER LETTER FOR INTERNSHIP/TRAINING

**A. Identification of Employer and Intern/ Trainee.**

**Yashaswi Uday Gadekar  
B-206, Ruturang apartments,  
Near B.V.B Paranjape School,  
Kothrud, Pune- 411038**

Dear Yashaswi Uday Gadekar,

We are pleased to offer you internship in the division/department BIE - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

**B. Position and Location.**

Title: Intern Mechanical & Structural Design and Analysis

Location: Bangalore, India

Reporting to: Engineering Manager (Mechanical Design & Analysis)

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1.

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**C. Term and Effective Date.**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

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Holidays in addition to your leave will be as announced by the Company.

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for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

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#### **H. Termination.**

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The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

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Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.

It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

**I. Additional Clauses.**

**I.1. INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

**I.2. COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her

internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### **I.3. RULES AND REGULATIONS**

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### **J. Severability, Integration and No Modification Clauses.**

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.



Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre,  
Sanskad Marg,  
New Delhi 110001 India

**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Yashaswi Uday Gadekar

Date: 12/05/2022

BEMS ID: TBD

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**Schedule 1: Description of Intern's/Trainee's Role**

Title: Intern Mechanical & Structural Design and Analysis  
Reporting To: Prasad Chirunomula  
Engineering Manager (Mechanical Design & Analysis)  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

Position Description:

At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

Position Responsibilities:

- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.

- 
- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
  - Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
  - Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
  - Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
  - Ability to independently execute & deliver on the backlog without dependency or hand-holding.
  - Should be an excellent team player.
  - Work in an Agile Scrum team following the best practices on Software Craftsmanship such as Test-driven development and Pair Programming/Peer Reviews.
  - Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
  - Create and maintain necessary software design and architecture documentation.
  - Keep track of and actively reduce technical debt.
  - The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
  - The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
  - This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
  - This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
  - Research and recommend new technologies to improve the product development activities.
  - Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF

- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI) tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system.
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- Perform validation and verification testing
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- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system

Typical Education & Experience:

- Bachelor's degree or higher





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## OFFER LETTER FOR INTERNSHIP/TRAINING

### A. Identification of Employer and Intern/ Trainee.

Neha Ravindra Kolhe  
Flat No.1, Viswas corner,  
Plot no. 300, Sector 26,  
Pradhikaran, Nigdi,  
Pune, Maharashtra - 411044

Dear Neha Ravindra Kolhe,

We are pleased to offer you internship in the division/department BIE - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

### B. Position and Location.

Title: Intern Equipment & Tool Engineer

Location: Bangalore, India

Reporting to: Production Engineering Manager

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1.

The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.



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**C. Term and Effective Date.**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work.**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend.**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

**F. Paid Time Off (Holidays and Vacation).**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy.**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such



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personal data to other enterprises of the corporate group of which the Company is a part, for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India.

#### H. Termination.

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause 1.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.



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It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

I. **Additional Clauses.**

I.1. **INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

I.2. **COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her



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internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### I.3. RULES AND REGULATIONS

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### J. Severability, Integration and No Modification Clauses.

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.



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**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**


This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

\_\_\_\_\_  
(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Neha Kolhe 

Date: 13/05/2022

BEMS ID: TBD



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New Delhi 110001 India

### Schedule 1: Description of Intern's/Trainee's Role

Title: Intern Equipment & Tool Engineer  
Reporting To: Nagarathinam Kuppuswamy  
Production Engineering Manager  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

#### Position Description:

At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

#### Position Responsibilities:

- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.



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- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
- Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
- Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
- Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
- Ability to independently execute & deliver on the backlog without dependency or hand-holding.
- Should be an excellent team player.
- Work in an Agile Scrum team following the best practices on Software Craftmanship such as Test-driven development and Pair Programming/Peer Reviews.
- Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
- Create and maintain necessary software design and architecture documentation.
- Keep track of and actively reduce technical debt.
- The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
- The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
- This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
- This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
- Research and recommend new technologies to improve the product development activities.
- Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF

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Phone: +91-11-46566000 Fax: +91-11-46566001  
Website: www.boeing.co.in





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- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI) tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
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Typical Education & Experience:

- Bachelor's degree or higher

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## OFFER LETTER FOR INTERNSHIP/TRAINING

### A. Identification of Employer and Intern/ Trainee.

Pranjal Kiran Patil  
B-101, Sai Aashirwad,  
Near DSK Vidyanagari,  
Pashan Sus Road, Baner,  
Pune, Maharashtra - 411045

Dear Pranjal Kiran Patil,

We are pleased to offer you internship in the division/department BIE - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

### B. Position and Location.

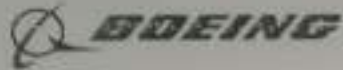
Title: Intern Mechanical & Structural Design and Analysis

Location: Bangalore, India

Reporting to: Engineering Manager (Mechanical Design & Analysis)

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1.

The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.



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**C. Term and Effective Date**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

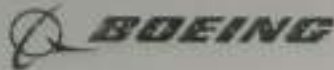
**F. Paid Time Off (Holidays and Vacation)**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such



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personal data to other enterprises of the corporate group of which the Company is a part, for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India.

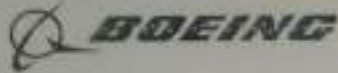
#### H. Termination.

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause 1.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.



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It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

I. **Additional Clauses.**

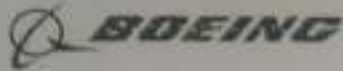
I.1. **INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

I.2. **COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) **Full-Time Work.** The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) **Non-competition.** The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) **Confidentiality.** The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her



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internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### **I.3. RULES AND REGULATIONS**

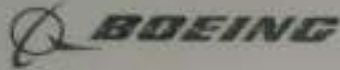
The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### **J. Severability, Integration and No Modification Clauses.**

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.



Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

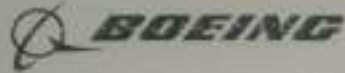
(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Pranjal Kiran Patil

Date: 12/05/2022

BEMS ID: TBD



Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

### Schedule 1: Description of Intern's/Trainee's Role

Title: Intern Mechanical & Structural Design and Analysis  
Reporting To: Prasad Chirunomula  
Engineering Manager (Mechanical Design & Analysis)  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

#### Position Description:

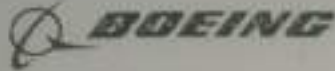
At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

#### Position Responsibilities:

- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.





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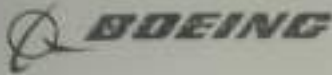
- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
- Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
- Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
- Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
- Ability to independently execute & deliver on the backlog without dependency or hand-holding.
- Should be an excellent team player.
- Work in an Agile Scrum team following the best practices on Software Craftsmanship such as Test-driven development and Pair Programming/Peer Reviews.
- Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
- Create and maintain necessary software design and architecture documentation.
- Keep track of and actively reduce technical debt.
- The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
- The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
- This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
- This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
- Research and recommend new technologies to improve the product development activities.
- Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF

Corporate Identity Number: U74999DL2017FTC314235  
Phone: +91-11-46566000 Fax: +91-11-46566001  
Website: www.boeing.co.in



Boeing India Private Limited  
Registered Office: 2nd Floor, O. F Centre,  
Saket Marg,  
New Delhi 110001 India

- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI), tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products.
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products.
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system

#### Typical Education & Experience:

- Bachelor's degree or higher

Corporate Identity Number: U74999DL2017FT C314235  
Phone: +91-11-46566000 Fax: +91-11-46566001  
Website: www.boeing.co.in



Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

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## OFFER LETTER FOR INTERNSHIP/TRAINING

### A. Identification of Employer and Intern/ Trainee.

Shivani Ashish Pandit  
Bldg 4/ A1, Flat no. 25,  
New Ajanta Avenue,  
Paud Road, Kothrud,  
Pune, Maharashtra -411038

Dear Shivani Ashish Pandit,

We are pleased to offer you internship in the division/department BIE - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

### B. Position and Location.

Title: Intern Manufacturing Numerical Control Programing Engineer

Location: Bangalore, India

Reporting to: Manager - Manufacturing Engineering

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1.

The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.



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Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

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**C. Term and Effective Date.**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work.**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend.**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

**F. Paid Time Off (Holidays and Vacation).**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy.**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such



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Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

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personal data to other enterprises of the corporate group of which the Company is a part, for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India.

#### H. Termination.

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause I.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.



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It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

**I. Additional Clauses.**

**I.1. INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

**I.2. COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her



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internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### I.3. RULES AND REGULATIONS

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### J. Severability, Integration and No Modification Clauses.

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.



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Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

\_\_\_\_\_  
(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Shivani Ashish Pandit *APA Pandit*

Date: 12/05/2022

BEMS ID: TBD





Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

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### Schedule 1: Description of Intern's/Trainee's Role

Title: Intern Manufacturing Numerical Control Programming Engineer  
Reporting To: Sreekanth S  
Manager - Manufacturing Engineering  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

#### Position Description:

At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

#### Position Responsibilities:

- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.



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- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
- Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
- Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
- Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
- Ability to independently execute & deliver on the backlog without dependency or hand-holding.
- Should be an excellent team player.
- Work in an Agile Scrum team following the best practices on Software Craftsmanship such as Test-driven development and Pair Programming/Peer Reviews.
- Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
- Create and maintain necessary software design and architecture documentation.
- Keep track of and actively reduce technical debt.
- The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
- The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
- This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
- This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
- Research and recommend new technologies to improve the product development activities.
- Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF



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- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI) tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system

Typical Education & Experience:

- Bachelor's degree or higher



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## Project internship at Bosch Nashik

1 message

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**Susainathan Seraphine (NaP/HRL)** <seraphine.susainathan@in.bosch.com>  
To: janvi.shinde@cumminscollege.in <janvi.shinde@cumminscollege.in>

Tue, 31 May 2022 at 4:06 pm

Dear Janvi,

This has reference to your resume received with regards to internship at Bosch Nashik Plant (pursuing 3<sup>rd</sup> year B.Tech-Mechanical from MKSSS's Cummins College of Engineering for Women, Pune).

We are pleased to confirm your internship with us (Daily for a period of 2 months)

Project details will be confirmed to you in due course.

### Joining Formalities:

- Date : 6<sup>th</sup> June 2022
- Time : 1000 hrs.
- Venue : HR Department

### 1. You need to bring along the following documents

- a. 1 passport size photograph
- b. Request letter for internship from college
- c. Resume
- d. Identity proof (Residence electricity bill, driving license, Aadhar card- original and one copy) for issuing entry pass
- e. At the time of joining you need to submit your medical report (RTPCR Swab Negative report) conducted within 48 hours of joining for Internship.
- f. Also in view of COVID 19, you need to submit an undertaking on the day of joining and adhere to all the guidelines laid by organization.

### 2. Important Note for the students:

1. Items like CD, Laptop, USB, Camera or any inflammable items like lighter etc. are not allowed inside the plant. Possession of any such items during internship will disqualify the candidate from the date of cessation of some of these items from the candidate. Also you are not allowed to take any documents related to the company outside the company premises or via email.
2. Certificate is issued to the students who complete the full project tenure. You will need to maintain your monthly attendance duly signed by your Guide and you will maintain a diary for your daily learning.
3. You will not be eligible for stipend during your internship.

4. **You need to make necessary arrangements for your accommodation.**
5. Company will provide safety shoes and white coat, wearing of which is mandatory during the project period. The coat and safety shoes  
are to be returned to the company on completion of Internship.
6. **It is mandatory that you should have taken both doses of vaccination for Covid-19.**

Please bring a copy of this mail on the day of joining.

Best regards,

**Seraphine Susainathan**

Human Resources (NaP/HRL)  
Bosch Limited - (PAN AAACM 9840 P) - (CIN: L85110KA1951PLC000761) | Post Box No:3000  
Hosur Road, Adugodi | Bengaluru-560030  
Karnataka, India | INDIA | [www.bosch.in](http://www.bosch.in)  
Tel. +91 253 610-5201 | Mobile +91-90499-86313 | [seraphine.susainathan@in.bosch.com](mailto:seraphine.susainathan@in.bosch.com)

Registered Office: Bosch Limited, Hosur Road, Bengaluru-560030, Karnataka, India  
Managing Director: Soumitra Bhattacharya, Joint Managing Director: Guruprasad Mudlapur



CAT INDIA ENGR SOLTNS PRVT

Rohini G Sangle

Dear Rohini G,

**Re: Letter of Offer for Internship Program (Internship)**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you Internship with CAT INDIA ENGR SOLTNS PRVT (hereinafter referred to as "the Company") on the terms and conditions stated below:

1. Your Internship with the Company shall be for a term of **2 months** commencing from 06/06/2022 and ending on 29/07/2022.
2. This internship is viewed as being an educational opportunity for you, rather than a part-time job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.
3. You shall abide by the instructions given to you by your Supervisor. You shall submit a project report at the end of your Internship on the training your learning experience in the Company. As required you shall be provided both class room and on the job training.
4. During the tenure of your Internship, you shall be paid an amount of ₹20,000.00Rupees per month subject to deduction of tax as applicable.
5. You should be available Monday through Friday for undergoing your Internship. You shall be entitled to Holidays as declared by the Company.
6. The Company, reserves the right to terminate your Internship at any time through 1 day written notice to you. In the event of indiscipline or violation of Company's policies, procedures, rules and regulations, the Company is entitled to terminate your internship forthwith.
7. You are entitled to terminate this Agreement by providing the Company with a written notice of 10 days.
8. You shall be eligible for leave as per the company internship policy.
9. You shall devote the whole of your time and attention for the successful completion of your Internship.
10. The Company reserves the right to transfer you from one location to another for the purpose of your Internship training.
11. It is clarified that you are not an employee of the Company and this Internship does not assure you any employment in the Company. The Company is not liable to absorb you as an employee after completion of your Internship.
12. You shall abide by the policies, procedures, rules and regulations of the Company.
13. During your Internship training you may have access to trade secrets and confidential business information belonging to Company. By accepting this offer of Internship, you acknowledge that you must keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside the Company. **In addition you shall**

execute a Confidentiality and Intellectual Property Undertaking as given in Annexure

14. You shall abide by the Electronic Communication Guidelines of the Company given in the Intellectual Property Agreement and execute an undertaking as stipulated in Annexure

**15. The terms & conditions of your engagement as Intern is subject to review by the Company from time to time and you shall be bound by the same.**

16. Company work timings will be informed by the business division where you shall undergo the Internship.

17. While undergoing the Internship, or subsequent engagement if any thereafter, you shall not pay or agree to pay, directly or indirectly, any funds or provide anything of value to any employee, agent, sub-contractor or other official of any governmental or public entity, or any consultant of such Governmental or public entity, or to any official or candidate of any political party, for the purpose of directly or indirectly influencing the acts or decisions of such officials in relation to the performance of your training or any services for the Company.

18. You shall not indulge in any activity that may constitute unwelcome verbal, physical or visual conduct based on a person's membership in a protected class based on sex, color, race, religion, place of birth etc., Further, you shall not indulge in any unwelcome sexually determined behavior or conduct.

19. You agree that traveling to locations other than your base location, including to places outside India as may be required to undergo your Internship and you shall have no objection to the same.

20. In addition to any and all other remedies that may be available at law, in the event of any breach of the terms of your engagement as Intern, the Company shall have the right to an injunction or other equitable relief in any Court of competent jurisdiction, enjoining any such breach, and you hereby waive any and all defenses that you may have on the ground of lack of jurisdiction or competence of the injunction or other equitable relief. The existence of this right shall not preclude any other rights and remedies at law or in equity, which the Company may have.

21. The company is not responsible to provide any term life insurance and group personal accident insurance.

22. Except to the extent expressly set forth herein, this agreement constitutes the entire understanding between the Company and yourself with respect to the subject matter hereof to the exclusion of all other understandings and assurances, either written or oral.

I hope that your association with the Company will be successful and rewarding please sign a copy of this agreement and return to us as an acknowledgement of your acceptance of the above mentioned terms and conditions.

Yours sincerely,

For Caterpillar India Engineering Solutions Private Limited

**Jacob Mathew**  
**Human Resources Manager**

I have read this agreement for Internship carefully and I understand and accept the obligations which it imposes upon me and acknowledge the obligations which I am required to perform under this agreement. No promises or representations have been made to me to induce me to sign this agreement. I sign this agreement voluntarily and freely without any coercion.

DocuSigned by:



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5/18/2022

## **ANNEXURE 1**

### **UNDERTAKING**

In consideration of my internship by **CAT INDIA ENGR SOLTNS PRVT**, a company organized under the laws of India (the "Company"), I agree that the following is applicable worldwide and agreed to by me voluntarily in connection with such internship by the Company (the "Agreement"):

#### **1. Purpose of this Agreement.**

I understand that the Company is engaged in a continuous program of research, development, manufacturing, production, marketing and sales in connection with Company's Business (as defined below) and that it is critical for the Company to preserve and protect its Confidential Information (as defined below), its Intellectual Property (as defined below), its Developments (as defined below) and its Intellectual Property Rights (as defined below). Accordingly, I enter into this Agreement as a condition of my internship by the Company, whether or not I am expected to have knowledge of or create such Confidential Information (as defined below), Intellectual Property (as defined below), Developments (as defined below) or Intellectual Property Rights for the Company.

#### **2. Definitions.**

**"Affiliate"** means: (i) any company, corporation, partnership or other business entity which is controlled or fifty percent (50%) or more owned, directly or indirectly, by the Company or which is fifty percent (50%) or more owned by any company, corporation, partnership or other business entity falling under item (ii) below; (ii) any company, corporation, partnership or other business entity that owns, directly or indirectly, fifty percent (50%) or more of the Company; and (iii) any individual or entity who has interests in, or relations with the Company. For purposes of this definition, "control" shall mean the possession, directly or indirectly, of power to direct or cause the direction of the management and policies of a business entity, whether through ownership of voting securities or otherwise.

**"Intellectual Property or IP"** means: any technology or information including, but not limited to, any ideas, discoveries, designs, apparatus, components, systems, specifications, algorithms, methods or processes, formulas, computer programs, techniques, improvements, compositions of matter, databases, mask works, trade secrets, any inventions (whether or not patentable), know-how, works of authorship (whether or not registered as copyrights), trade secrets, trademarks and domain names.

**"Intellectual Property Rights or IP Rights"** means: all patents, utility models, design rights and similar invention rights, registered and unregistered copyrights, trademark rights, trade secret rights, moral rights, mask work rights, domain name rights, know-how rights and any and all other similar intangible property rights, including all rights of exploitation, recognized anywhere in the world under any state or national statute or common law right in connection with the Intellectual Property .

#### **3. Developments.**

##### **i. Disclosure.**

I will promptly disclose to the Company any Intellectual Property and any improvements thereof ("Developments") conceived, created, or made by me either alone or jointly with others or about which I have knowledge of during the period of internship, whether or not in the course of my internship, and whether or not such Developments may be, have been or will be protected under Intellectual Property Rights; provided that, such Developments:

relate to any business of the Company or its Affiliates; or relate to any actual or planned research and development of the Company or its Affiliates, or are suggested by or result from any task assigned to me or work performed by me for the Company or its Affiliates; or relate to the Company Confidential information (as defined below) or the confidential information of its Affiliates.

3(i)(a)(b)(c) and (d) are collectively referred to as "Company's Business".

##### **ii. Ownership.**

I agree that all Developments conceived, created or made by me either alone or jointly with others during the period of internship, whether or not in the course of my internship, that relate to the Company's Business will be the sole and exclusive property of the Company.

I acknowledge and agree that any copyrightable works prepared by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business are "works for hire" under the Copyright Act and that the Company will be considered the author of such copyrightable works and will be the sole and exclusive property of the Company.



### **iii. Assignment.**

I hereby irrevocably transfer and assign to the Company any and all Intellectual Property Rights that I may have in or own with respect to any Developments conceived, created or made by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business.

In addition to the foregoing assignment of Intellectual Property Rights in Developments, I irrevocably transfer and assign any and all Moral Rights (as defined below) that I may have in or own with respect to any Developments conceived, created or made by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business. I also hereby forever waive and agree never to assert any and all Moral Rights that I may have in or own with respect of such Developments, even after termination or expiration of my internship by the Company. "Moral Rights" mean any rights to claim authorship of any Development, to object to or prevent the modification of any Development, or to withdraw from circulation or control the publication or distribution of any Development, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

I agree to assist the Company in every proper way to obtain for the Company any Intellectual Property Rights in and ownership to the Developments conceived, created or made by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business. Furthermore, I agree to assist the Company in every proper way to enforce such Intellectual Property Rights in such Developments in any and all countries.

I will execute any document that the Company may reasonably request for obtaining or enforcing such Intellectual Property Rights. My obligations under this paragraph will continue beyond the termination or expiration of my internship by the Company.

### **iii. Prior Developments.**

I have identified herein below in Section A or have attached herewith as Attachment No. 1, a complete list of all Developments to which I claim ownership and which I desire to remove from the operation of this Agreement, and I acknowledge and agree that such list is complete. If no such list is identified below or attached to this Agreement at the time of its execution, I represent that I have no such Developments.

## **4. Confidential Information.**

### **i. Non-Disclosure and Nonuse**

I understand that the Company has and continually develops and obtains valuable proprietary and confidential information concerning the Company's Business, business relationships and financial and other affairs (the "Company Confidential Information") which may become known to me in connection with my internship. By way of illustration, but not limitation, Company Confidential Information may include all types of financial, business, scientific, technical or engineering information, including, processes, methods, techniques, systems, formulas, drawings, photographs, software in any form, machine readable records, patterns, plans, models, devices, compilations, concepts, inventions (whether or not patentable), trade secrets, know-how, manufacturing procedures, research and development activities, product and marketing plans, organizational data, customer, dealer and supplier information, computer passwords, log-in Ids, access codes, calling card numbers, information on or from the computer or telecommunication systems and any development thereof or related thereto, and other business or technical information disclosed to the Company or to me by Affiliates of a proprietary or confidential nature or under an obligation of confidence. Such Company Confidential Information may be contained in various media, including, without limitation, computer programs in object and/or source code, flow charts and other program documentation, manuals, plans, drawings, designs, technical specifications and literature, laboratory notebooks, supplier and customer lists, internal financial data and other documents and records of the Company.

Company Confidential Information shall not include information which (a) is or becomes generally known within the Company's or its Affiliate's industry through no act or fault of mine; (b) is known to me (without being derived from the Company or its Affiliates) at the time it is disclosed as evidenced by my written records at the time of disclosure and is without restriction on its use or disclosure; (c) is lawfully and in good faith made available to me by a third party who did not derive it from the Company or its Affiliates and who imposes no obligation of confidence on me.

I agree that I will not use, copy, publish or disclose the Company Confidential Information, except while I am employed by the Company in performance of my duties and only for the best interests of the Company in accordance with the policy of the Company and/or its Affiliates with respect to the protection of such Company Confidential Information. I will not use, copy or publish such Company Confidential Information for the benefit of myself or others, nor will I disclose it to others during or after my internship, unless specifically authorized to do so in writing by the Company. I agree that I will contact the Company's Legal Department if I have any questions as to whether any specific information constitutes Company Confidential Information. The Company expects all employees to comply with the obligations under this Agreement to maintain the confidentiality of the Company Confidential Information.

I acknowledge that all Company Confidential Information, whether or not in writing and whether or not labeled or identified as confidential or proprietary, is and shall remain owned by and the sole and exclusive property of the Company or the Affiliate providing such information to me or the Company. I agree that no license under patent or other intellectual property right or under any other law is granted or conveyed by reason of my knowledge or use of the Company Confidential Information.

The Company also expects all employees to comply with any obligations to maintain the confidentiality of trade secrets or other confidential or proprietary business or technical information received prior to joining the Company, including former employers, or from third parties during internship by the Company for which I owe a duty to keep such information in confidence under agreement or otherwise (the "Other Confidential Information"). Therefore, I will comply with all obligations to maintain the confidentiality of Other Confidential Information. I understand that the Company and its Affiliates do not desire to acquire from me any Other Confidential Information. Therefore, I agree that I will not improperly use, copy, or publish any such Other Confidential Information nor will I disclose any such Other Confidential Information to the Company or its Affiliates. Furthermore, I will not use, copy, publish or disclose to the Company or its Affiliates such Other Confidential

Information for the benefit of the Company or its Affiliates without the express written permission of the owner of such Other Confidential Information. I agree that I will contact the Company' Legal Department if I have any questions as to whether any specific information constitutes Other Confidential Information, the status of my obligations related to such Other Confidential Information or if I am asked to disclose such Other Confidential Information to the Company, its Affiliates or to third parties. I further agree that I will not acquire by any illegal means any Other Confidential Information. I agree that neither the Company nor its Affiliates takes responsibility for any liability, (Civil or Criminal) arising out of an improper or illegal disclosure of Other Confidential Information by me in breach of my duty to keep such information in confidence under agreement or otherwise.

Prior to my submitting or disclosing any material prepared by me for possible publication or dissemination outside the Company that incorporates Company's Business, either present or future, I agree to deliver a copy of such material to an officer of the Company for his or her review. Within twenty (20) days of such submission, the Company agrees to notify me whether the Company believes such material contains any Company Confidential Information, and I agree to make such deletions and revisions as are reasonably requested by the Company to protect such Company Confidential Information. I further agree to obtain the consent of the Company prior to any review of such material by persons outside the Company.

## **ii. Return of Property.**

When my internship terminates or expires, or at any time upon Company's request, I will return to the Company all material in my possession or under my control pertaining to the Company Confidential Information. I acknowledge that because Company Confidential Information can have an unlimited life, it is reasonable that my related obligations under this Agreement be likewise unlimited in time and continue beyond termination or expiration of my internship.

## **5. No Conflicting Agreements.**

I am not a party to any other agreement that conflicts with this Agreement, except as I have listed or identified herein below in Section B or have attached herewith as Attachment No. 2. If no such list is identified below or attached to this Agreement at the time of its execution, I represent that I am not a party to any such conflicting agreements at the time of executing this Agreement.

## **6. Severability.**

If any provision of this Agreement is finally determined to be invalid under applicable law, then such provision shall be inapplicable and deemed omitted from this Agreement, but the remaining provisions shall be given full force and effect in accordance with the manifest intent hereof.

## **7. Governing Law.**

I understand that although I may work for the Company outside India, I understand and agree that this Agreement will be governed, interpreted and enforced in accordance with the laws of India, without regard to or application of choice of law rules or principles. The Courts in Chennai shall have jurisdiction over any disputes arising under this Agreement.

## **8. Effective Date.**

This Agreement shall take effect from the date of my Internship by the company.

## **11. Miscellaneous**

No delay or omission by the Company in exercising any right under this Agreement will operate as a waiver of that or any other right. No waiver or consent given by the Company on any occasion will be construed as a bar to or continuing waiver or consent. In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid,

illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, and all other provisions shall remain in full force and effect. If any of the provisions of this Agreement is held to be excessively broad, it shall be reformed and construed by limiting and reducing it so as to be enforceable to the maximum extent permitted by law.

This Agreement can only be modified by a written agreement executed by a duly authorized officer of the Company.

**I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY.**

**A. Prior Developments or intellectual property rights which are not part of this Agreement:**

**B. Other agreements that conflict with this Agreement:**

DocuSigned by:



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## **ANNEXURE 2**

### **ELECTRONIC COMMUNICATION GUIDELINES**

Electronic communications - including any access to or exchange of data via e-mail, the Internet or Intranet, voice mail, or otherwise - are a vital and growing segment of our business communications. Users of these systems are responsible for the communications in which they engage and for the resulting Company's records that they create, send, forward or save – and for doing so only in accordance with these guidelines.

**1. The electronic communication and information systems** and related equipment (the Systems) **are provided by and are the property of the Company**, as is all information residing on or carried by these Systems. As a condition of your use of the Systems, you acknowledge and agree that the Company may, at its discretion and for legitimate business purposes, inspect, use, or disclose your communications and related information without further notice. You should have no expectation of personal privacy associated with your use of the Systems.

**2. Unauthorized access to the Systems is prohibited**, and the Company takes reasonable precautions to secure the Systems from such access. Authorized users must exercise reasonable care to maintain the security of the Systems, including the use and management of required passwords. However, password protection is for the security of the Company and the Systems, and does not imply that communications are private or confidential to individuals.

**3. The Systems are intended for the Company's business.** You may not use the Systems for personal gain, for purposes not reasonably related to the conduct of the Company business, or in any manner that harms other individuals or the Company.

**4. Use of the Systems should be businesslike, courteous, and civil, and must comply with laws and regulations** such as those regulating trademarks, copyrighted material, threatening or obscene material, and confidential, proprietary, or trade secret information. Use that is harassing, discriminatory, defamatory, disruptive or offensive to others, illegal or criminal, or that involves obscene, vulgar, or sexually explicit content, is prohibited. Although your use of the Systems indicates your consent that the Company may, at its discretion, inspect, use, or disclose any resulting information, such inspection is not systematic or guaranteed. The Company depends upon users to report inappropriate, offensive, or illegal material to the Company's management.

**5. Communications must clearly disclose the originator, sender, and intended recipient.** If you receive a communication by mistake, you should stop reading as soon as you realize it was not meant for you and notify the sender or your system administrator immediately. It is impermissible, and may be illegal, to purposely read communications intended for another person without permission of that person or of the Company. If you forward a communication originated by someone else, do not make changes without clearly disclosing that you have done so.

**6. Communications outside of the Company**, for example, via the Internet, Electronic Data Interchanges, direct modem connections, or otherwise, often travel through systems not under the control of the Company, and **might be intercepted and misused**. Therefore, confidential information must not be communicated outside of the Company unless clearly marked as to

its confidential status. Privileged information, such as communications between an attorney and client, must not be shared without prior Legal Services approval.

**7. Marking communications as confidential does not necessarily protect them for disclosure or misuse**, and the Company guidelines might require the use of encryption. However, encryption may be employed only where the Company has authorized its use and has been provided with all keys necessary for decryption. You may not intentionally encode or encrypt files to make them unreadable by authorized the Company representatives.

**8. Use of the Systems creates records that can be difficult to eliminate.** Communications or related information might be printed or saved and might exist on backup media or otherwise be retrievable from the Systems for indeterminate periods of time. Therefore, you should be aware that mere “deletion” of a communication does not ensure removal of it or of related information from the Systems. Consider this when drafting and sending communications.

**9. Various other Company’s policies, procedures, and practices apply to electronic communications and Systems.** Examples include guidelines established by the Corporate Records Management Program, Corporate Information Services, Corporate Travel Services, Corporate Identity, and your facility and business unit. It is your responsibility to manage your electronic communications in accordance with all such direction.

Use of the Company’s Systems is a privilege. Inappropriate use may result in disciplinary action, up to and including termination. In addition, failure to follow these guidelines could subject both Company and you, the individual user, to legal liabilities and embarrassment. You should report any misuse to your supervisor, your facility Human Resources or Information Services manager, or to Security.

DocuSigned by:



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26<sup>th</sup> May, 2022

**Confidential**

**Rugveda Mangesh Nalawade,**  
Cummins College of Engineering For Women,  
Pune.

Dear Rugveda Mangesh Nalawade,

**Re: Letter of Offer for Internship Program (Internship)**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you Internship with Caterpillar India Engineering Solutions Private Limited (hereinafter referred to as “the Company”) on the terms and conditions stated below:

1. Your Internship with the Company shall be for a term of **2 months**, commencing from **06<sup>th</sup> June 2022** and ending on **29<sup>th</sup> July 2022**.
2. This internship is viewed as being an educational opportunity for you, rather than a part-time job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.
3. You shall abide by the instructions given to you by your Supervisor. You shall submit a project report at the end of your Internship on the training your learning experience in the Company. As required, you shall be provided both class room and on the job training.
4. During the tenure of your Internship, you shall be paid a stipend of an amount of **Rs.20,000/- (Rupees Twenty Thousand Only)** per month subject to deduction of tax as applicable.
5. You should be available Monday through Friday for undergoing your Internship. You shall be entitled to Holidays as declared by the Company.
6. The Company, reserves the right to terminate your Internship at any time through 1 day written notice to you. In the event of indiscipline or violation of Company’s policies, procedures, rules and regulations, the Company is entitled to terminate your internship forthwith.
7. You are entitled to terminate this Agreement by providing the Company with a written notice of 10 days.
8. You shall be eligible for leave as per the company internship policy.
9. You shall devote the whole of your time and attention for the successful completion of your Internship.
10. The Company reserves the right to transfer you from one location to another for the purpose of your Internship training.

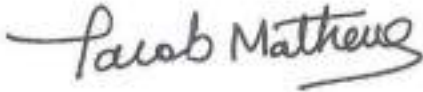
11. It is clarified that you are not an employee of the Company and this Internship does not assure you any employment in the Company. The Company is not liable to absorb you as an employee after completion of your Internship.
12. You shall abide by the policies, procedures, rules and regulations of the Company.
13. During your Internship training you may have access to trade secrets and confidential business information belonging to Company. By accepting this offer of Internship, you acknowledge that you must keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside the Company. In addition you shall execute a Confidentiality and Intellectual Property Undertaking as given in Annexure – A.
14. You shall abide by the Electronic Communication Guidelines of the Company given in the Intellectual Property Agreement and execute an undertaking as stipulated in Annexure - B.
15. **The terms & conditions of your engagement as Intern is subject to review by the Company from time to time and you shall be bound by the same.**
16. Company work timings will be informed by the business division where you shall undergo the Internship.
17. While undergoing the Internship, or subsequent engagement if any thereafter, you shall not pay or agree to pay, directly or indirectly, any funds or provide anything of value to any employee, agent, sub-contractor or other official of any governmental or public entity, or any consultant of such Governmental or public entity, or to any official or candidate of any political party, for the purpose of directly or indirectly influencing the acts or decisions of such officials in relation to the performance of your training or any services for the Company.
18. You shall not indulge in any activity that may constitute unwelcome verbal, physical or visual conduct based on a person's membership in a protected class based on sex, color, race, religion, place of birth etc., Further, you shall not indulge in any unwelcome sexually determined behavior or conduct.
19. You agree that traveling to locations other than your base location, including to places outside India as may be required to undergo your Internship and you shall have no objection to the same.
20. In addition to any and all other remedies that may be available at law, in the event of any breach of the terms of your engagement as Intern, the Company shall have the right to an injunction or other equitable relief in any Court of competent jurisdiction, enjoining any such breach, and you hereby waive any and all defenses that you may have on the ground of lack of jurisdiction or competence of the injunction or other equitable relief. The existence of this right shall not preclude any other rights and remedies at law or in equity, which the Company may have.
21. The company is not responsible to provide any term life insurance and group personal accident insurance.

22. Except to the extent expressly set forth herein, this agreement constitutes the entire understanding between the Company and yourself with respect to the subject matter hereof to the exclusion of all other understandings and assurances, either written or oral.

I hope that your association with the Company will be successful and rewarding please sign a copy of this agreement and return to us as an acknowledgement of your acceptance of the abovementioned terms and conditions.

Yours sincerely,

For Caterpillar India Engineering Solutions Private Limited



**Jacob Mathew**  
**Human Resources Manager**

I have read this agreement for Internship carefully and I understand and accept the obligations which it imposes upon me and acknowledge the obligations which I am required to perform under this agreement. No promises or representations have been made to me to induce me to sign this agreement. I sign this agreement voluntarily and freely without any coercion.

Signature  \_\_\_\_\_

Name Rugveda Mangesh Nalawade

Date 06-06-2022



CAT INDIA ENGR SOLTNS PRVT

Aditi Milind Khaire

Dear Aditi,

**Re: Letter of Offer for Internship Program (Internship)**

With reference to your application and subsequent discussions we had with you, we are pleased to offer you Internship with CAT INDIA ENGR SOLTNS PRVT (hereinafter referred to as "the Company") on the terms and conditions stated below:

1. Your Internship with the Company shall be for a term of **2 months** commencing from 06/06/2022 and ending on 29/07/2022.
2. This internship is viewed as being an educational opportunity for you, rather than a part-time job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.
3. You shall abide by the instructions given to you by your Supervisor. You shall submit a project report at the end of your Internship on the training your learning experience in the Company. As required you shall be provided both class room and on the job training.
4. During the tenure of your Internship, you shall be paid an amount of ₹20,000.00Rupees per month subject to deduction of tax as applicable.
5. You should be available Monday through Friday for undergoing your Internship. You shall be entitled to Holidays as declared by the Company.
6. The Company, reserves the right to terminate your Internship at any time through 1 day written notice to you. In the event of indiscipline or violation of Company's policies, procedures, rules and regulations, the Company is entitled to terminate your internship forthwith.
7. You are entitled to terminate this Agreement by providing the Company with a written notice of 10 days.
8. You shall be eligible for leave as per the company internship policy.
9. You shall devote the whole of your time and attention for the successful completion of your Internship.
10. The Company reserves the right to transfer you from one location to another for the purpose of your Internship training.
11. It is clarified that you are not an employee of the Company and this Internship does not assure you any employment in the Company. The Company is not liable to absorb you as an employee after completion of your Internship.
12. You shall abide by the policies, procedures, rules and regulations of the Company.
13. During your Internship training you may have access to trade secrets and confidential business information belonging to Company. By accepting this offer of Internship, you acknowledge that you must keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside the Company. **In addition you shall**



execute a Confidentiality and Intellectual Property Undertaking as given in Annexure

14. You shall abide by the Electronic Communication Guidelines of the Company given in the Intellectual Property Agreement and execute an undertaking as stipulated in Annexure

**15. The terms & conditions of your engagement as Intern is subject to review by the Company from time to time and you shall be bound by the same.**

16. Company work timings will be informed by the business division where you shall undergo the Internship.

17. While undergoing the Internship, or subsequent engagement if any thereafter, you shall not pay or agree to pay, directly or indirectly, any funds or provide anything of value to any employee, agent, sub-contractor or other official of any governmental or public entity, or any consultant of such Governmental or public entity, or to any official or candidate of any political party, for the purpose of directly or indirectly influencing the acts or decisions of such officials in relation to the performance of your training or any services for the Company.

18. You shall not indulge in any activity that may constitute unwelcome verbal, physical or visual conduct based on a person's membership in a protected class based on sex, color, race, religion, place of birth etc., Further, you shall not indulge in any unwelcome sexually determined behavior or conduct.

19. You agree that traveling to locations other than your base location, including to places outside India as may be required to undergo your Internship and you shall have no objection to the same.

20. In addition to any and all other remedies that may be available at law, in the event of any breach of the terms of your engagement as Intern, the Company shall have the right to an injunction or other equitable relief in any Court of competent jurisdiction, enjoining any such breach, and you hereby waive any and all defenses that you may have on the ground of lack of jurisdiction or competence of the injunction or other equitable relief. The existence of this right shall not preclude any other rights and remedies at law or in equity, which the Company may have.

21. The company is not responsible to provide any term life insurance and group personal accident insurance.

22. Except to the extent expressly set forth herein, this agreement constitutes the entire understanding between the Company and yourself with respect to the subject matter hereof to the exclusion of all other understandings and assurances, either written or oral.

I hope that your association with the Company will be successful and rewarding please sign a copy of this agreement and return to us as an acknowledgement of your acceptance of the above mentioned terms and conditions.

Yours sincerely,

For Caterpillar India Engineering Solutions Private Limited

**Jacob Mathew**  
**Human Resources Manager**

I have read this agreement for Internship carefully and I understand and accept the obligations which it imposes upon me and acknowledge the obligations which I am required to perform under this agreement. No promises or representations have been made to me to induce me to sign this agreement. I sign this agreement voluntarily and freely without any coercion.

## **ANNEXURE 1**

### **UNDERTAKING**

In consideration of my internship by **CAT INDIA ENGR SOLTNS PRVT**, a company organized under the laws of India (the "Company"), I agree that the following is applicable worldwide and agreed to by me voluntarily in connection with such internship by the Company (the "Agreement"):

#### **1. Purpose of this Agreement.**

I understand that the Company is engaged in a continuous program of research, development, manufacturing, production, marketing and sales in connection with Company's Business (as defined below) and that it is critical for the Company to preserve and protect its Confidential Information (as defined below), its Intellectual Property (as defined below), its Developments (as defined below) and its Intellectual Property Rights (as defined below). Accordingly, I enter into this Agreement as a condition of my internship by the Company, whether or not I am expected to have knowledge of or create such Confidential Information (as defined below), Intellectual Property (as defined below), Developments (as defined below) or Intellectual Property Rights for the Company.

#### **2. Definitions.**

**"Affiliate"** means: (i) any company, corporation, partnership or other business entity which is controlled or fifty percent (50%) or more owned, directly or indirectly, by the Company or which is fifty percent (50%) or more owned by any company, corporation, partnership or other business entity falling under item (ii) below; (ii) any company, corporation, partnership or other business entity that owns, directly or indirectly, fifty percent (50%) or more of the Company; and (iii) any individual or entity who has interests in, or relations with the Company. For purposes of this definition, "control" shall mean the possession, directly or indirectly, of power to direct or cause the direction of the management and policies of a business entity, whether through ownership of voting securities or otherwise.

**"Intellectual Property or IP"** means: any technology or information including, but not limited to, any ideas, discoveries, designs, apparatus, components, systems, specifications, algorithms, methods or processes, formulas, computer programs, techniques, improvements, compositions of matter, databases, mask works, trade secrets, any inventions (whether or not patentable), know-how, works of authorship (whether or not registered as copyrights), trade secrets, trademarks and domain names.

**"Intellectual Property Rights or IP Rights"** means: all patents, utility models, design rights and similar invention rights, registered and unregistered copyrights, trademark rights, trade secret rights, moral rights, mask work rights, domain name rights, know-how rights and any and all other similar intangible property rights, including all rights of exploitation, recognized anywhere in the world under any state or national statute or common law right in connection with the Intellectual Property .

#### **3. Developments.**

##### **i. Disclosure.**

I will promptly disclose to the Company any Intellectual Property and any improvements thereof ("Developments") conceived, created, or made by me either alone or jointly with others or about which I have knowledge of during the period of internship, whether or not in the course of my internship, and whether or not such Developments may be, have been or will be protected under Intellectual Property Rights; provided that, such Developments:

relate to any business of the Company or its Affiliates; or relate to any actual or planned research and development of the Company or its Affiliates, or are suggested by or result from any task assigned to me or work performed by me for the Company or its Affiliates; or relate to the Company Confidential information (as defined below) or the confidential information of its Affiliates.

3(i)(a)(b)(c) and (d) are collectively referred to as "Company's Business".

##### **ii. Ownership.**

I agree that all Developments conceived, created or made by me either alone or jointly with others during the period of internship, whether or not in the course of my internship, that relate to the Company's Business will be the sole and exclusive property of the Company.

I acknowledge and agree that any copyrightable works prepared by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business are "works for hire" under the Copyright Act and that the Company will be considered the author of such copyrightable works and will be the sole and exclusive property of the Company.

### **iii. Assignment.**

I hereby irrevocably transfer and assign to the Company any and all Intellectual Property Rights that I may have in or own with respect to any Developments conceived, created or made by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business.

In addition to the foregoing assignment of Intellectual Property Rights in Developments, I irrevocably transfer and assign any and all Moral Rights (as defined below) that I may have in or own with respect to any Developments conceived, created or made by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business. I also hereby forever waive and agree never to assert any and all Moral Rights that I may have in or own with respect of such Developments, even after termination or expiration of my internship by the Company. "Moral Rights" mean any rights to claim authorship of any Development, to object to or prevent the modification of any Development, or to withdraw from circulation or control the publication or distribution of any Development, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

I agree to assist the Company in every proper way to obtain for the Company any Intellectual Property Rights in and ownership to the Developments conceived, created or made by me either alone or jointly with others during the period of my internship, whether or not in the course of my internship, that relate to the Company's Business. Furthermore, I agree to assist the Company in every proper way to enforce such Intellectual Property Rights in such Developments in any and all countries.

I will execute any document that the Company may reasonably request for obtaining or enforcing such Intellectual Property Rights. My obligations under this paragraph will continue beyond the termination or expiration of my internship by the Company.

### **iii. Prior Developments.**

I have identified herein below in Section A or have attached herewith as Attachment No. 1, a complete list of all Developments to which I claim ownership and which I desire to remove from the operation of this Agreement, and I acknowledge and agree that such list is complete. If no such list is identified below or attached to this Agreement at the time of its execution, I represent that I have no such Developments.

## **4. Confidential Information.**

### **i. Non-Disclosure and Nonuse**

I understand that the Company has and continually develops and obtains valuable proprietary and confidential information concerning the Company's Business, business relationships and financial and other affairs (the "Company Confidential Information") which may become known to me in connection with my internship. By way of illustration, but not limitation, Company Confidential Information may include all types of financial, business, scientific, technical or engineering information, including, processes, methods, techniques, systems, formulas, drawings, photographs, software in any form, machine readable records, patterns, plans, models, devices, compilations, concepts, inventions (whether or not patentable), trade secrets, know-how, manufacturing procedures, research and development activities, product and marketing plans, organizational data, customer, dealer and supplier information, computer passwords, log-in Ids, access codes, calling card numbers, information on or from the computer or telecommunication systems and any development thereof or related thereto, and other business or technical information disclosed to the Company or to me by Affiliates of a proprietary or confidential nature or under an obligation of confidence. Such Company Confidential Information may be contained in various media, including, without limitation, computer programs in object and/or source code, flow charts and other program documentation, manuals, plans, drawings, designs, technical specifications and literature, laboratory notebooks, supplier and customer lists, internal financial data and other documents and records of the Company.

Company Confidential Information shall not include information which (a) is or becomes generally known within the Company's or its Affiliate's industry through no act or fault of mine; (b) is known to me (without being derived from the Company or its Affiliates) at the time it is disclosed as evidenced by my written records at the time of disclosure and is without restriction on its use or disclosure; (c) is lawfully and in good faith made available to me by a third party who did not derive it from the Company or its Affiliates and who imposes no obligation of confidence on me.

I agree that I will not use, copy, publish or disclose the Company Confidential Information, except while I am employed by the Company in performance of my duties and only for the best interests of the Company in accordance with the policy of the Company and/or its Affiliates with respect to the protection of such Company Confidential Information. I will not use, copy or publish such Company Confidential Information for the benefit of myself or others, nor will I disclose it to others during or after my internship, unless specifically authorized to do so in writing by the Company. I agree that I will contact the Company's Legal Department if I have any questions as to whether any specific information constitutes Company Confidential Information. The Company expects all employees to comply with the obligations under this Agreement to maintain the confidentiality of the Company Confidential Information.

I acknowledge that all Company Confidential Information, whether or not in writing and whether or not labeled or identified as confidential or proprietary, is and shall remain owned by and the sole and exclusive property of the Company or the Affiliate providing such information to me or the Company. I agree that no license under patent or other intellectual property right or under any other law is granted or conveyed by reason of my knowledge or use of the Company Confidential Information.

The Company also expects all employees to comply with any obligations to maintain the confidentiality of trade secrets or other confidential or proprietary business or technical information received prior to joining the Company, including former employers, or from third parties during internship by the Company for which I owe a duty to keep such information in confidence under agreement or otherwise (the "Other Confidential Information"). Therefore, I will comply with all obligations to maintain the confidentiality of Other Confidential Information. I understand that the Company and its Affiliates do not desire to acquire from me any Other Confidential Information. Therefore, I agree that I will not improperly use, copy, or publish any such Other Confidential Information nor will I disclose any such Other Confidential Information to the Company or its Affiliates. Furthermore, I will not use, copy, publish or disclose to the Company or its Affiliates such Other Confidential

Information for the benefit of the Company or its Affiliates without the express written permission of the owner of such Other Confidential Information. I agree that I will contact the Company' Legal Department if I have any questions as to whether any specific information constitutes Other Confidential Information, the status of my obligations related to such Other Confidential Information or if I am asked to disclose such Other Confidential Information to the Company, its Affiliates or to third parties. I further agree that I will not acquire by any illegal means any Other Confidential Information. I agree that neither the Company nor its Affiliates takes responsibility for any liability, (Civil or Criminal) arising out of an improper or illegal disclosure of Other Confidential Information by me in breach of my duty to keep such information in confidence under agreement or otherwise.

Prior to my submitting or disclosing any material prepared by me for possible publication or dissemination outside the Company that incorporates Company's Business, either present or future, I agree to deliver a copy of such material to an officer of the Company for his or her review. Within twenty (20) days of such submission, the Company agrees to notify me whether the Company believes such material contains any Company Confidential Information, and I agree to make such deletions and revisions as are reasonably requested by the Company to protect such Company Confidential Information. I further agree to obtain the consent of the Company prior to any review of such material by persons outside the Company.

## **ii. Return of Property.**

When my internship terminates or expires, or at any time upon Company's request, I will return to the Company all material in my possession or under my control pertaining to the Company Confidential Information. I acknowledge that because Company Confidential Information can have an unlimited life, it is reasonable that my related obligations under this Agreement be likewise unlimited in time and continue beyond termination or expiration of my internship.

## **5. No Conflicting Agreements.**

I am not a party to any other agreement that conflicts with this Agreement, except as I have listed or identified herein below in Section B or have attached herewith as Attachment No. 2. If no such list is identified below or attached to this Agreement at the time of its execution, I represent that I am not a party to any such conflicting agreements at the time of executing this Agreement.

## **6. Severability.**

If any provision of this Agreement is finally determined to be invalid under applicable law, then such provision shall be inapplicable and deemed omitted from this Agreement, but the remaining provisions shall be given full force and effect in accordance with the manifest intent hereof.

## **7. Governing Law.**

I understand that although I may work for the Company outside India, I understand and agree that this Agreement will be governed, interpreted and enforced in accordance with the laws of India, without regard to or application of choice of law rules or principles. The Courts in Chennai shall have jurisdiction over any disputes arising under this Agreement.

## **8. Effective Date.**

This Agreement shall take effect from the date of my Internship by the company.

## **11. Miscellaneous**

No delay or omission by the Company in exercising any right under this Agreement will operate as a waiver of that or any other right. No waiver or consent given by the Company on any occasion will be construed as a bar to or continuing waiver or consent. In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid,

illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, and all other provisions shall remain in full force and effect. If any of the provisions of this Agreement is held to be excessively broad, it shall be reformed and construed by limiting and reducing it so as to be enforceable to the maximum extent permitted by law.

This Agreement can only be modified by a written agreement executed by a duly authorized officer of the Company.

**I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY.**

**A. Prior Developments or intellectual property rights which are not part of this Agreement:**

**B. Other agreements that conflict with this Agreement:**

## **ANNEXURE 2**

### **ELECTRONIC COMMUNICATION GUIDELINES**

Electronic communications - including any access to or exchange of data via e-mail, the Internet or Intranet, voice mail, or otherwise - are a vital and growing segment of our business communications. Users of these systems are responsible for the communications in which they engage and for the resulting Company's records that they create, send, forward or save – and for doing so only in accordance with these guidelines.

**1. The electronic communication and information systems** and related equipment (the Systems) **are provided by and are the property of the Company**, as is all information residing on or carried by these Systems. As a condition of your use of the Systems, you acknowledge and agree that the Company may, at its discretion and for legitimate business purposes, inspect, use, or disclose your communications and related information without further notice. You should have no expectation of personal privacy associated with your use of the Systems.

**2. Unauthorized access to the Systems is prohibited**, and the Company takes reasonable precautions to secure the Systems from such access. Authorized users must exercise reasonable care to maintain the security of the Systems, including the use and management of required passwords. However, password protection is for the security of the Company and the Systems, and does not imply that communications are private or confidential to individuals.

**3. The Systems are intended for the Company's business.** You may not use the Systems for personal gain, for purposes not reasonably related to the conduct of the Company business, or in any manner that harms other individuals or the Company.

**4. Use of the Systems should be businesslike, courteous, and civil, and must comply with laws and regulations** such as those regulating trademarks, copyrighted material, threatening or obscene material, and confidential, proprietary, or trade secret information. Use that is harassing, discriminatory, defamatory, disruptive or offensive to others, illegal or criminal, or that involves obscene, vulgar, or sexually explicit content, is prohibited. Although your use of the Systems indicates your consent that the Company may, at its discretion, inspect, use, or disclose any resulting information, such inspection is not systematic or guaranteed. The Company depends upon users to report inappropriate, offensive, or illegal material to the Company's management.

**5. Communications must clearly disclose the originator, sender, and intended recipient.** If you receive a communication by mistake, you should stop reading as soon as you realize it was not meant for you and notify the sender or your system administrator immediately. It is impermissible, and may be illegal, to purposely read communications intended for another person without permission of that person or of the Company. If you forward a communication originated by someone else, do not make changes without clearly disclosing that you have done so.

**6. Communications outside of the Company**, for example, via the Internet, Electronic Data Interchanges, direct modem connections, or otherwise, often travel through systems not under the control of the Company, and **might be intercepted and misused**. Therefore, confidential information must not be communicated outside of the Company unless clearly marked as to

its confidential status. Privileged information, such as communications between an attorney and client, must not be shared without prior Legal Services approval.

**7. Marking communications as confidential does not necessarily protect them for disclosure or misuse,** and the Company guidelines might require the use of encryption. However, encryption may be employed only where the Company has authorized its use and has been provided with all keys necessary for decryption. You may not intentionally encode or encrypt files to make them unreadable by authorized the Company representatives.

**8. Use of the Systems creates records that can be difficult to eliminate.** Communications or related information might be printed or saved and might exist on backup media or otherwise be retrievable from the Systems for indeterminate periods of time. Therefore, you should be aware that mere “deletion” of a communication does not ensure removal of it or of related information from the Systems. Consider this when drafting and sending communications.

**9. Various other Company’s policies, procedures, and practices apply to electronic communications and Systems.** Examples include guidelines established by the Corporate Records Management Program, Corporate Information Services, Corporate Travel Services, Corporate Identity, and your facility and business unit. It is your responsibility to manage your electronic communications in accordance with all such direction.

Use of the Company’s Systems is a privilege. Inappropriate use may result in disciplinary action, up to and including termination. In addition, failure to follow these guidelines could subject both Company and you, the individual user, to legal liabilities and embarrassment. You should report any misuse to your supervisor, your facility Human Resources or Information Services manager, or to Security.



## Caterpillar Offers - Cummins

1 message

Rajith Kumar S <Kumar\_S\_Rajith@cat.com>

To: sakshi.koshe@cumminscollege.in <sakshi.koshe@cumminscollege.in>, aditi.khaire@cumminscollege.in <aditi.khaire@cumminscollege.in>, rohinigsangle@gmail.com <rohinigsangle@gmail.com>, rugveda.nalawade@cumminscollege.in <rugveda.nalawade@cumminscollege.in>

Cc: Nidhi Gupta <Gupta\_Nidhi@cat.com>, placements@cumminscollege.in <placements@cumminscollege.in>



### Caterpillar:

At Caterpillar, you build what matters—whether it's the career you want, crucial work skills, strong relationships or new digital technologies. — powered by our people. Whether it be groundbreaking products, best in class solutions or a lifelong career, you can build what matters to you. 150 locations in countries around the world, what you create at Caterpillar travels and helps people around the world. You can collaborate with the industry, complete meaningful work and continuously grow and develop through our various opportunities. Here, you can do the work that matters.

Thank you team for the support in virtual hiring process. The Final shortlisted students is shared below. Request you to please communicate with them to confirm on their offer acceptance.

**Also, Please let us know the Internship available timeline for the selected candidate.** Thank you.

| Name                     | Course      | Branch                 | Email ID   | Final Selects          |
|--------------------------|-------------|------------------------|--|------------------------|
| Sakshi Jitendra Koshe    | B.Tech/B.E. | Mechanical Engineering | <a href="mailto:sakshi.koshe@cumminscollege.in">sakshi.koshe@cumminscollege.in</a>         | Summer Internship only |
| Aditi Milind Khaire      | B.Tech/B.E. | Mechanical Engineering | <a href="mailto:aditi.khaire@cumminscollege.in">aditi.khaire@cumminscollege.in</a>         | Summer Internship only |
| Rohini Gahininath Sangle | B.Tech/B.E. | Mechanical Engineering | <a href="mailto:rohinigsangle@gmail.com">rohinigsangle@gmail.com</a>                       | Summer Internship only |
| Rugveda Mangesh Nalawade | B.Tech/B.E. | Mechanical Engineering | <a href="mailto:rugveda.nalawade@cumminscollege.in">rugveda.nalawade@cumminscollege.in</a> | Summer Internship only |

Thanks & Regards,

**Rajith Kumar S**

**Human Resources Coordinator | Early Talent and University Relations**

Caterpillar Human Resources | Ascendas International Technology Park, Phase I

7th Floor, CSIR Road, Taramani, Chennai 600113. INDIA.

Email: [Kumar\\_S\\_Rajith@cat.com](mailto:Kumar_S_Rajith@cat.com)

Web: <http://www.caterpillar.com/> | Follow Caterpillar on: [Twitter](#) | [LinkedIn](#) | [Facebook](#) | [You Tube](#)

Caterpillar: Confidential Green

**PERSONAL AND STRICTLY CONFIDENTIAL**

June 2, 2022

To,

Asra Fatima

**Internship Appointment Letter**

Dear Asra Fatima,

This is with reference to your application for internship project with Eaton.  
We are pleased to offer you Internship project with us on the following terms and conditions:

Your project will be for a period starting from **6th June 2022 to 5th August 2022**. During the training period you will be paid stipend of **INR 12,000/-** per month. You will have to make your own arrangements for lodging etc. However, you may use the Company's transport subject to the rules governing the use of such transport.

- Your work timings will be from 9 am to 6.30 pm daily or as informed to you on joining.
- During the internship period your Eaton project guide will provide you guidance necessary to carry out the project allotted.
- Professional tax is applicable on stipend.
- You may avail meal card / subsidized canteen facility as per the entity/location you are interning for.
- You shall have to register your attendance through Kronos every day.

**• Insurance**

- Medical Insurance – INR 100,000/-, only for self
- Accident insurance – The sum Insured shall be 36 times monthly retainership fees / stipend or INR 10,00,000/-, whichever is higher (Refer Insurance Benefits guidelines for non-employees 2017 for more details).

• The topic of project will be decided at the beginning of your assignment. At the end of your assignment, you will have to submit a written project report to your Eaton project guide.

• Please note that your study report(s) would be subject to the following rules

1. It shall be submitted to your Institute only after the Company has given written permission.
2. You shall refrain from making any presentations in writing or orally using the Company information contained in the study report(s) in any form. Exceptions to this would be made with a prior application from you and after approval is given by the Eaton Project guide.
3. You shall refrain from publishing any part of the report(s) / drawings unless the Company approves a specific application.



- Upon the end / termination of your internship with us, you shall forthwith return any and all information / materials, documents etc. that may be shared with you during the course of your internship.
- Please note that this is purely an internship assignment and does not constitute any employment offer or any employee or employer relationship between you and Eaton India Innovation Center LLP or any of its affiliated / group companies.

The terms and conditions of your training mentioned above are extended to you at the discretion of the Company. If the above terms and conditions are acceptable to you, kindly sign this letter and send us the duplicate of this letter on the date of joining.

You are required to report to our HR Dept. on your date of Joining at Eaton, 7th Floor, Cluster B, Wing 3, EON free zone, MIDC Kharadi knowledge park, Pune- 411 014, Maharashtra, India" to complete all formalities related to form fillings.

### **Welcome to Eaton.**

I understand, acknowledge and agree that my personal data and / or sensitive personal data will be collected, processed and used by Eaton for the following purposes and Eaton may disclose/ transfer my personal data and / or sensitive personal data to third parties where necessary for the following purposes including but not limited to : (a) performing obligations under or in connection with my internship with Eaton, including but not limited to payment of stipend and tax as applicable ; (b) any and all administrative and human resources related matters within the organisation, including administering payroll, granting access to Eaton's premises and computer systems, processing leave applications, administering my insurance and other benefits, processing my claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies; (c) managing and terminating my internship with Eaton, including but not limited to monitoring my internet access and my use of Eaton's intranet email to investigate potential contraventions of Eaton's internal or external compliance policies / regulations, and resolving any grievances related to my internship; (d) assessing and evaluating my suitability for my appointment or continued appointment as an intern or any other position within the organisation; (e) ensuring business continuity for Eaton in the event that my internship with Eaton is or will be terminated; (f) performing obligations under or in connection with the provision of Eaton's goods or services to its clients; (g) for facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of Eaton's organisation / business , or corporate restructuring process etc. and (h) for facilitating Eaton's compliance with any laws, customs and regulations as may be applicable;

I hereby give my voluntary and unconditional consent and permission to Eaton for the collection, processing, use and disclosure / transfer of my personal data and / or sensitive personal data as mentioned above.


Regards,

**For Eaton India Innovation Center LLP.**

Shiju John

Manager-Human Resource Corporate & Services

I accept the terms and conditions mentioned in the above offer. The original of this letter is in my possession. I shall report on 6th June 2022

**Signature :** 

**Name:** Asra Fatima Husain

**Date :** 3rd June 2022

**PERSONAL AND STRICTLY CONFIDENTIAL**

June 2, 2022

To,

Adishri

**Internship Appointment Letter**

Dear Adishri,

This is with reference to your application for Internship project with Eaton.

We are pleased to offer you Internship project with us on the following terms and conditions:

Your project will be for a period starting from **6th June 2022 to 5th August 2022**. During the training period you will be paid stipend of **INR 12,000/-** per month. You will have to make your own arrangements for lodging etc. However, you may use the Company's transport subject to the rules governing the use of such transport.

- Your work timings will be from 9 am to 6.30 pm daily or as informed to you on joining.
- During the internship period your Eaton project guide will provide you guidance necessary to carry out the project allotted.
- Professional tax is applicable on stipend.
- You may avail meal card / subsidized canteen facility as per the entity/location you are interning for.
- You shall have to register your attendance through Kronos every day.

**• Insurance**

- Medical Insurance – INR 100,000/-, only for self
- Accident insurance – The sum Insured shall be 36 times monthly retainership fees / stipend or INR 10,00,000/-, whichever is higher (Refer Insurance Benefits guidelines for non-employees 2017 for more details).

• The topic of project will be decided at the beginning of your assignment. At the end of your assignment, you will have to submit a written project report to your Eaton project guide.

• Please note that your study report(s) would be subject to the following rules

1. It shall be submitted to your Institute only after the Company has given written permission.
2. You shall refrain from making any presentations in writing or orally using the Company information contained in the study report(s) in any form. Exceptions to this would be made with a prior application from you and after approval is given by the Eaton Project guide.
3. You shall refrain from publishing any part of the report(s) / drawings unless the Company approves a specific application.

• Upon the end / termination of your internship with us, you shall forthwith return any and all information / materials, documents etc. that may be shared with you during the course of your internship.

•Please note that this is purely an internship assignment and does not constitute any employment offer or any employee or employer relationship between you and Eaton

India Innovation Center LLP or any of its affiliated / group companies.

The terms and conditions of your training mentioned above are extended to you at the discretion of the Company.

If the above terms and conditions are acceptable to you, kindly sign this letter and send us the duplicate of this letter on the date of joining.

You are required to report to our HR Dept. on your date of Joining at Eaton, 7th Floor, Cluster B, Wing 3, EON free zone, MIDC Kharadi knowledge park, Pune- 411 014, Maharashtra, India" to complete all formalities related to form fillings.

### **Welcome to Eaton.**

I understand, acknowledge and agree that my personal data and / or sensitive personal data will be collected, processed and used by Eaton for the following purposes and Eaton may disclose/ transfer my personal data and / or sensitive personal data to third parties where necessary for the following purposes including but not limited to : (a) performing obligations under or in connection with my internship with Eaton, including but not limited to payment of stipend and tax as applicable ; (b) any and all administrative and human resources related matters within the organisation, including administering payroll, granting access to Eaton's premises and computer systems, processing leave applications, administering my insurance and other benefits, processing my claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies; (c) managing and terminating my internship with Eaton, including but not limited to monitoring my internet access and my use of Eaton's intranet email to investigate potential contraventions of Eaton's internal or external compliance policies / regulations, and resolving any grievances related to my internship; (d) assessing and evaluating my suitability for my appointment or continued appointment as an intern or any other position within the organisation; (e) ensuring business continuity for Eaton in the event that my internship with Eaton is or will be terminated; (f) performing obligations under or in connection with the provision of Eaton's goods or services to its clients; (g) for facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of Eaton's organisation / business , or corporate restructuring process etc. and (h) for facilitating Eaton's compliance with any laws, customs and regulations as may be applicable;

I hereby give my voluntary and unconditional consent and permission to Eaton for the collection, processing, use and disclosure / transfer of my personal data and / or sensitive personal data as mentioned above.


Regards,

**For Eaton India Innovation Center LLP.**

Shiju John

Manager-Human Resource Corporate & Services

I accept the terms and conditions mentioned in the above offer. The original of this letter is in my possession. I shall report on **6th June 2022**.

**Signature : Adishri Vishwas Desai** 

**Name:Adishri Vishwas Desai**

**Date :3rd June 2022**



**PERSONAL AND STRICTLY CONFIDENTIAL**

May 11, 2022

To,

Prajakta

**Internship Appointment Letter**

Dear Prajakta,

This is with reference to your application for internship project with Eaton.  
We are pleased to offer you Internship project with us on the following terms and conditions:

Your project will be for a period starting from **1st June 2022 to 31st July 2022**. During the training period you will be paid stipend of **INR 12,000/-** per month. You will have to make your own arrangements for lodging etc. However, you may use the Company's transport subject to the rules governing the use of such transport.

- Your work timings will be from 9 am to 6.30 pm daily or as informed to you on joining.
- During the internship period your Eaton project guide will provide you guidance necessary to carry out the project allotted.
- Professional tax is applicable on stipend.
- You may avail meal card / subsidized canteen facility as per the entity/location you are interning for.
- You shall have to register your attendance through Kronos every day.

**• Insurance**

- Medical Insurance – INR 100,000/-, only for self
- Accident insurance – The sum Insured shall be 36 times monthly retainership fees / stipend or INR 10,00,000/-, whichever is higher (Refer Insurance Benefits guidelines for non-employees 2017 for more details).

• The topic of project will be decided at the beginning of your assignment. At the end of your assignment, you will have to submit a written project report to your Eaton project guide.

• Please note that your study report(s) would be subject to the following rules

1. It shall be submitted to your Institute only after the Company has given written permission.
2. You shall refrain from making any presentations in writing or orally using the Company information contained in the study report(s) in any form. Exceptions to this would be made with a prior application from you and after approval is given by the Eaton Project guide.
3. You shall refrain from publishing any part of the report(s) / drawings unless the Company approves a specific application.

• Upon the end / termination of your internship with us, you shall forthwith return any and all information / materials, documents etc. that may be shared with you during the course of your internship.

• Please note that this is purely an internship assignment and does not constitute any employment offer or any employee or employer relationship between you and Eaton India Innovation Center LLP or any of its affiliated / group companies.

The terms and conditions of your training mentioned above are extended to you at the discretion of the Company. If the above terms and conditions are acceptable to you, kindly sign this letter and send us the duplicate of this letter on the date of joining.

You are required to report to our HR Dept. on your date of Joining at Eaton, 7th Floor, Cluster B, Wing 3, EON free zone, MIDC Kharadi knowledge park, Pune- 411 014, Maharashtra, India\* to complete all formalities related to form fillings.

**Welcome to Eaton.**

I understand, acknowledge and agree that my personal data and / or sensitive personal data will be collected, processed and used by Eaton for the following purposes and Eaton may disclose/ transfer my personal data and / or sensitive personal data to third parties where necessary for the following purposes including but not limited to : (a) performing obligations under or in connection with my internship with Eaton, including but not limited to payment of stipend and tax as applicable ; (b) any and all administrative and human resources related matters within the organisation, including administering payroll, granting access to Eaton's premises and computer systems, processing leave applications, administering my insurance and other benefits, processing my claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies; (c) managing and terminating my internship with Eaton, including but not limited to monitoring my internet access and my use of Eaton's intranet email to investigate potential contraventions of Eaton's internal or external compliance policies / regulations, and resolving any grievances related to my internship; (d) assessing and evaluating my suitability for my appointment or continued appointment as an intern or any other position within the organisation; (e) ensuring business continuity for Eaton in the event that my internship with Eaton is or will be terminated; (f) performing obligations under or in connection with the provision of Eaton's goods or services to its clients; (g) for facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of Eaton's organisation / business , or corporate restructuring process etc. and (h) for facilitating Eaton's compliance with any laws, customs and regulations as may be applicable;

I hereby give my voluntary and unconditional consent and permission to Eaton for the collection, processing, use and disclosure / transfer of my personal data and / or sensitive personal data as mentioned above.

Regards,

**For Eaton India Innovation Center LLP.**

Shiju John

Manager-Human Resource Corporate & Services

I accept the terms and conditions mentioned in the above offer. The original of this letter is in my possession. I shall report

on 1<sup>st</sup> June, 2022

Signature : Pooja

Name: Pradipta Abhay Jashi

Date : 11<sup>th</sup> May, 2022



**PERSONAL AND STRICTLY CONFIDENTIAL**

May 11, 2022

To,

Sharvari

**Internship Appointment Letter**

Dear Sharvari,

This is with reference to your application for internship project with Eaton.  
We are pleased to offer you Internship project with us on the following terms and conditions:

Your project will be for a period starting from **1st June 2022 to 31st July 2022**. During the training period you will be paid stipend of **INR 12,000/-** per month. You will have to make your own arrangements for lodging etc. However, you may use the Company's transport subject to the rules governing the use of such transport.

- Your work timings will be from 9 am to 6.30 pm daily or as informed to you on joining.
- During the internship period your Eaton project guide will provide you guidance necessary to carry out the project allotted.
- Professional tax is applicable on stipend.
- You may avail meal card / subsidized canteen facility as per the entity/location you are interning for.
- You shall have to register your attendance through Kronos every day.

**• Insurance**

- Medical Insurance – INR 100,000/-, only for self
- Accident insurance – The sum Insured shall be 36 times monthly retainership fees / stipend or INR 10,00,000/-, whichever is higher (Refer Insurance Benefits guidelines for non-employees 2017 for more details).

• The topic of project will be decided at the beginning of your assignment. At the end of your assignment, you will have to submit a written project report to your Eaton project guide.

• Please note that your study report(s) would be subject to the following rules

1. It shall be submitted to your Institute only after the Company has given written permission.
2. You shall refrain from making any presentations in writing or orally using the Company information contained in the study report(s) in any form. Exceptions to this would be made with a prior application from you and after approval is given by the Eaton Project guide.
3. You shall refrain from publishing any part of the report(s) / drawings unless the Company approves a specific application.

- Upon the end / termination of your internship with us, you shall forthwith return any and all information / materials, documents etc. that may be shared with you during the course of your internship.
- Please note that this is purely an internship assignment and does not constitute any employment offer or any employee or employer relationship between you and Eaton India Innovation Center LLP or any of its affiliated / group companies.

The terms and conditions of your training mentioned above are extended to you at the discretion of the Company. If the above terms and conditions are acceptable to you, kindly sign this letter and send us the duplicate of this letter on the date of joining.

You are required to report to our HR Dept. on your date of Joining at Eaton, 7th Floor, Cluster B, Wing 3, EON free zone, MIDC Kharadi knowledge park, Pune- 411 014, Maharashtra, India\* to complete all formalities related to form fillings.

#### **Welcome to Eaton.**

I understand, acknowledge and agree that my personal data and / or sensitive personal data will be collected, processed and used by Eaton for the following purposes and Eaton may disclose/ transfer my personal data and / or sensitive personal data to third parties where necessary for the following purposes including but not limited to : (a) performing obligations under or in connection with my internship with Eaton, including but not limited to payment of stipend and tax as applicable ; (b) any and all administrative and human resources related matters within the organisation, including administering payroll, granting access to Eaton's premises and computer systems, processing leave applications, administering my insurance and other benefits, processing my claims and expenses, investigating any acts or defaults (or suspected acts or defaults) and developing human resource policies; (c) managing and terminating my internship with Eaton, including but not limited to monitoring my internet access and my use of Eaton's intranet email to investigate potential contraventions of Eaton's internal or external compliance policies / regulations, and resolving any grievances related to my internship; (d) assessing and evaluating my suitability for my appointment or continued appointment as an intern or any other position within the organisation; (e) ensuring business continuity for Eaton in the event that my internship with Eaton is or will be terminated; (f) performing obligations under or in connection with the provision of Eaton's goods or services to its clients; (g) for facilitating any proposed or confirmed merger, acquisition or business asset transaction involving any part of Eaton's organisation / business , or corporate restructuring process etc. and (h) for facilitating Eaton's compliance with any laws, customs and regulations as may be applicable;

I hereby give my voluntary and unconditional consent and permission to Eaton for the collection, processing, use and disclosure / transfer of my personal data and / or sensitive personal data as mentioned above.

Regards,

**For Eaton India Innovation Center LLP.**

Shiju John

Manager-Human Resource Corporate & Services

I accept the terms and conditions mentioned in the above offer. The original of this letter is in my possession. I shall report on 01<sup>st</sup> June 2022

Signature: Sharn

Name: Sharvari M. Kulkarni

Date: 13/05/2022



---

## Fwd: Regarding internship

1 message

---

**C1705\_Apurva\_Bodakhe** <apurva.bodakhe@cumminscollege.in>

Wed, 8 Jun, 2022 at 1:14 pm

To: shrutikabhagwat2001@gmail.com, 3714\_Harshada Dhumal <harshada.dhumal@cumminscollege.in>

----- Forwarded message -----

From: **S.R.Industries** <[srindustries2008@rediffmail.com](mailto:srindustries2008@rediffmail.com)>

Date: Wed, Jun 8, 2022, 11:19 AM

Subject: Regarding internship

To: [apurva.bodakhe@cumminscollege.in](mailto:apurva.bodakhe@cumminscollege.in) <[apurva.bodakhe@cumminscollege.in](mailto:apurva.bodakhe@cumminscollege.in)>

Dear Student,

This is in response for your internship with Elixir Industries. We would like to welcome for internship with Elixir Industries based at Ahmednagar for duration of two months. Your internship has started from June 06.2022 and will complete on Aug 05.2022. Our team at Elixir Industries is looking forward to have work with us.

Name of Students has joined for internship are,

1. Apurva Bodakhe (T.E Mech)
2. Shrutika Bhagwat (T.E.Mech)
3. Harshada Dhumal (T.E.Mech)

Thanks & Regards

Bhagat J. B.

ELIXIR INDUSTRIES

GUT NO.-296/2,PLOT NO.-11, NIMBALAK

MIDC, A.NAGAR - 414111





---

## Fwd: Regarding internship

1 message

---

**C1705\_Apurva\_Bodakhe** <apurva.bodakhe@cumminscollege.in>

Wed, 8 Jun, 2022 at 1:14 pm

To: shrutikabhagwat2001@gmail.com, 3714\_Harshada Dhumal <harshada.dhumal@cumminscollege.in>

----- Forwarded message -----

From: **S.R.Industries** <[srindustries2008@rediffmail.com](mailto:srindustries2008@rediffmail.com)>

Date: Wed, Jun 8, 2022, 11:19 AM

Subject: Regarding internship

To: [apurva.bodakhe@cumminscollege.in](mailto:apurva.bodakhe@cumminscollege.in) <[apurva.bodakhe@cumminscollege.in](mailto:apurva.bodakhe@cumminscollege.in)>

Dear Student,

This is in response for your internship with Elixir Industries. We would like to welcome for internship with Elixir Industries based at Ahmednagar for duration of two months. Your internship has started from June 06.2022 and will complete on Aug 05.2022. Our team at Elixir Industries is looking forward to have work with us.

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Thanks & Regards

Bhagat J. B.

ELIXIR INDUSTRIES

GUT NO.-296/2,PLOT NO.-11, NIMBALAK

MIDC, A.NAGAR - 414111



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## Fwd: Regarding internship

1 message

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To: shrutikabhagwat2001@gmail.com, 3714\_Harshada Dhumal <harshada.dhumal@cumminscollege.in>

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Name of Students has joined for internship are,

1. Apurva Bodakhe (T.E Mech)
2. Shrutika Bhagwat (T.E.Mech)
3. Harshada Dhumal (T.E.Mech)

Thanks & Regards

Bhagat J. B.

ELIXIR INDUSTRIES

GUT NO.-296/2,PLOT NO.-11, NIMBALAK

MIDC, A.NAGAR - 414111



2701\_AISHWARYA AMBARKAR &lt;aishwarya.ambarkar@cumminscollege.in&gt;

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## Course Enrollment Notification

2 messages

---

**Networking Academy Team** <noreply@netacad.com>  
To: aishwarya.ambarkar@cumminscollege.in

Tue, May 24, 2022 at 2:08 PM



Dear Aishwarya Ambarkar,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the "I'm Learning" tab to access your course. If you cannot find your activation email, then click "Resend Activation Email" on the "Log In" menu at <https://www.netacad.com>.

We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,  
Cisco Networking Academy Team  
<https://www.netacad.com>

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---

**Networking Academy Team** <noreply@netacad.com>  
To: aishwarya.ambarkar@cumminscollege.in

Tue, May 24, 2022 at 2:11 PM



Dear Aishwarya Ambarkar,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Introduction to Packet Tracer

6/7/22, 7:40 PM

MKSSS's Cummins College of Engineering for Women Pune Mail - Course Enrollment Notification

[Quoted text hidden]



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## Course Enrollment Notification

2 messages

---

**Networking Academy Team** <noreply@netacad.com>  
To: anuja.jadhav@cumminscollege.in

Tue, May 24, 2022 at 2:09 PM



Dear Anuja Jadhav,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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---

**Networking Academy Team** <noreply@netacad.com>  
To: anuja.jadhav@cumminscollege.in

Tue, May 24, 2022 at 2:11 PM



Dear Anuja Jadhav,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins  
College\_Introduction to Packet Tracer

[Quoted text hidden]



---

## Course Enrollment Notification

1 message

---

**Networking Academy Team** <noreply@netacad.com>

Tue, 24 May, 2022 at 2:08 pm

To: sharvari.jadhav@cumminscollege.in



Dear Sharvari Jadhav,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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Sincerely,

Cisco Networking Academy Team

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## Course Enrollment Notification

2 messages

---

**Networking Academy Team** <noreply@netacad.com>  
To: ruchita.kadam@cumminscollege.in

Tue, 24 May 2022 at 2:09 pm



Dear Ruchita Kadam,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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Sincerely,  
Cisco Networking Academy Team  
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---

**Networking Academy Team** <noreply@netacad.com>  
To: ruchita.kadam@cumminscollege.in

Tue, 24 May 2022 at 2:11 pm



Dear Ruchita Kadam,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Introduction to Packet Tracer

[Quoted text hidden]







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## Course Enrollment Notification

2 messages

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**Networking Academy Team** <noreply@netacad.com>

Tue, May 24, 2022 at 2:09 PM

To: shravani.mahadik@cumminscollege.in



Dear Shravani Mahadik,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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---

**Networking Academy Team** <noreply@netacad.com>

Tue, May 24, 2022 at 2:11 PM

To: shravani.mahadik@cumminscollege.in



Dear Shravani Mahadik,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins  
College\_Introduction to Packet Tracer

[Quoted text hidden]



2747\_ABOLI PAKHALE &lt;aboli.pakhale@cumminscollege.in&gt;

---

## Course Enrollment Notification

2 messages

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**Networking Academy Team** <noreply@netacad.com>  
To: aboli.pakhale@cumminscollege.in

Tue, May 24, 2022 at 2:09 PM



Dear Aboli Pakhale,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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---

**Networking Academy Team** <noreply@netacad.com>  
To: aboli.pakhale@cumminscollege.in

Tue, May 24, 2022 at 2:11 PM



Dear Aboli Pakhale,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Introduction to Packet Tracer

6/6/22, 2:22 PM

MKSSS's Cummins College of Engineering for Women Pune Mail - Course Enrollment Notification

[Quoted text hidden]



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## Course Enrollment Notification

2 messages

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**Networking Academy Team** <noreply@netacad.com>  
To: priya.shah@cumminscollege.in

Tue, May 24, 2022 at 14:09



Dear Priya Shah,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the "I'm Learning" tab to access your course. If you cannot find your activation email, then click "Resend Activation Email" on the "Log In" menu at <https://www.netacad.com>.

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<https://www.netacad.com>

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---

**Networking Academy Team** <noreply@netacad.com>  
To: priya.shah@cumminscollege.in

Tue, May 24, 2022 at 14:11



Dear Priya Shah,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins  
College\_Introduction to Packet Tracer

[Quoted text hidden]

---

**From:** Networking Academy Team  
**Sent:** 24 May 2022 14:09  
**To:** pooja.thorat@cumminscollege.in  
**Subject:** Course Enrollment Notification



Dear Pooja Thorat,

Welcome! You are now enrolled in the Cisco Networking Academy course:  
India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the “I’m Learning” tab to access your course. If you need help with your password click the “Forgot Password” link on the “Log In” menu.

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information about Cisco's privacy practices, or to make a request about your personal data (i.e. delete, stop processing), please see the [Cisco Online Privacy Statement](#).



2765\_SHWETA THORAT &lt;shweta.thorat@cumminscollege.in&gt;

---

## Course Enrollment Notification

2 messages

---

**Networking Academy Team** <noreply@netacad.com>  
To: shweta.thorat@cumminscollege.in

Tue, May 24, 2022 at 2:09 PM



Dear Shweta Thorat,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

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Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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Sincerely,  
Cisco Networking Academy Team  
<https://www.netacad.com>

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**Networking Academy Team** <noreply@netacad.com>  
To: shweta.thorat@cumminscollege.in

Tue, May 24, 2022 at 2:11 PM



Dear Shweta Thorat,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Introduction to Packet Tracer

6/6/22, 2:04 PM

MKSSS's Cummins College of Engineering for Women Pune Mail - Course Enrollment Notification

[Quoted text hidden]



2775\_SAKSHI TONDE &lt;sakshi.tonde@cumminscollege.in&gt;

---

## Course Enrollment Notification

2 messages

---

**Networking Academy Team** <noreply@netacad.com>  
To: sakshi.tonde@cumminscollege.in

Tue, May 24, 2022 at 2:09 PM



Dear Sakshi Tonde,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

**If you are new to the Cisco Networking Academy:**

You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the "I'm Learning" tab to access your course. If you cannot find your activation email, then click "Resend Activation Email" on the "Log In" menu at <https://www.netacad.com>.

We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,  
Cisco Networking Academy Team  
<https://www.netacad.com>

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**Networking Academy Team** <noreply@netacad.com>  
To: sakshi.tonde@cumminscollege.in

Tue, May 24, 2022 at 2:11 PM



Dear Sakshi Tonde,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Introduction to Packet Tracer

6/6/22, 1:09 PM

MKSSS's Cummins College of Engineering for Women Pune Mail - Course Enrollment Notification

[Quoted text hidden]



## Course Enrollment Notification

1 message

**Networking Academy Team** <noreply@netacad.com>  
To: madhura.kshirsagar@cumminscollege.in

Tue, May 24, 2022 at 14:09



Dear Madhura Kshirsagar,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the "I'm Learning" tab to access your course. If you cannot find your activation email, then click "Resend Activation Email" on the "Log In" menu at <https://www.netacad.com>.

We hope this course helps you learn what you need to know to do work you'll love.

Sincerely,  
Cisco Networking Academy Team  
<https://www.netacad.com>

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## Course Enrollment Notification

2 messages

**Networking Academy Team** <noreply@netacad.com>

To: shweta.jha@cumminscollege.in

Tue, 24 May 2022 at 14:09



Dear Shweta Jha,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins College\_Cybersecurity Essentials

**If you already have a Cisco Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the "I'm Learning" tab to access your course. If you need help with your password click the "Forgot Password" link on the "Log In" menu.

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Cisco Networking Academy Team  
<https://www.netacad.com>

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**Networking Academy Team** <noreply@netacad.com>

To: shweta.jha@cumminscollege.in

Tue, 24 May 2022 at 14:11



Dear Shweta Jha,

Welcome! You are now enrolled in the Cisco Networking Academy course: India\_Internship\_Cummins  
College\_Introduction to Packet Tracer

[Quoted text hidden]





Networking Acad... 24 May



to me ▾



Networking Academy

Dear Shifa Shaikh,

Welcome! You are now enrolled in the **Cisco** Networking Academy course:

India\_Internship\_Cummins  
College\_Cybersecurity Essentials

**If you already have a **Cisco** Networking Academy account:**

Simply log in at <https://www.netacad.com> and go to the “I’m Learning” tab to access your course. If you need help with your password click the “Forgot Password” link on the “Log In” menu.

**If you are new to the Cisco Networking Academy:**

You should have already received a separate activation email from us. Click on the activation link in that email to start setting up your account. Once your account is set up, you will be taken to the “I’m Learning” tab to access your course. If you cannot find your activation email, then click “Resend Activation Email” on the “Log In” menu at <https://www.netacad.com>.

We hope this course helps you learn what you need to know to do work you’ll love.

Sincerely,

Cisco Networking Academy Team

<https://www.netacad.com>



Networking Acad...

24 May



to me ▾



Networking Academy

Dear Shifa Shaikh,

Welcome! You are now enrolled in the **Cisco**  
Networking Academy course:  
India\_Internship\_Cummins  
College\_Introduction to Packet Tracer

## Kohler Power India Private Limited

(Formerly: Lombardini India Private Limited)

Corp. Office: No. 701, 702, 7th Floor, Pentagon Tower P5, Magarpatta City, Hadapsar, Pune 411013, Maharashtra, India

+91 (20) 6649 7101 CIN: U74110MH2001PTC131781 GSTN: 27AAACL6740M1Z7

Date: May 13, 2022

### Internship Letter

Dear Khushboo Agarwal,

We are pleased to provide you learning /internship opportunity as part of your college curriculum at Kohler Power India. The internship tenure would be for a period of two months and the details of your internship are mentioned below:

Position Title: Application Engineer

Start Date: 01<sup>st</sup> June 2022

End Date: 31<sup>st</sup> July 2022

Stipend: Rs. 10,000 per month

Office Location: Pune

#### Confidentiality Clause:


You shall not during the term of your internship or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/or transactions of the Company and /or its affiliates/associates/group companies which may come to your knowledge and/ or possession by virtue of your internship with the Company for any purpose other than for the benefit of the company. Similarly, you should not reveal to any person technical information, trade secrets, Know-how, Financial transaction or affairs of the company which are made available to you during the term of your internship.

Should you have any questions regarding the specifics of your internship please contact Varnika Singh on 91 9130030156

Thanking you,

Yours Faithfully

For Kohler Power India Pvt. Ltd.



Rajesh Arora

(Authorised Signatory)



# PHBB Valves Private Limited

(Formerly PJV Valves Private Limited)

30 March 2022

Ms. Tejal Parhad

Cummins College of Engineering, Pune

Dear Ms. Tejal,

Welcome to PHBB VALVES PVT LTD. It is our pleasure to offer you an internship opportunity with us.

Details Of Your Internship Are As Follows:

Start Date : 1 June 2022

End Date : 31 July 2022

Project Details:

- To work as Intern in Purchase Department.
- Generation of monthly purchase report.
- Analysis to done on generated report.
- Compilation of data collected during the Internship period.

Project Guide : Amit Bendbhar

Terms and Conditions of Assignment:

This is an unpaid internship with no commitment of job full time role anywhere in PHBB VALVES PVT LTD.

You will adhere to work timings as is applicable to your respective location > During the period of your assignment with the Company you will follow the Model Standing Orders applicable to the employees of the Company.

At the completion of your project, you are required to submit a project report to the respective department. You may submit the report to your institute only after written.

permission of the concerned department You will be issued internship completion certificate after all formalities are satisfactorily completed at the end of your internship.

Kindly return one copy of this letter as a token of your acknowledgement.

A handwritten signature in blue ink is written over a circular official stamp. The stamp is purple and contains the text 'PHBB Valves Pvt. Ltd.' around the perimeter and some illegible text in the center.



Ref. No: 312244WD

16 March 2022  
Shreya Vijith  
L-206 Laxmi Nagar Society Dhanori Pune 411015

Dear Shreya,

With reference to your application and our recent discussion, we are pleased to engage you as **Trainee** at the Management Level of **Intern/Trainee** in the **Technology Consulting** SBU of the **Advisory** Line of Service in **PricewaterhouseCoopers Services LLP** ("LLP"). This Contract sets out the proposed terms and conditions governing our association with you.

#### **1. Definition and References**

Staff Member means: **Shreya Vijith** also referred as "you".

Client means: **PricewaterhouseCoopers Services LLP**

All references to "we" "us" or "LLP" refers to **PricewaterhouseCoopers Services LLP**.

#### **2. Duration of the Agreement**

The Agreement shall commence from **02/06/2022** and shall be valid up to **01/08/2022**. Thereafter, it may be renewed on mutually agreed terms and conditions.

#### **3. Payment of Stipend:**

You will receive during this period a consolidated stipend of **Rs.40000 (Rupees Forty Thousand Only)** per month, subject to income tax deduction at source, as governed by the IT rules. Your stipend is personal to you and you are required to ensure that confidentiality of the stipend information is maintained. All out-of-pocket expenses related to travel, conveyance, boarding and lodging for any outstation travel from your base location in **Mumbai SPO** will be borne by the LLP directly or will be reimbursed as per policy. You shall raise a supplementary expense invoice for claiming reimbursement of the expenses incurred, if any, and agree to include all the supporting documents including but not limited to all approvals with regard to travel. All claims for reimbursement raised under this Agreement /Contract shall be directly credited on receipt of the invoice, as applicable. The LLP will make the payment directly to the account of Shreya Vijith.

#### **4. Warranties**

You agree to perform your duties under this contract with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. You shall always act, in respect of any matter relating to this contract or the services, as faithful advisors to the LLP, and shall at all time support and safeguard the LLP's legitimate interests to any dealings with other Experts or Third Parties.

#### **5. Independence**

Independence is a professional principle and obligation that must be observed by all Trainees providing internal and/or client services. Independence obligations prohibit, among other things, you, your spouse/cohabitant and your dependents (collectively referred to as "you", "your") from holding certain positions with or investing in certain audit/ attest clients of the LLP and such clients' affiliates. Similarly, a nondependent close family member's position with or material investment in an audit/ attest client of the LLP may impair your compliance with the LLP's independence rules. Your position, job description, office location and client associations determine the applicability of specific provisions of the LLP's independence policy to you. Because it is important that you become familiar and comply with the LLP's independence policy, you agree to review the LLP's policies and materials regarding independence. Before joining the LLP and periodically thereafter, you will be required to confirm your compliance with the LLP's independence policy. In connection with your independence obligations, the LLP and/ or the



Securities and Exchange Commission may request, and you agree to provide, relevant financial and tax information including but not limited to up-to-date records of your investment portfolio, bank statements, credit card statements, insurance policies, loan documents. You may also be required to maintain a current record of your financial holdings (but not their value) in a LLP database. If an impairment of the LLP's independence or a conflict of interest exists or is likely to occur, you may be required to dispose of securities or resolve other independence issues on short notice and on terms that are disadvantageous to you. You also may be required to relocate to another LLP office or even to leave the LLP.

#### **Trainees Joining Clients:**

The Independence Policy also mandates that in the event of an offer of employment from the audit client and/ or clients' affiliates you are currently engaged on, or have been engaged in the recent past, it is mandatory to immediately notify the Engagement Partner of such an offer. On cessation of employment, you will not accept employment with a US Securities and Exchange Commission (SEC) registrant audit client in the capacity of chief executive officer, controller, chief financial officer, chief accounting officer or in any equivalent position wherein, you have put in more than ten hours of services at any point during the annual reporting period and within the one-year period prior to the commencement of the audit in progress.

#### **6. Other Terms**

**6.1 Confidentiality:** Except with the prior written consent of the LLP, you shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall you share your recommendations formulated in the course of, or as a result of, the services outside your project team and/or external parties. For purposes of this section, "confidential information" means any information or knowledge acquired by you arising out of, or in connection with, the performance of the services under this Agreement that is not otherwise available to the public. In the event of any breach of the stated provisions, you shall make good any loss / cost / damage / any claim whatsoever preferred by the Client or any Third Party against the LLP. Notwithstanding the foregoing and subject to applicable laws, any obligations imposed on you under this Agreement, including confidentiality obligations, that by their very nature survive the termination or expiry of this Agreement shall so survive the termination or expiry of this Agreement.

**6.2** You confirm that you will follow PwC's Information Security Policies, failing which disciplinary action may be taken against you which may include, but not limited to, termination of the contract with PwC.

**6.3** You understand that it is mandatory to complete the Information Security Awareness course and obtain a certificate of completion within 30 days of joining PwC.

**6.4** You, while working in the LLP's office premises, in any office across the country, must at all times, while at work, compulsorily and mandatorily display the LLP provided ID card. There can be no exception to this rule. You confirm to use your own ID access card for your entry / exit while on duty and avoid tailgating.

**6.5** You agree to comply with the clean desk policy and ensure that your workspaces are clean and that all confidential material is securely locked away at the time of leaving the desk.

**6.2** You confirm that if need be, you shall provide the Confirm with clear confirmation whether you have any relationship or involvement with any client where you will provide services through the LLP.

**6.7** The Code of Conduct Policy addresses how Staff Members in the LLP should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct. You are expected to carefully read the Code of Conduct, the full text of which is available at <http://pwcportal.pwcinternal.com>. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the Human Capital Policy as amended from time to time.

**6.8** You also confirm that you have read the attached Anti Bribery Standard and that you shall comply with the same in connection with the performance of the assignment (Attachment — to be sent separately as a link via E-Mail)



**6.9** You agree not to enter into an engagement with companies which are directly or indirectly related to companies or its associates or companies that are in direct competition to the LLP during the validity of this engagement without prior consent in writing from the LLP. The indicative list of such companies is given below:

- Deloitte
- Ernst and Young
- KPMG
- BMR
- AT Kearney
- Accenture

**6.10 Right to access**

It is the LLP's policy to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. You understand that there may be regular checks in respect of usage or access of the LLP's system and equipment. For the avoidance of doubt, this includes, telephone systems, computer resources and systems, use of Email and internet systems and the postal system ("Facilities"). You also understand the LLP reserves the right, without notice, to access, listen to or read any communication or content made or received by you on its Facilities, to establish the existence of facts, to ascertain compliance with regulatory or self regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including 'Hacking'), to intercept for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations, to check voice mail systems when you are on holiday or on sick leave.

**6.11 Wrongful Dissemination**

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of the LLP or otherwise any information or material which: belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights;

- is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts; contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the LLP;
- contains any unlawful advertising, promotion or solicitation; or
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, paedophilic, libellous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever; is grossly offensive or menacing in nature; or impersonates another person.

**6.12 Consent**

You hereby consent, to the LLP to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your contract (in the course of your contract), for the purposes of the LLP, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the LLP, agents, contractors or sub-contractors or other PwC network Companies (each of which is a separate legal entity) of such personal information within or outside India.

**6.13 Relationship of Parties:**

You agree that this is a purely professional assignment and nothing contained in this agreement creates any employee-employer relationship between the LLP and you.

**6.14 Termination:**

This Agreement shall stand terminated on the occurrence of any of the following events:

- full and final discharge of all the obligations of the parties hereunder; or
- if you are otherwise in default of any term of the contract notwithstanding anything contrary contained anywhere else in this Agreement, either Party can terminate this Agreement by serving thirty days' written notice, without assigning any reasons, thereof. On discontinuation of this Agreement for any





reason you will return to the LLP all papers and documents and all other property pertaining to the LLP or affairs of the LLP or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract there from. In case of any breach of confidentiality covenant, either during or after the termination of this Agreement with the LLP, you agree to be personally liable to our clients or third parties.

**7. Dispute Resolution:**

Any dispute, disagreement, claim or controversy between the LLP and you arising under or relating to this Agreement which is subject to the terms and conditions of this Agreement, or performance or non performance hereunder or thereunder (a "Disputed Matter"), which cannot be resolved by mutual considerations shall be resolved by binding arbitration before a panel of three arbitrators. One arbitrator each will be selected by the LLP and you, and the third arbitrator will be selected by the party selected arbitrators. The parties will share the cost of arbitration equally, subject to any final apportionment by the panel of arbitrators. The arbitration will be held in the Mumbai city metropolitan area, and the decision of the majority of arbitrators will be final and binding on both parties. The disputed matter shall be settled by final and binding arbitration in accordance with the Arbitration and Conciliation Act, 1996.

**8. Notices:**

All notices, demands, and other communications hereunder shall be through email or in writing and shall be deemed to have been duly given if personally delivered or sent through registered post, or through speed post, or by overnight courier with package tracing capability as provided elsewhere in this Agreement, to the address set forth below. Either party may change the addresses set forth for it herein upon written notice thereof to the other.

**9. Notices to PricewaterhouseCoopers Services LLP:**

Shakir Iqbal  
PricewaterhouseCoopers Services LLP  
252 Veer Savarkar Marg  
Next to Mayor's Bungalow  
Shivaji Park Dadar  
Mumbai 400 028  
Maharashtra  
India

**Notices to**

Shreya Vijith  
L-206 Laxmi Nagar Society Dhanori Pune 411015



**10. Applicable Laws:**

This Agreement shall be deemed to be entered into and shall be interpreted and construed in accordance with the laws of India. This letter is being signed in duplicate. Please sign and return one copy to us for the purpose of our record.

For and on behalf of PricewaterhouseCoopers Services LLP,

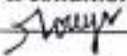
Shakir Iqbal

Director - Human Capital

Note: This document is digitally generated and sent from the official email ID and hence does not require a signature

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I have gone through the above terms & conditions and agree to abide by the same.

SHREYA VIJITH            21/03/2022

Name      Signature      Date



## DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the LLP as amended from time to time. In particular, I declare that:

- a) I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b) I acknowledge and agree to the LLP reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the LLP to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card, Aadhar) either directly or through a third party agency.
- c) There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence/ convicted by respective Institute, wherever applicable. I further declare that there are no Disciplinary action / proceedings either ongoing or pending against me in respect of my previous employment .
- d) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Firm or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the LLP, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the LLP.
- e) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the LLP's Code of Conduct.
- f) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the LLP and/ or its clients.

### Consent to cooperate

I consent to cooperate in and comply with any request for testimony or the production of documents made by the Public Company Accounting Oversight Board in furtherance of its authority and responsibilities under the Sarbanes-Oxley Act of 2002. I understand and agree that this consent is a condition of my continued employment by or other association with the LLP.

7 The responsibilities, duties and obligations under the Sarbanes-Oxley Act of 2002 shall survive even after my termination or disassociation with the LLP.

I accept the above.

SHREYA VIJITH  
Name/ Signature/ Date

*Shreya* 21/03/2022

To,  
The Professor,  
Cummince College of Engineering for Women  
Karve Nager, Pune - 411052

Sub: Industrial In-plant Training / Internship

Dear Sir,

With reference to your College Letter dated **May 11, 2022** this is to inform you that,

1. **Siddhi Khambe**
2. **Anuja Jamdade**

has been selected for pursuing industrial In-plant training in our organization, from **June 02, 2022 to August 01, 2022** under the guidance of **Mr. Sanjay Bondre, General Manager - Tools Production.**

During the tenure of the Internship, they will observe work timings from **07:30 to 17:00 hours**. They shall not do anything detrimental to the interests of the company and adhere to the disciplinary policies of the same. They shall not divulge any information/secrets obtained from the Company, to anyone.

They must submit a copy of the report on the Project undertaken, at the end of the project work, to the assigned mentor.

Thanking you,

**Sandvik Coromant**  
**Sandvik Asia Pvt. Ltd.**



**Sukhada Deshpande**  
**HR Professional**



Postal Address :

**SANDVIK COROMANT**  
**SANDVIK ASIA PVT. LTD.**  
Mumbai Pune Road,  
PUNE - 411 012,  
India.

H.O. & Regd. Office : Mumbai Pune Road, Dapodi, Pune.

Website : [www.coromant.sandvik.com/](http://www.coromant.sandvik.com/)

To,  
The Professor,  
Cummince College of Engineering for Women  
Karve Nager, Pune - 411052

Sub: Industrial In-plant Training / Internship

Dear Sir,

With reference to your College Letter dated **May 11, 2022** this is to inform you that,

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They must submit a copy of the report on the Project undertaken, at the end of the project work, to the assigned mentor.

Thanking you,

**Sandvik Coromant**  
**Sandvik Asia Pvt. Ltd.**



**Sukhada Deshpande**  
**HR Professional**



Postal Address :

**SANDVIK COROMANT**  
**SANDVIK ASIA PVT. LTD.**  
Mumbai Pune Road,  
PUNE - 411 012,  
India.

H.O. & Regd. Office : Mumbai Pune Road, Dapodi, Pune.

Website : [www.coromant.sandvik.com/](http://www.coromant.sandvik.com/)



Date: 06 Jun 2022

Ms Shireen K Inamdar  
Laxmi Pralhad Behind bus

stop 416415

Employee No: 2428548  
Dear Ms Shireen K Inamdar

### **Offer letter - Internship**

We welcome you to **TeamLease Services Limited**. As per the terms of engagement you would be required to get associated for your “**Internship Program**” with our client **SUEZ Water Technologies and Solutions (India) Private Limited**.

1. Your period of Internship will start from 06 Jun 2022 and expire on 30 Jul 2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 06 Jun 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. . Following are the terms and conditions to be referred by the Interns in case of the program if it is on virtual or onsite.
3. **Term & Conditions for Onsite Internship Program:**
  - The net stipend will be Rs 20000 (Twenty Thousand) per month.
  - All interns are advised to make their own travel arrangements by the convenient mode based on the dates mentioned in this Letter of Intent.
  - Travel expenses (To & From joining location) shall be reimbursed by the company up to INR 8000 (Eight thousand only), any cost over and above including cancellations, rescheduling etc. shall be borne by the intern.
  - Initial joining accommodation shall be provided for a period of 7 days. All expenses incurred on meals, laundry etc. shall be borne by the intern. For the remaining duration of the project/internship, interns are required to make their own arrangements for stay and daily commute
  - The intern can be assigned to work at any of the offices/sites/plant location of SWTS in South Asia region.
  - Expenses incurred on business related travel during the internship period shall be reimbursed as per the employee travel policy. The interns shall be guided by their mentors for the same.
  - All reimbursements are subject to submission of proper documents and expense reports. For travel actual tickets/boarding pass must be submitted to the HR Representative within 1 week after their travel.

### **Term & Conditions in case the Internship Program is on Virtual basis:**

1. In case the Internship program is led in a virtual mode then, the net stipend is Rs 10,000 (Ten Thousand) per month, and there will be no other reimbursements.
4. You will adhere to the instructions of your mentors and abide by the rules of discipline either existing or enforced from time to time.
- 5 .The internship can be terminated by the company at any time in case of any misbehavior, ethical misconduct or serious EHS & POSH violations by the intern.
- 6 .You would be required to complete the full period of Internship and deliver your assigned project as mentioned above

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Doc ID: TL/72908119C23

to successfully complete your internship.

7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

8. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not generally entitle you to an employment offer”.

9. The stipend payout will be made as per the agreed payout date.

10. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of engagement provided in the Service Rules, which is attached herein.

11. During your engagement with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this offer Letter would stand canceled/revoked.

We at TeamLease would like to create an environment and culture committed to cooperation, quality, and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood, and accepted the terms and conditions of the offer letter. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
Signature and date:  
Name: SHIREEN K INAMDAR

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.



**\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.\*\***

Doc ID: TL/72908119C23

**TeamLease Services Limited., CIN No. L74140KA2000PLC118395**  
Registered Address: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.  
Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)





**TPL/ HR/ CoE/ IN/ 2021 /75  
09-Jun-2022**

**To**

Ms. Akshata Vaditake  
**Email:** [akshatavaditake@gmail.com](mailto:akshatavaditake@gmail.com)  
Ph: +91 9096833751

**Dear Ms. Akshata,**

**Sub: Internship at Tata Projects Limited.**

We are pleased to inform that permission has been granted to you to undergo Internship at **Tata Projects Limited, Mumbai** starting from **06-Jun-2022 till 29-Jul-2022**. Project details and Reporting Manager details will be confirmed at the time of joining.

Kindly note that the internship period, you are eligible for a stipend of **Rs.20,000/-** per month.

The boarding and lodging expenses will be borne by you. You will have to observe all the rules and regulations of the Company and other instructions given from time to time. On completion of the internship, a copy of the training report need to be submitted to us. All data / information collected during the internship, is strictly confidential.

Please acknowledge receipt of this letter and intimate the date of your reporting at Tata Projects Limited, Mumbai.

Thanking you,

Yours faithfully,  
for **TATA PROJECTS LIMITED**

**(Neha Khanna)**  
**Deputy General Manager - HR**

**TATA PROJECTS LIMITED**

**Registered Office: "Mithona Towers-1" 1-7-80 to 87 Prenderghast Road Secunderabad - 500 003**

**Telangana India Phone +91-40-6623 8801 Fax 6617 2535**

CIN U45203AP1979PLC057431 e-mail [tpl@tataprojects.com](mailto:tpl@tataprojects.com) [www.tataprojects.com](http://www.tataprojects.com)



18<sup>th</sup> March 2022

Ms. Rucha Sangale  
Cummins College of Engineering, Pune

Dear Ms. Rucha,

Welcome to Tata Motors – India's Largest Automobile Organization. It is our pleasure to offer you an internship opportunity with us.

**Details Of Your Internship Are As Follows:**

Start Date : 1<sup>st</sup> June 2022

End Date : 31<sup>st</sup> July 2022

Project Details:

- Publish & present a detailed report on Indian EV Customer, current customer milieu, customer profiling and identify latent EV specific needs
- Analysis of Existing EV customer data collected via telematics & surveys

Project Guide : Dhairyashil Gaekwad

**Terms and Conditions of Assignment:**

- This is an unpaid internship with no commitment of job/full time role anywhere in Tata Motors.
- You will adhere to work timings as is applicable to your respective location.
- During the period of your assignment with the Company you will follow the Model Standing Orders applicable to the employees of the Company.
- At the completion of your project, you are required to submit a project report to the respective HR and the department. You may submit the report to your institute only after written permission of the concerned department.
- You will be issued internship completion certificate after all formalities are satisfactorily completed at the end of your internship.

Kindly return one copy of this letter as a token of your acknowledgement.

We hope your journey with Tata Motors is enjoyable!

Yours faithfully,

Gaurav Jhala  
Corporate Human Resources  
Tata Motors Limited

**TATA PASSENGER ELECTRIC MOBILITY LIMITED**

A subsidiary of Tata Motors Limited

Floor 3 4 Plot 18 Nanavati Mahalaya Mudhana Shetty Marg BSE Fort Mumbai 400001  
Tel 91 22 6665 8282 email [tpeml@tatamotors.com](mailto:tpeml@tatamotors.com) [www.tatamotors.com](http://www.tatamotors.com) CIN U34100MH2021PLC373648



## Confirmation - In plant Training in TATA Motors, Car Plant Pune

1 message

<santosh.ghanwat@tatamotors.com>

Fri, 27 May 2022

To: radhikapandit1612@gmail.com

Cc: sunil.bhambure@tatamotors.com, more.subhash@tatamotors.com, samir.aursang@tatamotors.com, Gourisankar.Patra@tatamotors.com

Dear **Ms. Radhika**,

Reference to your request, we are happy to inform you that we will provide you industrial training in Tata Motors, Car Plant Pune from **2<sup>nd</sup> Jun 2022 to 31<sup>st</sup> 2022**.

We request you to read the following points and reply by acceptance mail.

**Stipend:** You are not entitled for any kind of stipend and any other everyday expenditure during your training period.

**Boarding and Lodging:** You will have to make your own accommodation arrangements during your training (Preferably plant vicinity)

**Canteen Facility:** You can avail canteen facility free of cost during working hours.

**Transport:** You will get transport facility in case of availability of seats in company provided bus else you have to make your own transport arrange for daily travel.

**Project/Assignments:** On the day of your joining, we will assign you in progress projects/assignments based on requirements in department/shop not entertain any kind of request about change in assignments/area of assignment after joining.

**Safety:** You need to follow safety practices of plant therefore you must use safety shoes during working hour.

**Mobile Phone:** Android / Camera Phones are strictly prohibited in company premises.

Please carry two passport size photos, Photo copy of all documents (Resume, SSC , HSC, Graduation Mark sheets), Original College letter of Internship, Confirmation mail Print & Personal Detail form along with **Universal Covid Vaccination Pass** on the day of joining and report to plant at 10.00 am **with safe Shoes**.

For any clarification, please do not hesitate to give me a call on 08237008715.

**Thanks & Regards,**

**Santosh H. Ghanwat**

| HR Learning & Development |

| Mo: +91 8237008715 | Ph: +91 20 6613 3741 | Email: santosh.ghanwat@tatamotors.com |

Kindly Note: The location map [link Attached](#) herewith for your ready reference, which can help you to get in to Tata Motors, Car Plant.

<https://goo.gl/maps/8jxWMQd6ULczyMpR9>

\*\*\*\*\* "This e-Mail may contain proprietary and confidential information and is sent for the intended recipient(s) only. If, by an addressing or transmission error, this mail has been misdirected to you, you are requested to delete this mail immediately. You are also hereby notified that any use, any form of reproduction, dissemination, copying, disclosure, modification, distribution or

publication of this e-mail message, contents or its attachment(s) other than by its intended recipient(s) is strictly prohibited. Any opinions expressed in this email are those of the individual and not necessarily of the organization. Before opening attachment(s), please scan for viruses. \*\*\*\*\*  
\*\*\*\*\*



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## Summer Training : Anushree Gujarathi

1 message

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**Kumbhar, Babu** <BKumbhar@tenneco.com>

Fri, 13 May 2022 at 5:48 pm

To: anushri.gujarathi@cumminscollege.in <anushri.gujarathi@cumminscollege.in>

Cc: Pawar, Tushar <TUSHAR.PAWAR@tenneco.com>

Hello Anushree,

This is w.r.t to application received , we are happy to inform, that you are entitled for summer training.

Please connect with Ms. Pallishree Biswal once you join.

Kindly please be noted that no stipend will be provided during this training period, Commuting to company will be arranged by your own.

Best of luck for your future.

Thanks &Regards,

Babu Kumbhar.

+91 99229 46528

cid:image004.jpg@01D7E616.8E9E3180

### CONFIDENTIALITY WARNING:

This email may contain privileged or confidential information and is for the sole use of the intended recipient(s).

Any unauthorized use or disclosure of this communication is prohibited. If you believe that you have received

this email in error, please notify the sender immediately and delete it from your system.

<https://disclaimer.tenneco.com/>

For more information regarding our company, please visit [www.tenneco.com](http://www.tenneco.com)

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## Contract – Temporary Employment

### Employer

Volvo Car Corporation, SE-405 31 Gothenburg, Sweden, Telephone +46 31 59 00 00, www.volvocars.com, Organization's nr. 556074-3089.

### Employee

Volvo Car Corporation hereafter called the **"Company"**, and Anvi Paresh Shah with social security number 20011005-0000, hereafter called the **"Employee"**, have entered the following terms of a temporary employment. This contract revokes all previous agreements.

### Position

Summer internship

### Type of Employment

Temporary employment

### Location/Department

Dept. 91430, Gothenburg

### Duration of employment

From 2022-06-10 to 2022-09-08

### Working hours

Working hours is full-time.

### Period of notice

This agreement may be terminated prematurely. The notice period for both parties is one (1) month.

### Salary

The gross monthly salary for this position is SEK 26 000.

### Vacation

The vacation year is defined as the period from April 1st until March 31st.

Vacation benefits are regulated in general according to appropriate national and local collective agreements.

### Pension and insurance Benefits

The Employee is entitled to pension and insurance benefits according to regulations defined by Swedish law, collective agreements, and the Company's pension regulations.

ITP (Occupational pension and insurance according to collective agreement) is applicable for white collar employees born 1979 and later. ITP 2 is applicable for white collar employees born 1978 or earlier. For Employees who made a choice to refrain from ITP 2,

e.g. by choosing alternative ITP with the former employer (transfer from subsidiary is not seen as former employer), ITP 1 is applicable regardless of age.

**Compliance of Company policies and regulations**

The Employee shall comply with the Code of Conduct and other applicable policies and regulations at the Company.

**Other conditions of employment**

The appropriate collective agreement is Teknikavtalet Unionen/Sveriges Ingenjörer/Ledarna. In addition to the national collective agreement, the local collective agreement at the Company apply.

**Confidentiality, loyalty and trade secrets**

The Employee must exercise complete discretion and loyalty concerning the Company. Both during and after the employment, the Employee shall hold trade secrets, including without limitation, secret information contained in invention disclosures, unreleased product names and designs, strategic product and cycle plans, planned, acquisitions, know-how, data, software code, specifications, manufacturing processes, supplier information etc. of the Company in strict confidence. The Employee shall not disclose these trade secrets to anyone except other employees of the Company who have a need to know the trade secrets in connection with the Company's business. The Employee also agrees to not share with the Company any trade secrets belonging to third parties, such as a former employer, that may be in the Employee's possession. The Employee may be subject to legal proceedings for any misuse or unauthorized disclosure of any trade secrets and/or know-how both during and after employment within the Company.

A prerequisite for the employment is that Anvi Paresh Shah can show a negative drug test according to Volvo Car requirements. Therefore, this employment contract will not be valid until such a test is drawn and shown negative.

The employment contract is only valid if a work permit exists at the first day of employment.

Volvo Car Corporation

Reporting Manager:

  
Helene Carlsson (Mar 25, 2022 14:01 GMT+1)

Helene Carlsson

Mar 25, 2022

Employee:



Anvi Paresh Shah

Mar 25, 2022

# CONFIDENTIALITY AGREEMENT

## REGARDING THE PROTECTION OF PERSONAL DATA WITHIN VOLVO CARS

The undersigned, Anvi Paresh Shah, employed as Summer intern by **Volvo Cars**, having, in such capacity, access to and/or duties in relation to the personal data processed by Volvo Cars (hereinafter „**Personal Data**”), hereby acknowledge the confidential nature of the Personal Data and undertake the below confidentiality obligations:

- a) I shall make all efforts in accordance with my job duties, in order to protect the confidentiality of all Personal Data to which I have access and to prevent disclosure of such Personal Data to persons not expressly authorised to receive such Personal Data;
- b) I shall not use the Personal Data to which I have access for any other purpose than to fulfil my duties;
- c) I shall not give access to the Personal Data to unauthorised persons;
- d) I shall not duplicate the Personal Data or make any copy thereof that is not necessary to fulfil my duties;
- e) I shall make all efforts as a professional in my field of business, taking into account the technical means available to me, to prevent any fraudulent use, destruction, loss or unauthorised change of the Personal Data;
- f) I shall ensure, taking into account the technical means available to me, that I communicate or transfer the Personal Data only through means that can ensure their security;
- g) I shall immediately inform the Company of any situation I become aware of, that may threaten the confidentiality of the Personal Data, including without limitation attempts of unauthorised access, malfunctions of equipment used for the processing of Personal Data, as well as any other actual or threatened accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise processed; and
- h) Upon termination of my employment, I shall return the Personal Data I have had access to, regardless of their means of storage.

I acknowledge that this confidentiality agreement shall be applicable throughout the performance of my duties within VolvoConfCars, as well as thereafter for an unlimited period of time.

Violation of this Agreement will subject Employee to disciplinary action according to Volvo Cars' disciplinary policy, up to and including termination and may result in civil or criminal liability as the case may be.

Employee



Anvi Paresh Shah

Mar 25, 2022



Aadyaa Originals Pvt Ltd.  
Regd Add: 7, Gulmohar Apartment,  
S. No. 106/1, Sahakar Sadan Path,  
Erandwane, Pune 411004, India  
Studio: 1206/A32, Shirole Road,  
Vinayak Bhorde Sankul,  
Shivaji Nagar, Pune 411004, India  
Email: sales@aadyaa.com | | Website: www.aadyaa.com | | GSTIN: 27AAQCA9658K1ZR | | CIN: U74999PN2018PTC176921



TO WHOMSOEVER IT MAY CONCERN

Date: 01-June-2022

Dear Nikita Shete,

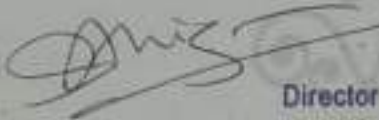
We are delighted to offer you an internship at "House of Aadyaa" for an internal IT project.

The duration of this internship is from 01-June-2022 to 31-July-2022. Working time will be 10am to 6pm from Monday to Saturday and you will be paid a stipend of INR 15,000 at the end of your 2 months internship.

If the project extends, and if you are available to work on it post your college works, we will be happy to give an extension with same commercial terms.

All the best,

For AADYAA ORIGINALS PVT. LTD.



Director

Mr Jaydeep Hingne  
Director – Aadyaa Originals Private Limited



Welcome to Networking Academy: **Activate** Your Account. External Inbox x

Networking Academy Team noreply@netacad.com via amazonses.com  
to me ▾

Mon, May 23, 2:32 PM



## Hello Mayuri Tambe,

Welcome to Cisco Networking Academy!

To **activate** your account, please click the button below:

**Activate account**

TIPS:

- This link is valid for a limited time. If this link is expired, please go to <https://www.netacad.com> and click on Log In/Resend **Activation** Email to get a new link.
- If you do not see **Activate** account button above, please copy the following link and paste into your browser:  
[https://id.cisco.com/welcome/9uIXUj4SS\\_E9KHC7Ejg7?fromURI=https://www.netacad.com/portal/saml\\_login](https://id.cisco.com/welcome/9uIXUj4SS_E9KHC7Ejg7?fromURI=https://www.netacad.com/portal/saml_login)
- If you already have an account, go to <https://www.netacad.com> and click Log In to access your courses.



Welcome to Networking  
Academy: Activate Your  
Account. **External** **Inbox**



Networking Academy... 23 May

to me ▾



Networking Academy

## Hello Gayatri Chaudhari,

Welcome to **Cisco** Networking Academy!

To activate your account, please click the  
button below:

**Activate account**

TIPS:

- This link is valid for a limited time. If this link is expired, please go to <https://www.netacad.com> and click on Log In/Resend Activation Email to get a new link.
- If you do not see Activate account button above, please copy the following link and paste into your browser:

# Course Enrollment Notification

External

inbox x



Networking Academy Team [noreply@netacad.com](mailto:noreply@netacad.com) via [amazonses.com](https://amazonses.com)

May 23, 2022, 2:21 PM



to me ▾



Dear Anisha Londhe,

Welcome! You are now enrolled in the **Cisco** Networking Academy course: [India\\_Internship\\_Cummins College\\_Introduction to Cybersecurity](#)



# Course Enrollment Notification

External

Inbox



**Networking Academy Team** May 23

Dear Vaishnav Holkar, Welcome!  
You are now enrolled in the Cisco



**Networking Acade...** May 23

to me ▾



Dear Vaishnav Holkar,

Welcome! You are now enrolled in the Cisco **Networking Academy** course:  
India\_Internship\_Cummins College\_Introduction to Cybersecurity

[Show quoted text](#)



**Networking Acade...** May 23

to me ▾





Salesforce Supported  
Virtual Internship  
Program Application  
Acknowledgement 👍



Inbox



info@thesmartbrid... Apr 21

to me ▾



Dear Applicant,

Greetings from SmartInternz!

Congratulations! Your application for the Salesforce supported virtual internship has been received from the AICTE internships portal.

**Next steps?**

Begin your virtual internship journey by enrolling on SmartInternz platform. Fill out the form below to create your learners account.

[Enroll on SmartInternz](#)



## Next steps?

Begin your virtual internship journey by enrolling on SmartInternz platform. Fill out the form below to create your learners account.

[Enroll on SmartInternz](#)

Once you submit the filled-in form, You will receive an email with login credentials to access the virtual internship workspace.

Your cohort starts from **25th April 2022** and further details to join the live sessions will be shared soon. Meanwhile, you can get started with salesforce technologies by referring to the learning resources available on SmartInternz platform.

If you have any further queries, please write to us at [support@thesmartbridge.com](mailto:support@thesmartbridge.com)

Regards,  
Team SmartInternz



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SmartBridge Educational Services Private



# Account Inbox



SmartInternz Apr 18

to me ▾



# Smart Internz

Welcome to **Salesforce** supported Virtual Internship Program 2022

Hey there!

You have successfully enrolled for the **Virtual Internship Program 2022!**

Login to SmartInternz Platform to start your journey now

**Username:** [shrutibhondekar@gmail.com](mailto:shrutibhondekar@gmail.com)

**Password:** SfzSVpOH

\*Please note that this is a temporary password, You can change it from your dashboard anytime.

[Login Now](#)

To know more about event format and cohort



# Salesforce Virtual Internship Application Acknowledgement

Dear Applicant,

Greetings from SmartInternz!

Congratulations! Your application for the Salesforce virtual internship has been received from the AICTE internships portal.

## Next steps?

Begin your virtual internship journey by enrolling on smartinternz platform. Fill out the form below to create your learners account.

Link: <https://smartinternz.com/virtual-internship-program-form>

Once you submit the filled-in form, you will receive an email with login credentials to access the virtual internship workspace.

Your cohort starts from **25th April 2022** and further details to join the live sessions will be shared soon. Meanwhile, you can get started with salesforce technologies by referring to the learning resources available.

If you have any further queries, please write to us at [support@thesmartbridge.com](mailto:support@thesmartbridge.com)

--

Regards,  
Team SmartBridge



**Alter TechSoft Pvt Ltd**

CTS 404, 3, Kimya,  
Kothrud Bus stand,  
Karve Road, Pune 411029  
TEL: +91 20 25396655  
<http://www.AlterTechSoft.com>

---

Ref. No. : HRD/PUN/T/301

Date: 06/06/2022

To,  
The Principal,  
Cummins College of Engineering for Women,  
Karvenagar, Pune

**Subject: Industrial Training (Internship)**

Dear Sir/Madam,

This is to certify that **Purva Patil** from your college will be working on "Live shopping mall project involving responsive ReactJS techstack" as an **Intern** with Alter TechSoft Pvt Ltd from 6 June 2022 to 6 August 2022.

During the above mentioned duration she will be under the guidance of Mr. Arvind Udawant (Project Manager.)

The project code will not disclosed at any circumstances.

Yours faithfully,  
For Alter TechSoft Pvt Ltd,  
Arvind Udawant,  
Project Manager



**Alter TechSoft Pvt Ltd**

CTS 404, 3, Kimya,  
Kothrud Bus stand,  
Karve Road, Pune 411029  
TEL: +91 20 25396655  
<http://www.AlterTechSoft.com>

---

Ref. No. : HRD/PUN/T/302

Date: 06/06/2022

To,  
The Principal,  
Cummins College of Engineering for Women,  
Karvenagar, Pune

**Subject: Industrial Training (Internship)**

Dear Sir/Madam,

This is to certify that **Sayali Chaudhari** from your college will be working on "Live shopping mall project involving responsive ReactJS techstack" as an **Intern** with Alter TechSoft Pvt Ltd from 6 June 2022 to 6 August 2022.

During the above mentioned duration she will be under the guidance of Mr. Arvind Udawant (Project Manager.)

The project code will not disclosed at any circumstances.

Yours faithfully,  
For Alter TechSoft Pvt Ltd,  
Arvind Udawant,  
Project Manager



November 1, 2021

Khushbu Hemant Bora

235, Shivaji Road, Post Lane, at post Kasbe Vani, Beside Vani Merchant Bank

Vani, Maharashtra 422215

Re: Internship with Atlassian India LLP

Dear Khushbu Hemant Bora,

We are pleased to offer you the position of Software Engineer Intern with Atlassian India LLP ("**Atlassian**").

The terms and conditions of your internship are as set out in this agreement ("**Agreement**") between you and Atlassian.

**1. Duration of Internship**

- 1.1. The internship will commence on May 2, 2022.
- 1.2. Your working days and hours, overtime payment, if any, and leave entitlements will be in accordance with the internal policies of Atlassian and in compliance with Applicable Laws. You may be required to work on leave or non-working days and/or be required to be on-call to respond to urgent business needs of Atlassian and/or its customers on any day. If you are required to work on a leave or non-working day, you will be given compensatory leave for the same. Further, Atlassian will pay overtime wages due to be given to you for additional work undertaken by you as per Applicable Laws
- 1.3. The duration of your internship is fixed from the date specified in Clause 1.1. above and will complete on June 24, 2022.
- 1.4. For the duration of the internship, you are permitted to work remotely from Vani, Maharashtra. Should applicable travel restrictions and office closures due to the circumstances of COVID-19 become lifted before or during the internship program, you will also be permitted to work from Atlassian's office in Bengaluru, Karnataka, India. In that scenario, whether you work remotely or from the office is entirely up to you. The Company will not request your presence in any office at any point during the internship program.

AtlassianIndia LLP

9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
Karnataka 560103 T - 91 80 4695 0644 F + 91 80 46950683

[www.atlassian.com](http://www.atlassian.com)

LLPIN AAL-4543

[hrops@atlassian.com](mailto:hrops@atlassian.com)



## 2. Eligibility

2.1. This internship offer with Atlassian is contingent on the condition of you satisfying the following:

- a. You must be pursuing either a Bachelor or Master's degree at one of the institutions identified in your application
- b. If you are pursuing a Bachelor or Master degree in Engineering / Technology, your current CGPA must be minimum 7 or its equivalent measure followed by your institution.
- c. At the time of applying you should not have any backlogs

## 3. Your Role

3.1. Your role will be based on the sole discretion of Atlassian and your internship will be under the guidance of Nameeta Kagvate – Talent Acquisition Manager.

3.2. In accepting the terms of this Agreement, you acknowledge that you are not subject to any direct or indirect restrictions on your ability to fully perform the duties of the position and will not be breaching any obligation to a third party by entering into this contract. You further acknowledge that the information furnished by you and as recorded in **Appendix A** is accurate.

## 4. Stipend

4.1. During the Internship Period, you will be compensated a monthly stipend of INR 70,850, subject to any deduction as required by law.

4.2. You will not be eligible to receive variable compensation, in the nature of bonus payouts, incentive compensation, or any social security contributions.

## 5. Background Check

5.1. Your internship is contingent on a successful background check regarding criminal records, education and employment verification, and in some cases credit history. By signing below, you hereby authorize such a verification and background check and agree to sign any and all documents necessary to enable Atlassian to conduct this verification and background check, and you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release Atlassian from any claim or cause of action arising out of Atlassian's verification of such information.

## 6. Confidentiality

6.1. You acknowledge that you may have access to Atlassian's Confidential Information during the Internship Period and agree that all Confidential Information will remain the sole and exclusive property of Atlassian.

AtlassianIndia LLP

9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
Karnataka 560103 T - 91 80 4695 0644 F + 91 80 46950683

[www.atlassian.com](http://www.atlassian.com)

LLPIN AAL-4543

[hrops@atlassian.com](mailto:hrops@atlassian.com)



- 6.2. You represent and warrant that you will use Confidential Information strictly as required in fulfilling your requirements as an intern of Atlassian and will not use, copy, tamper, extract or disclose such Confidential Information for any other purpose, including for use with any employer, disclosure to a future employer or an employee thereof, or use in business or for personal gain.
- 6.3. In accordance with the Confidentiality section, interns are prohibited from publishing papers regarding Atlassian technology without prior written approval from their Atlassian manager. The approval should be via a Jira ticketing system for publication approval or via email in the event such a system is not available.
- 6.4. For the purposes of this Agreement, "**Confidential Information**" means information and physical material not generally known or available outside Atlassian and information and physical material entrusted to Atlassian in confidence by third parties. Confidential Information includes, without limitation:
- a. Atlassian's inventions, being discoveries, developments, concepts, designs, ideas, know how, improvements, inventions, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable including but not limited and related to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon which could be discovered, developed, conceived, or reduced to practice after your contribution towards it or part thereof during the Internship Period; and
  - b. Technical data, trade secrets, know-how, research, product or service ideas or plans, software codes and designs, developments, inventions, laboratory notebooks, processes, formulas, techniques, biological materials, mask works, engineering designs and drawings, hardware configuration information, lists of, or information relating to, suppliers and customers (including, but not limited to, customers of Atlassian with whom you have become acquainted during the Internship Period), price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed to you by Atlassian either directly or indirectly, whether in writing, electronically, orally, or by observation.
- 6.5. You hereby assign all rights, title and interest thereto in any invention which has been ideated, conceived, designed or developed with the help of your efforts in the Internship Period or thereafter, in perpetuity, to Atlassian. To this endeavor, you hereby agree to execute and sign all documents necessary in the opinion of Atlassian to eliminate any ambiguity as to ownership by Atlassian.

## **7. Termination of Agreement**

- 7.1. In the course of the internship, you may terminate this Agreement on service of 14 (fourteen) days' notice in writing. Atlassian may terminate this Agreement at its sole discretion on service of 7 (seven) days' notice in writing.

AtlassianIndia LLP  
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[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



7.2. Atlassian may terminate your internship without notice and payment of stipend and/or housing benefit if you commit any breach of this Agreement, fail to observe its terms, conditions or stipulations, or are guilty of any serious negligence, fraud or gross misconduct including on disciplinary grounds in connection with the business or affairs of Atlassian.

**8. Consequences of Completion of Internship or Termination of Agreement**

8.1. Immediately upon the completion of the Internship Period or earlier termination of this Agreement, you will deliver to Atlassian (and will not keep in your possession, recreate or deliver to any third party) any and all property, including hardware, software, data, notes, correspondence, specifications, equipment, other documents or property, or reproductions of any of the aforementioned items, whether or not it has been contributed to, ideated, created or developed by you or any Confidential Information known to you during the Internship Period.

8.2. You acknowledge and agree that the obligations set out in Clause 7 (*Confidentiality*), Clause 11 (*Personal Data Collection*), and Clause 13 (*Governing Law*) of this Agreement will survive the completion and/or earlier termination of this Agreement.

**9. Relationship**

9.1. You acknowledge that this Agreement with Atlassian is solely for the purposes of the internship and does not create a relationship of agency or employment or apprenticeship between the Parties.

9.2. You may not represent yourself as an authorized agent of Atlassian except in the course of the proper performance of your duties or where authorized to do so. When your internship ends, you must not hold yourself out in any business context as being an employee or representative of, or otherwise affiliated with Atlassian.

9.3. Atlassian will be entitled, but not obligated to, make an offer of employment to you at its sole discretion, upon successful completion of the Internship Period.

**10. Personal Data Collection**

You hereby grant your consent to Atlassian, to collect, use, store, and process your personal data or information, including any sensitive personal data, as defined under the applicable laws, required for purposes ancillary to your internship.

**11. Compliance with Policies and Applicable Laws**

You confirm that you have read, understood and agree to comply with all the provisions of the policies of Atlassian as amended from time to time in addition to compliance with applicable laws. Your signature in the space provided below will be construed as acceptance of this Agreement.

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[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



## 12. Governing Law

The validity, interpretation and implementation of this Agreement will be governed by and construed in accordance with the laws of India. The courts at Bengaluru, Karnataka, India will have the exclusive jurisdiction to deal with all matters arising out of this Agreement.

Signed on Behalf of **Atlassian**

A handwritten signature in blue ink, appearing to read "Ajmera", with a horizontal line underneath.

**By: Dinesh Ajmera**

**Title: Site Lead & Head of Engineering, Bengaluru**

Signed and Accepted by Khushbu Hemant Bora

DocuSigned by:

A DocuSigned signature box containing a handwritten signature in blue ink.

57294E8766B2406...

---

**Date: November 1, 2021**





**APPENDIX A**

**Intern Information**

Name: Khushbu Hemant Bora

Residential Address: 235, Shivaji Road, Post Lane, at post Kasbe Vani, Beside Vani Merchant Bank Vani, Maharashtra 422215

Contact Number: 9834421080

E-mail Address: khushbuhbora@gmail.com

Enclosed: (Proof of identity and residence, copies of education transcripts)

AtlassianIndia LLP

9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
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**Certificate Of Completion**

|   |                             |
|---|-----------------------------|
| Envelope Id: 19A2010870594972B1015206CA71B0DB     | Status: Completed           |
| Subject: Offer from Atlassian                     |                             |
| Source Envelope:                                  |                             |
| Document Pages: 7                                 | Signatures: 1               |
| Certificate Pages: 1                              | Initials: 0                 |
| AutoNav: Enabled                                  | Envelope Originator:        |
| Envelope Stamping: Enabled                        | Debbie Delos Trinos         |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | 350 Bush Street, 13th Floor |
|   | San Francisco, CA 94104     |
|   | ddelostrinos@atlassian.com  |
|   | IP Address: 44.225.206.62   |

**Record Tracking**

|                     |                             |                    |
|---------------------|-----------------------------|--------------------|
| Status: Original    | Holder: Debbie Delos Trinos | Location: DocuSign |
| 01-Nov-2021   07:22 | ddelostrinos@atlassian.com  |                    |

**Signer Events**

Khushbu Hemant Bora  
 khushbu.bora@cumminscollege.in  
 Security Level:  
 .Email  
 ID: c419bc75-80ef-46e7-8083-a5537465c91e  
 01-Nov-2021 | 07:38

**Signature**



Signature Adoption: Uploaded Signature Image  
 Using IP Address: 117.199.51.18

**Timestamp**

Sent: 01-Nov-2021 | 07:22  
 Viewed: 01-Nov-2021 | 07:38  
 Signed: 01-Nov-2021 | 07:49

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

| In Person Signer Events      | Signature        | Timestamp           |
|------------------------------|------------------|---------------------|
| Editor Delivery Events       | Status           | Timestamp           |
| Agent Delivery Events        | Status           | Timestamp           |
| Intermediary Delivery Events | Status           | Timestamp           |
| Certified Delivery Events    | Status           | Timestamp           |
| Carbon Copy Events           | Status           | Timestamp           |
| Witness Events               | Signature        | Timestamp           |
| Notary Events                | Signature        | Timestamp           |
| Envelope Summary Events      | Status           | Timestamps          |
| Envelope Sent                | Hashed/Encrypted | 01-Nov-2021   07:22 |
| Certified Delivered          | Security Checked | 01-Nov-2021   07:38 |
| Signing Complete             | Security Checked | 01-Nov-2021   07:49 |
| Completed                    | Security Checked | 01-Nov-2021   07:49 |
| Payment Events               | Status           | Timestamps          |



November 1, 2021

Ketaki Jitendra Kothale

House number: E7, KBL colony, near water filtration plant, Kirloskarwadi, Palus,

Sangli, Maharashtra 416308

Re: Internship with Atlassian India LLP

Dear Ketaki Jitendra Kothale,

We are pleased to offer you the position of Software Engineer Intern with Atlassian India LLP ("**Atlassian**").

The terms and conditions of your internship are as set out in this agreement ("**Agreement**") between you and Atlassian.

**1. Duration of Internship**

- 1.1. The internship will commence on May 2, 2022.
- 1.2. Your working days and hours, overtime payment, if any, and leave entitlements will be in accordance with the internal policies of Atlassian and in compliance with Applicable Laws. You may be required to work on leave or non-working days and/or be required to be on-call to respond to urgent business needs of Atlassian and/or its customers on any day. If you are required to work on a leave or non-working day, you will be given compensatory leave for the same. Further, Atlassian will pay overtime wages due to be given to you for additional work undertaken by you as per Applicable Laws
- 1.3. The duration of your internship is fixed from the date specified in Clause 1.1. above and will complete on June 24, 2022.
- 1.4. For the duration of the internship, you are permitted to work remotely from Sangli, Maharashtra. Should applicable travel restrictions and office closures due to the circumstances of COVID-19 become lifted before or during the internship program, you will also be permitted to work from Atlassian's office in Bengaluru, Karnataka, India. In that scenario, whether you work remotely or from the office is entirely up to you. The Company will not request your presence in any office at any point during the internship program.

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[hrops@atlassian.com](mailto:hrops@atlassian.com)



## 2. Eligibility

2.1. This internship offer with Atlassian is contingent on the condition of you satisfying the following:

- a. You must be pursuing either a Bachelor or Master's degree at one of the institutions identified in your application
- b. If you are pursuing a Bachelor or Master degree in Engineering / Technology, your current CGPA must be minimum 7 or its equivalent measure followed by your institution.
- c. At the time of applying you should not have any backlogs

## 3. Your Role

3.1. Your role will be based on the sole discretion of Atlassian and your internship will be under the guidance of Nameeta Kagvate – Talent Acquisition Manager.

3.2. In accepting the terms of this Agreement, you acknowledge that you are not subject to any direct or indirect restrictions on your ability to fully perform the duties of the position and will not be breaching any obligation to a third party by entering into this contract. You further acknowledge that the information furnished by you and as recorded in **Appendix A** is accurate.

## 4. Stipend

4.1. During the Internship Period, you will be compensated a monthly stipend of INR 70,850, subject to any deduction as required by law.

4.2. You will not be eligible to receive variable compensation, in the nature of bonus payouts, incentive compensation, or any social security contributions.

## 5. Background Check

5.1. Your internship is contingent on a successful background check regarding criminal records, education and employment verification, and in some cases credit history. By signing below, you hereby authorize such a verification and background check and agree to sign any and all documents necessary to enable Atlassian to conduct this verification and background check, and you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release Atlassian from any claim or cause of action arising out of Atlassian's verification of such information.

## 6. Confidentiality

6.1. You acknowledge that you may have access to Atlassian's Confidential Information during the Internship Period and agree that all Confidential Information will remain the sole and exclusive property of Atlassian.

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- 6.2. You represent and warrant that you will use Confidential Information strictly as required in fulfilling your requirements as an intern of Atlassian and will not use, copy, tamper, extract or disclose such Confidential Information for any other purpose, including for use with any employer, disclosure to a future employer or an employee thereof, or use in business or for personal gain.
- 6.3. In accordance with the Confidentiality section, interns are prohibited from publishing papers regarding Atlassian technology without prior written approval from their Atlassian manager. The approval should be via a Jira ticketing system for publication approval or via email in the event such a system is not available.
- 6.4. For the purposes of this Agreement, "**Confidential Information**" means information and physical material not generally known or available outside Atlassian and information and physical material entrusted to Atlassian in confidence by third parties. Confidential Information includes, without limitation:
- a. Atlassian's inventions, being discoveries, developments, concepts, designs, ideas, know how, improvements, inventions, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable including but not limited and related to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon which could be discovered, developed, conceived, or reduced to practice after your contribution towards it or part thereof during the Internship Period; and
  - b. Technical data, trade secrets, know-how, research, product or service ideas or plans, software codes and designs, developments, inventions, laboratory notebooks, processes, formulas, techniques, biological materials, mask works, engineering designs and drawings, hardware configuration information, lists of, or information relating to, suppliers and customers (including, but not limited to, customers of Atlassian with whom you have become acquainted during the Internship Period), price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed to you by Atlassian either directly or indirectly, whether in writing, electronically, orally, or by observation.
- 6.5. You hereby assign all rights, title and interest thereto in any invention which has been ideated, conceived, designed or developed with the help of your efforts in the Internship Period or thereafter, in perpetuity, to Atlassian. To this endeavor, you hereby agree to execute and sign all documents necessary in the opinion of Atlassian to eliminate any ambiguity as to ownership by Atlassian.

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- 7.1. In the course of the internship, you may terminate this Agreement on service of 14 (fourteen) days' notice in writing. Atlassian may terminate this Agreement at its sole discretion on service of 7 (seven) days' notice in writing.

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7.2. Atlassian may terminate your internship without notice and payment of stipend and/or housing benefit if you commit any breach of this Agreement, fail to observe its terms, conditions or stipulations, or are guilty of any serious negligence, fraud or gross misconduct including on disciplinary grounds in connection with the business or affairs of Atlassian.

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8.1. Immediately upon the completion of the Internship Period or earlier termination of this Agreement, you will deliver to Atlassian (and will not keep in your possession, recreate or deliver to any third party) any and all property, including hardware, software, data, notes, correspondence, specifications, equipment, other documents or property, or reproductions of any of the aforementioned items, whether or not it has been contributed to, ideated, created or developed by you or any Confidential Information known to you during the Internship Period.

8.2. You acknowledge and agree that the obligations set out in Clause 7 (*Confidentiality*), Clause 11 (*Personal Data Collection*), and Clause 13 (*Governing Law*) of this Agreement will survive the completion and/or earlier termination of this Agreement.

**9. Relationship**

9.1. You acknowledge that this Agreement with Atlassian is solely for the purposes of the internship and does not create a relationship of agency or employment or apprenticeship between the Parties.

9.2. You may not represent yourself as an authorized agent of Atlassian except in the course of the proper performance of your duties or where authorized to do so. When your internship ends, you must not hold yourself out in any business context as being an employee or representative of, or otherwise affiliated with Atlassian.

9.3. Atlassian will be entitled, but not obligated to, make an offer of employment to you at its sole discretion, upon successful completion of the Internship Period.

**10. Personal Data Collection**

You hereby grant your consent to Atlassian, to collect, use, store, and process your personal data or information, including any sensitive personal data, as defined under the applicable laws, required for purposes ancillary to your internship.

**11. Compliance with Policies and Applicable Laws**

You confirm that you have read, understood and agree to comply with all the provisions of the policies of Atlassian as amended from time to time in addition to compliance with applicable laws. Your signature in the space provided below will be construed as acceptance of this Agreement.

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**12. Governing Law**

The validity, interpretation and implementation of this Agreement will be governed by and construed in accordance with the laws of India. The courts at Bengaluru, Karnataka, India will have the exclusive jurisdiction to deal with all matters arising out of this Agreement.

Signed on Behalf of **Atlassian**

A handwritten signature in blue ink, appearing to read "Ajmera", with a horizontal line underneath it.

**By: Dinesh Ajmera**

**Title: Site Lead & Head of Engineering, Bengaluru**

Signed and Accepted by Ketaki Jitendra Kothale

---

**Date: November 1, 2021**





**APPENDIX A**

**Intern Information**

Name: Ketaki Jitendra Kothale

Residential Address: House number: E7, KBL colony, near water filtration plant, Kirloskarwadi, Palus, Sangli, Maharashtra 416308

Contact Number: 8805175539

E-mail Address: ketaki.kothale@cumminscollege.in

Enclosed: (Proof of identity and residence, copies of education transcripts)

AtlassianIndia LLP

9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
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**Certificate Of Completion**

Envelope Id: 9677C8DBFF8F4F979DC8508EBF3A3995

Status: Delivered

Subject: Offer from Atlassian

Source Envelope:

Document Pages: 7

Signatures: 0

Envelope Originator:

Certificate Pages: 1

Initials: 0

Debbie Delos Trinos

AutoNav: Enabled

350 Bush Street, 13th Floor

Envelope Stamping: Enabled

San Francisco, CA 94104

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

ddelostrinos@atlassian.com

IP Address: 44.225.206.62

**Record Tracking**

Status: Original

Holder: Debbie Delos Trinos

Location: DocuSign

01-Nov-2021 | 07:13

ddelostrinos@atlassian.com

**Signer Events****Signature****Timestamp**

Ketaki Jitendra Kothale

Sent: 01-Nov-2021 | 07:13

ketaki.kothale@gmail.com

Viewed: 01-Nov-2021 | 09:21

Security Level:

.Email

ID: 9c3e2153-d82b-4ef3-8d79-f84d43ea413e

01-Nov-2021 | 09:19

**Electronic Record and Signature Disclosure:**

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**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

01-Nov-2021 | 07:13

Certified Delivered

Security Checked

01-Nov-2021 | 09:21

**Payment Events****Status****Timestamps**



October 12, 2021

Sharvari Jayant Sonkusare

B-301, Badrikedar, Sec-40, plot no. 35/36, Seawoods(W), Nerul, Navi Mumbai

Mumbai, Maharashtra 400706

Re: Internship with Atlassian India LLP

Dear Sharvari Jayant Sonkusare,

We are pleased to offer you the position of Software Engineer Intern with Atlassian India LLP ("**Atlassian**").

The terms and conditions of your internship are as set out in this agreement ("**Agreement**") between you and Atlassian.

**1. Duration of Internship**

- 1.1. The internship will commence on May 2, 2022.
- 1.2. Your working days and hours, overtime payment, if any, and leave entitlements will be in accordance with the internal policies of Atlassian and in compliance with Applicable Laws. You may be required to work on leave or non-working days and/or be required to be on-call to respond to urgent business needs of Atlassian and/or its customers on any day. If you are required to work on a leave or non-working day, you will be given compensatory leave for the same. Further, Atlassian will pay overtime wages due to be given to you for additional work undertaken by you as per Applicable Laws
- 1.3. The duration of your internship is fixed from the date specified in Clause 1.1. above and will complete on June 24, 2022.
- 1.4. For the duration of the internship, you are permitted to work remotely from Mumbai, Maharashtra. Should applicable travel restrictions and office closures due to the circumstances of COVID-19 become lifted before or during the internship program, you will also be permitted to work from Atlassian's office in Bengaluru, Karnataka, India. In that scenario, whether you work remotely or from the office is entirely up to you. The Company will not request your presence in any office at any point during the internship program.

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## 2. Eligibility

2.1. This internship offer with Atlassian is contingent on the condition of you satisfying the following:

- a. You must be pursuing either a Bachelor or Master's degree at one of the institutions identified in your application
- b. If you are pursuing a Bachelor or Master degree in Engineering / Technology, your current CGPA must be minimum 7 or its equivalent measure followed by your institution.
- c. At the time of applying you should not have any backlogs

## 3. Your Role

3.1. Your role will be based on the sole discretion of Atlassian and your internship will be under the guidance of Nameeta Kagvate – Talent Acquisition Manager.

3.2. In accepting the terms of this Agreement, you acknowledge that you are not subject to any direct or indirect restrictions on your ability to fully perform the duties of the position and will not be breaching any obligation to a third party by entering into this contract. You further acknowledge that the information furnished by you and as recorded in **Appendix A** is accurate.

## 4. Stipend

4.1. During the Internship Period, you will be compensated a monthly stipend of INR 70,850, subject to any deduction as required by law.

4.2. You will not be eligible to receive variable compensation, in the nature of bonus payouts, incentive compensation, or any social security contributions.

## 5. Background Check

5.1. Your internship is contingent on a successful background check regarding criminal records, education and employment verification, and in some cases credit history. By signing below, you hereby authorize such a verification and background check and agree to sign any and all documents necessary to enable Atlassian to conduct this verification and background check, and you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release Atlassian from any claim or cause of action arising out of Atlassian's verification of such information.

## 6. Confidentiality

6.1. You acknowledge that you may have access to Atlassian's Confidential Information during the Internship Period and agree that all Confidential Information will remain the sole and exclusive property of Atlassian.

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- 6.2. You represent and warrant that you will use Confidential Information strictly as required in fulfilling your requirements as an intern of Atlassian and will not use, copy, tamper, extract or disclose such Confidential Information for any other purpose, including for use with any employer, disclosure to a future employer or an employee thereof, or use in business or for personal gain.
- 6.3. In accordance with the Confidentiality section, interns are prohibited from publishing papers regarding Atlassian technology without prior written approval from their Atlassian manager. The approval should be via a Jira ticketing system for publication approval or via email in the event such a system is not available.
- 6.4. For the purposes of this Agreement, "**Confidential Information**" means information and physical material not generally known or available outside Atlassian and information and physical material entrusted to Atlassian in confidence by third parties. Confidential Information includes, without limitation:
- a. Atlassian's inventions, being discoveries, developments, concepts, designs, ideas, know how, improvements, inventions, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable including but not limited and related to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon which could be discovered, developed, conceived, or reduced to practice after your contribution towards it or part thereof during the Internship Period; and
  - b. Technical data, trade secrets, know-how, research, product or service ideas or plans, software codes and designs, developments, inventions, laboratory notebooks, processes, formulas, techniques, biological materials, mask works, engineering designs and drawings, hardware configuration information, lists of, or information relating to, suppliers and customers (including, but not limited to, customers of Atlassian with whom you have become acquainted during the Internship Period), price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed to you by Atlassian either directly or indirectly, whether in writing, electronically, orally, or by observation.
- 6.5. You hereby assign all rights, title and interest thereto in any invention which has been ideated, conceived, designed or developed with the help of your efforts in the Internship Period or thereafter, in perpetuity, to Atlassian. To this endeavor, you hereby agree to execute and sign all documents necessary in the opinion of Atlassian to eliminate any ambiguity as to ownership by Atlassian.

## **7. Termination of Agreement**

- 7.1. In the course of the internship, you may terminate this Agreement on service of 14 (fourteen) days' notice in writing. Atlassian may terminate this Agreement at its sole discretion on service of 7 (seven) days' notice in writing.

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[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



7.2. Atlassian may terminate your internship without notice and payment of stipend and/or housing benefit if you commit any breach of this Agreement, fail to observe its terms, conditions or stipulations, or are guilty of any serious negligence, fraud or gross misconduct including on disciplinary grounds in connection with the business or affairs of Atlassian.

**8. Consequences of Completion of Internship or Termination of Agreement**

8.1. Immediately upon the completion of the Internship Period or earlier termination of this Agreement, you will deliver to Atlassian (and will not keep in your possession, recreate or deliver to any third party) any and all property, including hardware, software, data, notes, correspondence, specifications, equipment, other documents or property, or reproductions of any of the aforementioned items, whether or not it has been contributed to, ideated, created or developed by you or any Confidential Information known to you during the Internship Period.

8.2. You acknowledge and agree that the obligations set out in Clause 7 (*Confidentiality*), Clause 11 (*Personal Data Collection*), and Clause 13 (*Governing Law*) of this Agreement will survive the completion and/or earlier termination of this Agreement.

**9. Relationship**

9.1. You acknowledge that this Agreement with Atlassian is solely for the purposes of the internship and does not create a relationship of agency or employment or apprenticeship between the Parties.

9.2. You may not represent yourself as an authorized agent of Atlassian except in the course of the proper performance of your duties or where authorized to do so. When your internship ends, you must not hold yourself out in any business context as being an employee or representative of, or otherwise affiliated with Atlassian.

9.3. Atlassian will be entitled, but not obligated to, make an offer of employment to you at its sole discretion, upon successful completion of the Internship Period.

**10. Personal Data Collection**

You hereby grant your consent to Atlassian, to collect, use, store, and process your personal data or information, including any sensitive personal data, as defined under the applicable laws, required for purposes ancillary to your internship.

**11. Compliance with Policies and Applicable Laws**

You confirm that you have read, understood and agree to comply with all the provisions of the policies of Atlassian as amended from time to time in addition to compliance with applicable laws. Your signature in the space provided below will be construed as acceptance of this Agreement.

AtlassianIndia LLP  
9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
Karnataka 560103 T - 91 80 4695 0644 F + 91 80 46950683  
[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



**12. Governing Law**

The validity, interpretation and implementation of this Agreement will be governed by and construed in accordance with the laws of India. The courts at Bengaluru, Karnataka, India will have the exclusive jurisdiction to deal with all matters arising out of this Agreement.

Signed on Behalf of **Atlassian**

A handwritten signature in blue ink, appearing to read "Ajmera", with a horizontal line underneath it.

**By: Dinesh Ajmera**

**Title: Site Lead & Head of Engineering, Bengaluru**

Signed and Accepted by Sharvari Jayant Sonkusare

DocuSigned by:

A DocuSigned by stamp featuring a blue circular seal with a signature and the text "DCD40B9A6228456..." below it.

---

**Date: October 12, 2021**





**APPENDIX A**

**Intern Information**

Name: Sharvari Jayant Sonkusare

Residential Address: B-301, Badrikedar, Sec-40, plot no. 35/36, Seawoods(W), Nerul, Navi Mumbai Mumbai, Maharashtra 400706

Contact Number: 8850672485

E-mail Address: sharvari.sonkusare@cumminscollege.in

Enclosed: (Proof of identity and residence, copies of education transcripts)

AtlassianIndia LLP

9th & 10th Floor, Campus 4C RMZ Ecoworld, Marathahalli - Sarjapur Outer Ring Rd, Bengaluru,  
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[hrops@atlassian.com](mailto:hrops@atlassian.com)





October 12, 2021

Anushka Pankaj Pawar

Gate no 740/3, Bijorsa Phata, Nampur-Sakri road, Nampur Taluka, Baglan District

Nashik, Maharashtra 423204

Re: Internship with Atlassian India LLP

Dear Anushka Pankaj Pawar,

We are pleased to offer you the position of Software Engineer Intern with Atlassian India LLP ("**Atlassian**").

The terms and conditions of your internship are as set out in this agreement ("**Agreement**") between you and Atlassian.

**1. Duration of Internship**

- 1.1. The internship will commence on May 2, 2022.
- 1.2. Your working days and hours, overtime payment, if any, and leave entitlements will be in accordance with the internal policies of Atlassian and in compliance with Applicable Laws. You may be required to work on leave or non-working days and/or be required to be on-call to respond to urgent business needs of Atlassian and/or its customers on any day. If you are required to work on a leave or non-working day, you will be given compensatory leave for the same. Further, Atlassian will pay overtime wages due to be given to you for additional work undertaken by you as per Applicable Laws
- 1.3. The duration of your internship is fixed from the date specified in Clause 1.1. above and will complete on June 24, 2022.
- 1.4. For the duration of the internship, you are permitted to work remotely from Nashik, Maharashtra. Should applicable travel restrictions and office closures due to the circumstances of COVID-19 become lifted before or during the internship program, you will also be permitted to work from Atlassian's office in Bengaluru, Karnataka, India. In that scenario, whether you work remotely or from the office is entirely up to you. The Company will not request your presence in any office at any point during the internship program.

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## 2. Eligibility

2.1. This internship offer with Atlassian is contingent on the condition of you satisfying the following:

- a. You must be pursuing either a Bachelor or Master's degree at one of the institutions identified in your application
- b. If you are pursuing a Bachelor or Master degree in Engineering / Technology, your current CGPA must be minimum 7 or its equivalent measure followed by your institution.
- c. At the time of applying you should not have any backlogs

## 3. Your Role

3.1. Your role will be based on the sole discretion of Atlassian and your internship will be under the guidance of Nameeta Kagvate – Talent Acquisition Manager.

3.2. In accepting the terms of this Agreement, you acknowledge that you are not subject to any direct or indirect restrictions on your ability to fully perform the duties of the position and will not be breaching any obligation to a third party by entering into this contract. You further acknowledge that the information furnished by you and as recorded in **Appendix A** is accurate.

## 4. Stipend

4.1. During the Internship Period, you will be compensated a monthly stipend of INR 70,850, subject to any deduction as required by law.

4.2. You will not be eligible to receive variable compensation, in the nature of bonus payouts, incentive compensation, or any social security contributions.

## 5. Background Check

5.1. Your internship is contingent on a successful background check regarding criminal records, education and employment verification, and in some cases credit history. By signing below, you hereby authorize such a verification and background check and agree to sign any and all documents necessary to enable Atlassian to conduct this verification and background check, and you warrant that all information provided by you is true and correct to the best of your knowledge, and you expressly release Atlassian from any claim or cause of action arising out of Atlassian's verification of such information.

## 6. Confidentiality

6.1. You acknowledge that you may have access to Atlassian's Confidential Information during the Internship Period and agree that all Confidential Information will remain the sole and exclusive property of Atlassian.

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[hrops@atlassian.com](mailto:hrops@atlassian.com)



- 6.2. You represent and warrant that you will use Confidential Information strictly as required in fulfilling your requirements as an intern of Atlassian and will not use, copy, tamper, extract or disclose such Confidential Information for any other purpose, including for use with any employer, disclosure to a future employer or an employee thereof, or use in business or for personal gain.
- 6.3. In accordance with the Confidentiality section, interns are prohibited from publishing papers regarding Atlassian technology without prior written approval from their Atlassian manager. The approval should be via a Jira ticketing system for publication approval or via email in the event such a system is not available.
- 6.4. For the purposes of this Agreement, "**Confidential Information**" means information and physical material not generally known or available outside Atlassian and information and physical material entrusted to Atlassian in confidence by third parties. Confidential Information includes, without limitation:
- a. Atlassian's inventions, being discoveries, developments, concepts, designs, ideas, know how, improvements, inventions, trade secrets and/or original works of authorship, whether or not patentable, copyrightable or otherwise legally protectable including but not limited and related to, any new product, machine, article of manufacture, biological material, method, procedure, process, technique, use, equipment, device, apparatus, system, compound, formulation, composition of matter, design or configuration of any kind, or any improvement thereon which could be discovered, developed, conceived, or reduced to practice after your contribution towards it or part thereof during the Internship Period; and
  - b. Technical data, trade secrets, know-how, research, product or service ideas or plans, software codes and designs, developments, inventions, laboratory notebooks, processes, formulas, techniques, biological materials, mask works, engineering designs and drawings, hardware configuration information, lists of, or information relating to, suppliers and customers (including, but not limited to, customers of Atlassian with whom you have become acquainted during the Internship Period), price lists, pricing methodologies, cost data, market share data, marketing plans, licenses, contract information, business plans, financial forecasts, historical financial data, budgets or other business information disclosed to you by Atlassian either directly or indirectly, whether in writing, electronically, orally, or by observation.
- 6.5. You hereby assign all rights, title and interest thereto in any invention which has been ideated, conceived, designed or developed with the help of your efforts in the Internship Period or thereafter, in perpetuity, to Atlassian. To this endeavor, you hereby agree to execute and sign all documents necessary in the opinion of Atlassian to eliminate any ambiguity as to ownership by Atlassian.

## **7. Termination of Agreement**

- 7.1. In the course of the internship, you may terminate this Agreement on service of 14 (fourteen) days' notice in writing. Atlassian may terminate this Agreement at its sole discretion on service of 7 (seven) days' notice in writing.

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[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



7.2. Atlassian may terminate your internship without notice and payment of stipend and/or housing benefit if you commit any breach of this Agreement, fail to observe its terms, conditions or stipulations, or are guilty of any serious negligence, fraud or gross misconduct including on disciplinary grounds in connection with the business or affairs of Atlassian.

**8. Consequences of Completion of Internship or Termination of Agreement**

8.1. Immediately upon the completion of the Internship Period or earlier termination of this Agreement, you will deliver to Atlassian (and will not keep in your possession, recreate or deliver to any third party) any and all property, including hardware, software, data, notes, correspondence, specifications, equipment, other documents or property, or reproductions of any of the aforementioned items, whether or not it has been contributed to, ideated, created or developed by you or any Confidential Information known to you during the Internship Period.

8.2. You acknowledge and agree that the obligations set out in Clause 7 (*Confidentiality*), Clause 11 (*Personal Data Collection*), and Clause 13 (*Governing Law*) of this Agreement will survive the completion and/or earlier termination of this Agreement.

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You confirm that you have read, understood and agree to comply with all the provisions of the policies of Atlassian as amended from time to time in addition to compliance with applicable laws. Your signature in the space provided below will be construed as acceptance of this Agreement.

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[www.atlassian.com](http://www.atlassian.com) LLPIN AAL-4543 [hrops@atlassian.com](mailto:hrops@atlassian.com)



**12. Governing Law**

The validity, interpretation and implementation of this Agreement will be governed by and construed in accordance with the laws of India. The courts at Bengaluru, Karnataka, India will have the exclusive jurisdiction to deal with all matters arising out of this Agreement.

Signed on Behalf of **Atlassian**

A handwritten signature in blue ink, appearing to read "Ajmera", with a horizontal line underneath it.

**By: Dinesh Ajmera**

**Title: Site Lead & Head of Engineering, Bengaluru**

Signed and Accepted by Anushka Pankaj Pawar

---

**Date: October 12, 2021**



**APPENDIX A**

**Intern Information**

Name: Anushka Pankaj Pawar

Residential Address: Gate no 740/3, Bijorsa Phata, Nampur-Sakri road, Nampur Taluka, Baglan District Nashik, Maharashtra 423204

Contact Number: 7261954690

E-mail Address: anushka.pawar@cumminscollege.in

Enclosed: (Proof of identity and residence, copies of education transcripts)

AtlassianIndia LLP

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**Certificate Of Completion**

Envelope Id: 1DF6DC5656D94E5C9A4DEA863E911EFE

Status: Delivered

Subject: Offer from Atlassian

Source Envelope:

Document Pages: 7

Signatures: 0

Envelope Originator:

Certificate Pages: 1

Initials: 0

Debbie Delos Trinos

AutoNav: Enabled

350 Bush Street, 13th Floor

Envelope Stamping: Enabled

San Francisco, CA 94104

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

ddelostrinos@atlassian.com

IP Address: 44.225.206.62

**Record Tracking**

Status: Original

Holder: Debbie Delos Trinos

Location: DocuSign

12-Oct-2021 | 05:16

ddelostrinos@atlassian.com

**Signer Events****Signature****Timestamp**

Anushka Pankaj Pawar

Sent: 12-Oct-2021 | 05:16

anushka.pawar@cumminscollege.in

Viewed: 12-Oct-2021 | 10:50

Security Level:

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ID: 03006c35-18bc-482f-a78e-3a9c3783e93b

12-Oct-2021 | 10:49

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**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

12-Oct-2021 | 05:16

Certified Delivered

Security Checked

12-Oct-2021 | 10:50

**Payment Events****Status****Timestamps**



**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

12 April 2022

Lavannya Satyavrat Patil

Chinchpure

Jalgaon

Jalgaon

424203

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Intern in Product Technology within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Lavannya Satyavrat Patil

Restricted - External

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority

(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an “Eligible Intern” on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a

payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;



- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be “work for hire”. You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company’s expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

“**Restricted Client**” means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **25. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the forgoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company’s intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

## **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

## **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

## **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

## **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

## **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.

**34. ACCEPTANCE**

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC Ind

12 April 2022

**Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by ..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed ..... Date .....

Full Name .....

Passport No. ....



**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

10 May 2022

Mrunmayee Mandar Manmadkar  
Flat no. 13 Building 3M Aditya Garden City Phase IV  
Warje  
Pune  
411058

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Intern in Markets Pre Trade within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Mrunmayee Mandar Manmadkar

Restricted - External



## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority

(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an “Eligible Intern” on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a

payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;

- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be “work for hire”. You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company’s expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.



“**Restricted Client**” means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **25. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the forgoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company’s intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

### **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

### **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

### **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

### **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

### **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.

### 34. ACCEPTANCE

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC India

10 May 2022

#### **Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by ..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed ..... Date .....

Full Name .....

Passport No. ....



**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

10 May 2022

Prachi Govind Narlawar  
Balaji Mandir Galli NE Railway  
Mukhed  
Nanded  
431715

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Intern in Wealth Processing within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Prachi Govind Narlawar

Restricted - External

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority

(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an “Eligible Intern” on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.



#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a

payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;

- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be “work for hire”. You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company’s expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

“**Restricted Client**” means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **25. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the forgoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company’s intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

## **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

## **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

## **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

## **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

## **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.



### 34. ACCEPTANCE

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC India

10 May 2022

#### **Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by ..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed ..... Date .....

Full Name .....

Passport No. ....



**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

08 April 2022

Sanjyot Satish Amritkar  
Flat No. 9 Raigad Building Shikshak Nagar Paud Road  
Behind Utsav Mangal Karayalaya Kothrud Pune City  
Pune  
411038

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Intern in Product Technology within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Sanjyot Satish Amritkar

Restricted - External

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority

(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an “Eligible Intern” on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a

payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;

- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.



You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be “work for hire”. You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company’s expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

“**Restricted Client**” means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **25. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the forgoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company’s intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

## **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

## **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

## **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

## **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

## **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.

### 34. ACCEPTANCE

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC India

08 April 2022

#### Acceptance by candidate:

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by .....6th June 2022..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed .......... Date 10/04/2022.....

Full Name Sanjyot Satish Amritkar.....

Passport No. U2116739.....



**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

08 April 2022

Janhvi Milind Bhangale  
Flat No.505 Shreeji Pride Ashoka Marg  
Near Ashoka Tower Nashik Dwarka Corner  
Nashik  
422011

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Intern in Customer Digital & data within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Janhvi Milind Bhangale

Restricted - External

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority



(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an "Eligible Intern" on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a

payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;

- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be “work for hire”. You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company’s expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

“**Restricted Client**” means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.



## **25. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the forgoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company’s intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

## **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

## **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

## **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

## **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

## **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.

### 34. ACCEPTANCE

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC India

08 April 2022

#### **Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by ..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed ..... Date .....

Full Name .....

Passport No. ....



**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

12 April 2022

Aparna Dilip Lulekar

Flat No.1, Krushnakunj Apts, Near Charwak Square, Maharudra Colony

Indira Nagar, mu- Nashik, po-Indira Nagar, Nashik, CIDCO Colony

Nashik

422009

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an 2022 Intern in Payments and Corp Client Treas Svc within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to: (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or

(ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or

(iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or

(iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. RELOCATION: TRAVEL EXPENSES AND ACCOMODATION**

The Company agrees to provide you with inter-city travel (flights/rail. etc.) from work location to your Current location for your return at the end of the internship, subject to the expenses policy of the Company that may be applicable from time to time.

You shall not be entitled to any payment in lieu should you choose not to avail yourself of the above relocation benefit.

You will be required to repay the above relocation benefit in full within 30 days in the event that any of the following occurs:

- You give notice, or otherwise end your internship with the Company before the agreed date;
- You are dismissed from your internship for gross misconduct or fundamental breach of this Offer, or for a serious breach of the Risk and/or Compliance requirements of Barclays at any time during your internship; or

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- You fail to fulfil the pre-joining requirements as set out in this Agreement, or as otherwise determined by the Company.

The Company may withhold and/or deduct from any payments to you any money owed by you to any Barclays company. Any payments will be paid with your stipend, subject to any applicable taxes and other statutory deductions or withholdings required or permitted by law or regulation.

The relocation benefit should not be interpreted as giving rise to any right to or legitimate expectation of any other award, nor is it any assurance as to the level of any award which may be made to you in future, which will be at the Company's discretion.

## **6. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals. • Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **7. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority (FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **8. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **9. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your

start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

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## **10. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **11. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **12. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an "Eligible Intern" on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **13. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **14. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a

Restricted - External

customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **15. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **16. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:



- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

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During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

## **17. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **18. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if

you have observed the Company regulations or if there have been any illegal or improper affairs.

## **19. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such

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Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, “**Confidential Information**” means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays’ business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;
- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any

recognised stock exchange; and

- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

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Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **20. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be "work for hire". You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company's expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment

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in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **21. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **22. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;

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- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **23. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

**"Restricted Client"** means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

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## **24. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

## **25. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **26. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the forgoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **27. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

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Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **28. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company's intranet.

## **29. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;

- accounts and records;
- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

### **30. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said

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amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

### **31. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

### **32. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

### **33. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

### **34. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.



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### **35. ACCEPTANCE**

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'S. [unclear]', is located at the bottom left of the page.

Sanjeev Mishra  
Director HR Operations - GSC India

12 April 2022

**Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by .....06 June 2022..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

A rectangular box containing a handwritten signature in black ink that reads "Aparna".

Signed:

Date: 13/04/2022

Full Name : Aparna Dilip Lulekar

Passport No : V4216200

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**Barclays Global Service Centre Private Limited**

Registered Office: 5th to 12th Floor (Part)

Building G2, Gera Commerzone SEZ,

Survey No. 65, Kharadi,

Pune – 411014

CIN – U72200PN2007FTC132479

Tel: +91 20 67160007; Fax+91 20 67161800

[www.barclays.com](http://www.barclays.com)

12 April 2022

Jasmine Neeru Joshi  
122/A, Gandhi Nagar  
Ghaziabad  
Ghaziabad  
201001

### **BGSC Internship Programme (“Internship Programme”)**

We are pleased to inform you that you have been selected to join the Internship Programme with Barclays Global Service Centre Private Limited (the “Company”) on the following terms and conditions. You should carefully read this internship offer (“Offer”) in conjunction with the Company Policies and Guidelines (“Policies”) (as amended from time to time and published in the HR Portal on the Company’s intranet), wherever it is applicable to you in your capacity as an Intern.

#### **1. JOB TITLE**

You will be appointed as an Developer in Corporate Digital Banking within the Company. Nothing in this Offer shall give rise to an employment relationship between the Company and you.

Whilst you are interning at the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company or any of the Company’s Affiliates (the Company and its Affiliates are referred to as “Barclays”), and comply with all reasonable requests, instructions and regulations given by the Company and Barclays and promptly provide such explanations, information and assistance as to your activities in the business of the Company and Barclays as they may reasonably need. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company policies and this Offer. You may be asked to perform assignments for one or more of the Company’s Affiliates.

You agree that the Company will be entitled at any time and without prior notice to:

- (i) assign you to carry out such projects and/or duties commensurate with your abilities as it will in its absolute discretion determine; and/or
- (ii) assign you on a temporary or permanent basis to undertake additional duties and/or different duties commensurate with your abilities within any part or parts of Barclays as it will in its absolute discretion determine; and/or
- (iii) second you on a temporary basis to intern at any company in Barclays or to a third party; and/or
- (iv) transfer your internship to another company in Barclays by entering into a separate internship agreement.

Jasmine Neeru Joshi

Restricted - External

## **2. PLACE OF WORK**

You will initially be based at Gera Commerzone SEZ, 5th to 12th Floor (Part) Building G2, Survey No 65, Kharadi, Pune – 411014, or at such other place as may be communicated to you by the Company in advance.

## **3. COMMENCEMENT DATE**

You will be joining the Company on 06 June 2022 for a maximum of 8 weeks and your internship would end by the close of business on 29 July 2022.

## **4. STIPEND**

Your monthly stipend shall be INR 66,667.00 pro-rated for the duration of the internship, and subject to applicable taxes, duties, cesses and other statutory deductions. The same shall be paid/credited as per the Company's prevailing policies/ practices. You may be required to open a bank account designated by the Company for this purpose.

As an Intern, you will not be entitled to any employee benefit scheme, including but not limited to Medical Insurance and Gratuity etc. or certain facilities / amenities, provided to the employees of the Company as set out in the Policies or otherwise.

Your monthly stipend is due in arrears on the last day of each calendar month. However, for convenience, it will be paid on the last working day of each month. Should the last working day fall on a non-business day, payment will be advanced forward to the nearest working day.

For new Interns starting on or before the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of that same month. For new Interns starting on or after the 10th day of a month, the first monthly stipend proportional to the period of service in that month will be payable on the last working day of the following month.

All stipend payments are subject to the Human Resources Department receiving the required details and documents from you on or prior to the commencement of your internship.

## **5. REQUIRED PRE-JOINING DOCUMENTS**

You are required to bring the following documents on the first day of your internship:

- Photocopy of proof of Date of birth & Educational qualifications together with the originals.
- Photo ID (Any one of the following - Driving License / Pan Card / Voters ID / Passport / Attested Copy of College ID Card / Aadhaar Card)
- Photocopy of PAN card
- Photocopy of Address Proof (Any one of the following – Driving License/ Passport/Ration Card/Electricity Bill/Phone Bill/Lease Agreement / Aadhaar Card)
- 3 coloured passport size photographs.

## **6. COMPLIANCE WITH LAW**

Notwithstanding any other provision of this Offer, any incentives or compensation payable to you by any part of Barclays (under this Offer or otherwise), including any guaranteed amounts, are subject to limitation or modification to the extent reasonably deemed necessary by the Company to remain consistent with Barclays remuneration policy (as amended from time to time) or to comply with applicable laws and regulations, including any regulations or guidance published by the Financial Conduct Authority

(FCA) and/or Prudential Regulation Authority (PRA) and/or Reserve Bank of India (RBI) and/or Securities Exchange Board of India (SEBI) and/or other regulatory authority, from time to time.

## **7. REMUNERATION AND BENEFITS: GENERAL**

Payments of stipend and any other remuneration of any nature by the Company will be subject to such deductions as the Company is required to make by law.

You will be solely responsible for all income taxes on your income and benefits received arising from your internship with the Company.

The Company has the right to withhold payments to you as may be necessary in order to obtain any tax clearances as required by applicable tax laws and/or relevant authorities.

## **8. SICKNESS AND LEAVE ENTITLEMENTS**

If you are absent through illness or injury, your line-manager must be informed as soon as possible by telephone on the first day of your absence.

If your start time is 9:00 a.m., you must inform your line-manager of such absence by 9:00 a.m. If your start time differs from 9:00 a.m., your manager must be informed at least one hour before you are due to commence work.

Please refer to the Human Resources Department for more details on your leave entitlements.

## **9. HOURS OF WORK**

Your hours of work will be an average of 48 per week, but this may vary according to your shift. Barclays Global Service Centre private limited is operational 24 hours a day, 365 days a year, so your working days and hours may involve day and night shifts, and working weekends and public holidays, as permitted under applicable law.

However, you will devote sufficient time to your duties to enable them to be carried out efficiently and diligently, which may require you to attend the office, or to be available to fulfil your function, outside those hours and days. Your working hours can be varied by the Company at its discretion, with reasonable notice, and in accordance with applicable laws.

## **10. AGREEMENT TO MAKE DEDUCTIONS / WITHHOLD PAYMENTS**

At any time during the period of your internship or on its termination (however arising), the Company shall be entitled to deduct from your stipend or any other payments due to you in respect of your internship, any monies due from you to the Company and/or any other part of Barclays. If at any time you are requested to return to the Company property belonging to it or to any other part of Barclays and if you fail to do so the Company shall, without prejudice to any other remedy, be entitled to withhold any monies due to you from the Company.

## **11. ELIGIBLE INTERN**

Consideration for award or payment of remuneration and benefits will be subject to you being an “Eligible Intern” on the delivery, award or grant date. Eligible Intern means that you are an Intern of the Company and not serving out a period of notice, either given or received, and have not ceased your internship without giving notice.

Any remuneration and benefits which are subject to you being an Eligible Intern will be suspended pending the outcome of any investigation or disciplinary process that you are subject to at the time when payment or award of any of such remuneration and benefits would otherwise occur. In the event that you are found to have committed any serious breach of risk and compliance or your internship is terminated for gross misconduct upon conclusion of the investigation or disciplinary process, you will forfeit any entitlement to any or all of such remuneration and benefits that have not yet been paid awarded or granted to you. Furthermore, any disciplinary process may at the Company's discretion result in the reduction of any or all of such remuneration and benefits.

## **12. EXPENSES**

You will only be reimbursed for expenses properly and reasonably incurred in accordance with the Global Travel and Expenses Policy, and with prior written approval from your Line Manager.

## **13. COMPLIANCE WITH POLICIES/LEGISLATION**

During your internship with the Company (and where applicable after your internship has terminated), you must comply with all of the Company's policies, guidelines and procedures, including but not limited to Barclays Group policies and procedures and any legal and/or statutory and/or regulatory obligations including, but not limited to, anti-bribery and corruption. Failure to do so may result in disciplinary action being taken against you.

You further agree to be bound by and comply with the Barclays Group Share Dealing Code and with any more stringent dealing rules applicable to you or the area of the business in which you work. In particular, you agree not to make any investment, directly or indirectly, in any company or business which is a customer or client of Barclays and which may in the reasonable opinion of the Company be expected to cause your personal or family interests to conflict with your duty to the Company in any respect.

You should familiarise yourself with all policies and procedures that apply to your business area as set out on your intranet. The Code of Conduct and the policies, guidelines and procedures on the following issues are particularly important (although this is not intended as a comprehensive list):

- Anti Bribery and Corruption
- Regulator's Business Principles
- Disclosure obligations
- Data protection, confidential information and Chinese walls
- Equality and Diversity
- Managing people, including on various types of leave and our disciplinary and grievance policies
- Bullying, Harassment and Discrimination policy
- Prevention of Sexual Harassment at the Workplace
- Dress at Work
- Electronic and other forms of communication
- Personal account and share dealing
- Conflicts of interest and outside business interests and affiliations
- Market conduct
- Gifts and Entertainment
- Health and Safety
- Whistleblowing or raising concerns
- Substance Abuse

Whilst interning at the Company you are required to comply with all rules and regulations applicable to Barclays' business or to you (including any rules relating to your role and any professional conduct rules). Any breach of these rules and regulations could lead to termination of your internship with the Company.

#### **14. WORK FOR THIRD PARTIES; EXTERNAL INTERESTS**

You must devote your full time, attention and abilities to your job duties during working hours, and act in the best interests of the Company and Barclays at all times. You will not undertake work, provide services or occupy any positions (including directorships or participating on committees) for third parties, without the Company's prior written consent (which consent may be withdrawn at any time at the Company's absolute discretion). Any such outside activities must comply with Barclays policies.

#### **15. GARDENING LEAVE AND SUSPENSION**

The Company has the right to suspend all or any of your duties, or place you on gardening leave, for such period and on such terms as it considers appropriate. The Company can exercise this right at any time (including while you are serving notice of termination of your internship) and whether or not it is in connection with a disciplinary investigation.

The Company may suspend you or place you on gardening leave at any time from the performance of all or any of your duties:

- for the whole or any part of any applicable notice period; or
- for such periods and on such terms as is necessary to allow any investigation to take place (including, but not limited to an investigation by a regulatory authority or an investigation under the Company's disciplinary procedure).

During any period of suspension or gardening leave, the Company will be under no obligation to provide work for or assign any duties to you and may require you not to attend any premises of any member of Barclays (other than as a customer) and may require you to:

- not speak to, contact or otherwise communicate with or engage with any director, consultant, agent, contractor or employee of any member of Barclays other than to carry out your personal banking, or any person, firm or company who, at the date of such suspension or exclusion is a client or customer of any member of Barclays unless they are members of your immediate family; and
- meet with representatives from the Company in order to facilitate a handover of work and provide assistance with ongoing business activity.

During any period of suspension:

- your internship with the Company and the terms of this Offer will continue and you will continue to be bound by your obligations under it (except as expressly set out in this paragraph) including, but not limited to, your obligations of confidentiality, good faith and fidelity to the Company; and
- you shall continue to receive your fixed stipend and all contractual benefits in the usual way.

#### **16. TERMINATION AND NOTICE PERIODS**

The notice period the Company will give to terminate your internship (other than for gross misconduct or as may otherwise be specified in the Policies) is seven (7) days' written notice. The Company requires the same number of days' written notice from you. However, the Company reserves the right to make a

payment to you in lieu of notice and require you to immediately cease your internship with the Company. This notice period may also be shortened by mutual agreement between you and the Company.

Subject to applicable law, the Company reserves the right to terminate your internship with immediate effect by written notice to you for cause, including for misconduct, lack of competence, serious breach of this Offer, improper or unethical behaviour (whether or not in the course of your internship) or breach of any Barclays rule on anti-bribery or anti-corruption. The Company disciplinary policy, which contains further relevant information, shall apply.

## **17. ACCESS TO COMMUNICATION SYSTEM, ETC**

You are required to use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

## **18. CONFIDENTIALITY**

During your internship with the Company or at any time afterwards, you must not disclose to any person or make use of any Confidential Information or trade secrets that you have obtained in the course of your internship. This includes information that you have acquired in the course of your internship concerning the business or affairs of the Company and/or any other Barclays company or our customers or clients. You are required to use your best efforts to prevent the unauthorised publication or disclosure of any such Confidential Information. Exceptions to this are the use of information for the proper performance of your duties under this Offer, or, where the Company has given written consent or disclosure is required by law, or where the information is already in or comes into the public domain (other than by your unauthorised disclosure).

During your internship or at any time afterwards, you must not make any copy or record (whether recorded in writing, on computer disc, electronically or otherwise) of any Confidential Information, unless this is required for the proper performance of your duties under this Offer. Any such information belongs to Barclays and must be returned by you either at any time during the course of your internship on the request of the Company and immediately on termination of your internship.

For the purposes of this Offer, "**Confidential Information**" means information concerning the business, affairs, finance, clients or trade connections of the Company, any member of Barclays, or any of its customers, clients, suppliers or agents. This includes but is not limited to:

- commercially sensitive information or trade secrets;
- corporate and marketing strategy, business development plans, sales reports and research results;
- business methods and processes, technical information and know-how relating to Barclays' business and which is not available to the public generally, including inventions, designs, programmes, techniques, database systems, formulae and ideas;
- business contacts, lists or details of clients and suppliers and details of contacts with them, their business or affairs, including client names and client contact details, financial and personal affairs, and trading history and methodology;



- information on employees and the terms and conditions of their employment, details of employee benefits, incentive schemes/plans, salary scales and/or current or anticipated trade union/employee disputes;
- information or details of any actual, potential or threatened litigation, legal action, claim, dispute or arbitration against or with any member of Barclays or any current or former director, officer or employee of Barclays in such capacity and any information in respect of provisions for any such action;
- budgets, management accounts, trading statements and other financial reports;
- unpublished price sensitive information relating to shares or securities listed or dealt in on any recognised stock exchange; and
- any other information which any member of Barclays or any of its employees or consultants has identified (orally, in writing, or by its or their actions) as being secret or confidential in nature or which would reasonably be considered as confidential.

You shall not solicit business for the Company from any clients belonging to your previous employer(s) in breach of your terms of employment with your previous employer. You shall not use any confidential information that came to your knowledge in the course of your previous employment(s) while working with the Company. You agree to indemnify the Company against any action that the Company may face on account of your actions in breach of your obligations to your previous employer(s).

Each subdivision of this confidentiality clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you, the Company and Barclays that the remaining restrictions are unaffected. If any subdivision of this clause is void but would be valid if some part of the restriction were deleted, the subdivision applies with such modification as may be necessary to make it valid.

## **19. INTELLECTUAL PROPERTY**

For the purposes of this clause:

**"Intellectual Property Rights"** means (i) copyright and related rights, patents, know-how, confidential information, database rights, Inventions and rights in trade marks and designs (whether registered or unregistered), (ii) applications for registration, and the right to apply for registration, for any of the same, and (iii) all other intellectual property rights and equivalent or similar forms of protection existing anywhere in the world;

**"Invention"** means any invention, idea, discovery, development, improvement or innovation made, whether or not patentable or capable of registration, and whether or not recorded in any medium; and

**"Works"** means all documents, materials, software, photographic or graphic works of any type, and other materials in any medium or format which are created or developed, or are in the process of being created or developed, or used (whether in final form or otherwise) by you or on your behalf or by the Company in the course of your internship with the Company or for the benefit of the Company and which are protected by, contain or relate to any Intellectual Property Rights.

You will promptly disclose and deliver up to the Company all and any Works conceived, or made by you during and in the course of your internship (whether conceived, or made during normal working hours, in your normal place of work, or in conjunction with others, or otherwise). You agree to provide the Company with all originals and copies of all correspondence, documents and other materials in whatever medium or form relating to or concerning the Works and the Intellectual Property Rights they contain.

You agree that you will only use the Works to perform your obligations under this Offer and that you will not make personal copies of any Works other than for the purposes of your internship with the Company.

It is understood that all Intellectual Property Rights created by you in the course of your internship shall be “work for hire”. You acknowledge that you have, and will have at all times while you are interning with the Company, a special obligation to further the interests of the undertakings of the Company, and that all Works and Intellectual Property Rights in the Works will automatically, on creation, belong to and vest in the Company absolutely to the fullest extent provided by law.

To the extent that the Works and Intellectual Property Rights do not vest in the Company or Barclays automatically, you will hold such Works and Intellectual Property Rights on trust for the benefit of the Company until the Works and Intellectual Property Rights vest absolutely in the Company.

You confirm that you will immediately, upon request and at the Company’s expense, provide all such documents and assistance as may be necessary to vest the Works and Intellectual Property Rights in the Works in the Company, to enable the Company to enjoy the full benefit of the Intellectual Property Rights, and to enable the Company to enforce its Intellectual Property Rights against third parties or defend claims brought against the Company in relation to any Intellectual Property Rights.

By signing this Offer you accept and confirm to assign to the Company or a member of Barclays (as specified by the Company) all current and future Intellectual Property Rights in the Works and any other proprietary rights capable of assignment by way of present assignment of future rights for the full term of such rights. You agree that such assignment shall be perpetual, worldwide and royalty free. You also agree that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957.

You agree both during and after the termination of this Offer to sign all documents and do everything necessary or desirable at the Company's reasonable expense to obtain, maintain or enforce the Company's rights to Intellectual Property under this clause and to enjoy the full benefit of this clause. This includes (at the Company's discretion) applying for or joining in any application which may be made in the sole name of any part of Barclays (or otherwise) for registration of any Intellectual Property.

You unconditionally and irrevocably waive your moral rights in relation to existing and future Works, including your right to be identified as the author of the Works and not to have the Works subject to derogatory treatment. You acknowledge that, except as may be expressly provided by law, no further remuneration or compensation other than that provided for under this Offer is or may become due to you.

When this Offer expires or terminates, for whatever reason, you will immediately deliver up to the Company all Works in your possession or under your control, and under no circumstances may any Works be retained by you except with the prior written consent of the Company.

Without prejudice to any specific legal rights which you may otherwise have, you acknowledge that no further remuneration or compensation other than that expressly provided for in this Offer will become due to you in respect of your compliance with this clause.

This clause shall survive the termination of this Offer for any reason and is subject to applicable law. Each of the provisions in each paragraph of this Intellectual Property clause will be enforceable independently of each of the others and its validity will not be affected if any of the others is invalid. If any of those provisions is void but would be valid if some part of the provision were deleted, the provision in question

will apply with such modification as may be necessary to make it valid, provided that such modification does not materially change the spirit of the provision.

## **20. CONFLICT OF INTERESTS**

During your internship with the Company you agree that you will not engage or be interested in any activities which place you in a position where your interests conflict improperly with those of Barclays, its clients, customers or shareholders. Barclays recognises that, on occasion, a conflict of interest may arise which is unavoidable. In such circumstances you must make your line manager and local compliance control room or compliance contact aware of the issue immediately. You must not act in relation to the matter, without their written direction or approval.

## **21. POST-INTERNSHIP OBLIGATIONS**

On termination of your internship, irrespective of the reason, or at any other time when asked by the Company, you will:

- immediately return to the Company all vehicles, equipment and documents, whether electronic or otherwise, and any other property (of any kind) (security pass, business cards, etc) relating to the business of or belonging to Barclays, together with all copies of any such documents that you have in your possession or under your control;
- irretrievably delete any information relating to the business of the Company or Barclays stored on any computer or storage device and all information derived from the same in your possession or control and held outside of any Barclays' premises; and
- confirm in writing that you have complied fully with the terms of this paragraph and provide evidence of compliance as the Company may request.

## **22. PROTECTIVE COVENANTS**

You shall not without the Company's prior written consent (which the Company will only withhold or delay to the extent reasonably necessary to protect the legitimate interests of Barclays) during the three months period after the date of termination of your internship either on your own account or on behalf of another, directly or indirectly, alone or in conjunction with others:

- canvass, solicit or entice away, or try to canvass, solicit or entice away, or to assist others in doing so (including by interviewing, making informal approaches or recommendations) any individual who is an employee of any part of Barclays with whom you had dealings during the twelve-month period immediately preceding the termination of your internship (even if that person would not breach their employment contract by leaving the employment of Barclays);
- solicit, interfere with, entice away (or try to solicit, interfere with, or entice away) or by any means seek or solicit business with or from any person who is a Restricted Client; nor
- solicit or persuade any person who is a Restricted Client to cease doing business with the Company or any part of Barclays, or reduce the amount of business which the Restricted Client would normally do with the Company or any part of Barclays.

“**Restricted Client**” means any person, firm or company which on the final day of your internship or in the preceding twelve months was a client or customer of a part of Barclays and with whom or which you had business dealings during that period.

The period of restriction stated in this clause (Protective Covenants) shall be reduced by the length of time, if any, that you are suspended from your duties pursuant to either the clause in this Offer entitled 'Gardening Leave and Suspension' or 'Termination and Notice Periods'.

Each sub-clause (and any subdivision thereof) of this Protective Covenants clause constitutes an entirely separate and independent restriction on you. If any of these restrictions is held to be unenforceable, it is intended and understood by you and the Company that the remaining restrictions are unaffected. If any of the above restrictions is void but would be valid if some part of the restriction (including part of the definitions) were deleted, the restriction in question applies with such modification as may be necessary to make it valid.

The covenants in this clause are for the benefit of the Company itself and as trustee for each other part of Barclays.

If, during any period during which the covenants in this clause apply, any person offers to you any arrangement or contract which might or would cause you to breach any of the covenants, you will notify that person of the terms of this clause.

You acknowledge and agree that, in view of your position with the Company, the provisions of this clause are reasonable in their application to you and necessary (but no more restrictive than necessary) to protect the interests of the Company and Barclays.

### **23. PRE-INTERNSHIP ACTIVITY**

You represent and warrant to the Company that:

- your acceptance of this Offer does not conflict with any obligations to a current or former employer or any other person (including a regulator) and that, in accepting this Offer, you are not in breach of such obligations;
- you are not currently nor have you at any time been the subject of an investigation by any company or body into suspected bribery or corruption activity where either: (i) the investigation was concluded and your conduct found to amount to misconduct; or (ii) where the investigation was on-going and did not reach a conclusion because your employment (or engagement) with that company or body was terminated during the investigation (whether by mutual consent or by voluntary termination or otherwise); and
- you are not currently nor have you at any time been the subject of an investigation into suspected criminal activity involving elements of dishonesty (including theft or fraud) or anti-competitive behaviour.

Any breach of this representation and warranty will entitle the Company to terminate your internship with immediate effect by written notice to you.

### **24. SMOKING, DRUGS & ALCOHOL**

Barclays operates a 'no smoking' policy in all of its offices. The consumption of alcohol on Barclays premises is generally prohibited. You will not possess or consume unlawful drugs or similar substances on Barclays premises.

## **25. DEFINITION OF BARCLAYS**

“Barclays” means the Company and its Affiliates. “Affiliates” means any person or entity controlling, controlled by or under common control with the Company and also any subsidiary or subsidiary undertaking of the Company or any holding company of the Company. For the purposes of this definition, control of an entity means the power, direct or indirect, to direct or cause the direction of the management and policies of such entity whether by contract or otherwise and, in any event and without limitation of the foregoing, any entity owning more than 50% of the voting securities of a second entity shall be deemed to control that second entity.

## **26. PRE-INTERNSHIP REQUIREMENTS**

You represent to the Company and Barclays that all information provided by you to us in connection with this Offer (including at the interview) is true and not misleading. If it is found at any time that you have made any false statements to the Company and Barclays or have suppressed any information including in relation to your past services or other records including your personal data, your internship may be terminated immediately without any liability including compensation.

This Offer is contingent upon:

- the following being completed to the Company’s satisfaction:
  - i) pre-joining screening checks, including the receipt of satisfactory references and checks on solvency and personal history;
  - ii) required statutory approvals;
  - iii) verification of the information that has been provided to the Company and Barclays in connection with the application process;
  - iv) checks on disciplinary, regulatory and criminal records; and
  - v) where relevant, the unqualified approval and consent of all appropriate regulatory authorities; and
- your having the right (and being in possession of any necessary documentation) to live and work for the Company in India throughout your period of internship.

Please note that the above checks may not be completed by your start date and we reserve the right to delay your start date if these checks have not been completed. If the outcome of the above checks is not satisfactory to us, the Company may terminate your internship immediately or withdraw any Offer made.

## **27. DISCIPLINARY AND GRIEVANCE PROCEDURES**

The disciplinary rules and the Company's grievance procedure which are applicable to your internship are published in the HR Portal on the Company’s intranet.

## **28. PERSONAL DATA**

The Company holds a personnel file and electronic records which contain a wide variety of matters. These include, without limitation, your application, references, bank details and other personal details. The purposes for which these are held include, but are not limited to:

- employee/intern administration;
- accounts and records;

- the provision of management information for business purposes such as marketing activities and corporate planning; and
- to permit the Company to comply with its legal and regulatory responsibilities.

It may, in certain circumstances, be necessary to make the details available to the Company's advisers and/or relevant regulatory authorities. Barclays may also transfer your data to other parts of Barclays, including other countries in which we operate, through our global platforms and processes.

In all cases, third parties to which your personal data is transferred will be contractually obliged to use the data only for the relevant purposes specified above, and not to forward to other parties unless specifically authorised to do so.

By signing these particulars, you agree to the processing of information concerning yourself.

You also agree that the Company and/or any Barclays company may monitor and/or record your use of office equipment, for example, e-mail, internet (including chats and blogs), telephones and mobile telephones for the purposes of compliance with Company procedures and policies, maintenance, security and regulatory requirements or as permitted by law.

## **29. AMENDMENTS**

Subject to applicable law, the Company may amend or vary this Offer (including the terms of any benefits) in its reasonable discretion, upon reasonable notice to you. The terms shall thereon be amended or varied upon written acceptance by you or upon such date specified in the said notice, and the acceptance by you of the stipend payment next after such date shall be evidence of your acceptance of the said amendment or variation. The Company may also amend its Policies in its reasonable discretion; the revised Policies will be published on the Barclays intranet.

## **30. BANKING SECRECY**

You shall not divulge to any firm, company or person at any time, any transaction of the Company or of its clients, whether during your current term of this Offer or after its termination unless required to do so by the Company or any competent Court of Law or Justice. Where applicable, you will be required to sign the Company's Declaration of Secrecy form.

## **31. SEVERABILITY**

In the event that any provision or portion this Offer shall be determined to be invalid or unenforceable for any reason, in whole or in part, the remaining provisions of this Offer shall be unaffected thereby and shall remain in full force and effect to the extent permitted by law.

## **32. THIRD PARTY RIGHTS**

Any part of Barclays may enforce the terms of this Offer. Except as provided in the previous sentence, a person who is not a party to this Offer has no right to enforce any term of this Offer.

## **33. GOVERNING LAW**

The terms and conditions of this engagement shall be governed in accordance with the laws of India. By indicating your acceptance of this Offer you agree to submit to the exclusive jurisdiction of the courts in India.

**34. ACCEPTANCE**

Please sign one copy of this Offer. Please ensure that we receive the signed Offer, together with your completed forms and/or a copy of the supporting documents, within 14 days of the date of this Offer. If we do not receive these within 14 days, this Offer shall lapse.

Acceptance of this Offer includes acceptance of the terms and conditions as detailed herein, and any applicable contractual provisions within the Company Policies.

This Offer, together with the relevant Policies (that are applicable to you as an intern), set out the complete and exclusive statement of the agreement between the parties and supersedes all proposals or prior agreements, oral or written and all other communications between the parties relating to the subject matter of this Offer. You acknowledge that the Company may be entitled to injunctive relief in addition to damages for any breach of this Offer, in particular for breaches of the Confidentiality and Protective Covenants clauses.

If you decide not to accept this Offer, please inform us in writing of your decision as soon as possible. Please also return this Offer and any other documentation we have sent you, as they contain confidential and proprietary information.

Yours sincerely,



Sanjeev Mishra  
Director HR Operations - GSC Ind

12 April 2022

**Acceptance by candidate:**

I accept this offer of internship with the Company on the terms and conditions stated above, including the clause on Personal Data. I authorise the Company, and its agents to undertake background checks and screening on me as described above.

I confirm that I will be able to commence the internship by .....6th June, 2022..... If I wish to change this date, I will need to agree this change with my future manager at the Company and with the Company's Human Resources department.

Signed .......... Date 14th April, 2022.....

Full Name Jasmine Neeru Joshi.....

Passport No. ....

Ref.: HR/ Offer letter/2022

Date: 19 May 2022

Pratiksha Bhise,  
Swami Samartha Mandir Station Road, Ahmednagar, Maharashtra, India

Dear Pratiksha,

Welcome to Bentley!

We are pleased to extend you this offer of Intern, Software Engineer at Bentley Systems India Private Limited.

This offer of internship is contingent upon the following conditions:

Position: Intern, Software Engineer

Department: Future Talent Programs - APAC (80000600)

Manager: Aniksha Naik

Work location: Pune

Duration of Intern: 2 Months

Start Date: 06 June 2022

End Date: 05 August 2022

Compensation: You will be paid stipend of INR 25,000 per month for the duration of your internship tenure.

You are required to treat this offer of Intern, Software Engineer and its contents as strictly confidential and should not disclose the same to any person or entity without our prior consent. If you have any questions or need any help from us, please contact the undersigned at your convenience.

Sincerely Yours,



---

Abhishek Bhirwandekar  
Manager, HR Shared Services

I hereby accept the terms and conditions of this offer for employment with Bentley Systems (India) Private Limited I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Pratiksha Bhise

---

Date



## Letter of offer for a Student Internship



**Bhargava, Sanyogita** <Sanyogita.Bhargava@bmc.com>

Thu, 13 Jun 21 17

To: me +

**Sampada Joshi**

F1 no.21, Trinam Co-op Housing Society,  
MDC, Baranub-410162

Dear Sampada,

Congratulations on your selection for Student Internship assignment with **BMC Software India Private Limited (BMC)**!

We are pleased to inform you that you have been selected by us in the process conducted in your institution. Based on the selection process you would be provided with an Internship assignment with **BMC Software India Private Limited** for a period of Five months with a total stipend amounting to INR 40,000/- (Rupees Forty Thousand only) payable in equal installments per month over the Internship assignment period. The details of the assignment are as given below:

|                        |   |
|------------------------|---|
| Internship Period      | 5 Months  |
| Internship Start Date  | 17/01/2022  |
| Internship End Date    | 15/06/2022  |
| Stipend                | As per above, payable equally INR 8,000/- Per month |
| Location of Assignment | Pune  |

1. The team you would be assigned for Internship will be communicated on the day you report for the assignment. You would be available on all working days at the company working location communicated to you except for the weekly off days i.e., Saturday and Sunday. The assignment will consist of you being available for the **BMC** assignment for a period 5 months as per arrangements with your educational institute

college, where the Student Intern is expected to devote a minimum period of time not less than 4 hours every day to the assignment. The overall internship assignment hours will not be less than 320 hours.

2. **Confidentiality:** The Confidentiality & Intellectual Property Assignment Agreement is an integral part of this letter and all terms thereof are deemed to have been incorporated herein and this letter shall be read, understood and construed accordingly. Your signature on the offer letter signifies that you have received, read and understood the Confidentiality & Intellectual Property Assignment Agreement and agree to abide by the rules and policies stated within it.

3. **Professional Conduct Policy and Code of Ethics:** You have been provided with a copy of the **BMC** Professional Conduct Policy and Code of Ethics. The same will be applicable to you as a Student Intern. Your signature on the Internship Letter signifies that you have received, read and understood the Professional Conduct Policy and Code of Ethics and agree to abide by the rules and policies stated within it including any modification and alteration thereof. In case **BMC** deems that any other Policy or code of conduct, shall be applicable to you, **BMC** shall intimate you regarding the same and you hereby provide consent to be bound by the same.

4. You acknowledge and agree that for the purpose of security, internal coordination, statutory or regulatory compliances, including redirection of any court of law or any other adjudicatory authority, and its business, **BMC** is required to transfer personal information of its employee(s) / Contract worker / Intern to its parent company in US and/or to other subsidiaries in different countries, and do hereby unequivocally consent to such transfer and use of your personal information in the manner required for such purpose in the interest of **BMC**.

5. **Background Verification:** **BMC** reserves the right to carry out reference verifications or background checks during the course of your assignment with us, either ourselves or through third party agencies engaged by us. Such background verifications and reference checks, amongst others, would include past employment(s) and salary details, criminal records, across countries resided in or visited in etc. and other details provided by you in the application form to **BMC**. You understand and acknowledge the requirement and you shall not raise any objection whatsoever to the said background verifications and reference checks.

Further, you acknowledge and accept that **BMC** has made this offer of assignment on the basis of bona fide statements, information and facts provided by you and other documents, test results for you. During the course of your assignment if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, **BMC** shall have right to take appropriate disciplinary action against you.

6. **Relationship:** Nothing in this Letter shall be construed to create an employer-employee or a principal agent relationship between you and **BMC**. You do not have the authority to either bind or represent **BMC** in any manner. Further, you are aware that there is no expectancy of employment at the end of the internship and the same is as per requirement and sole decision of the Company. This assignment of Internship is for the limited period as part of your curriculum in the college and you will continue to be a student of your college. You will not be eligible for any other monetary benefits, employment or retiral benefits applicable to **BMC** Employees.

7. **Indemnity:** You hereby agree to indemnify **BMC**, its associates, directors, subsidiaries and affiliates, against any financial loss or damage to other **BMC** owned equipment, property or goodwill which may be caused by your negligence, misconduct, violation or disregard of the terms of this Letter or the Policies of **BMC**. However, **BMC** does not bear any responsibility for damage to your personal property that may

occur during your internship.

**8. Nominations:** In case of any unfortunate event, you nominate the following person to receive the unpaid amount of Stipend dues, if any.

Name:  
Age:  
Relation:  
Contact Details:  
Address:

Handing over of the unpaid stipend dues, if any, to the above mentioned nominee shall release **BMC** from any further obligations and liabilities. The said nominee may be required to sign inter-views/affidavits to receive the unpaid stipend dues from **BMC**.

### 9. Termination of Assignment:

(i) Either party, by giving a formal notice can terminate this assignment with a notice of 2 weeks.

(ii) In case you terminate this assignment as above, **BMC** may, at its discretion without assigning any reason, relieve you from assignment from such date as it may deem fit even before the expiry of the notice period. In such an event no stipend shall be payable by **BMC** for the assigned period.

(iii) Upon termination of the assignment, you will immediately surrender to **BMC**, all intellectual property stored in the form of hard, soft or in any other form and any other knowledge data bases or computers of **BMC** confidential or proprietary information in any form entrusted to you in the course of your assignment. You will also surrender any physical property such as Laptop, computers other peripherals, id card issued that belongs to **BMC** and is in your possession.

(iv) Upon termination of assignment, any amount owed by you shall, at **BMC**'s discretion, be deducted from any monies payable by **BMC** to you as stipend. Any excess of such amounts owing to **BMC** shall be repaid by you within thirty (30) days from your discontinuation with **BMC**. **BMC** reserves the right to recover from you any and all costs and attorney's fees which are incurred by **BMC** for recovery of such amounts.

10. During the course of assignment with **BMC** you would not engage in any other employment / consultancy services of any kind without explicit and stated approval from the **BMC** management. You would be allowed to attend your college for classes, tests, assignments, exams by **BMC** during the assignment period and such attendance in college will be paid off days from assignment without any impact on the stipend amount. As per arrangements with your Institute / College, the assignment is part of the curriculum and the selected period of the Internship assignment will be along with the Educational curriculum and

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### Study period:

11. Both during your assignment and for twelve (12) months after your assignment with **BMC** ceases, you will not directly or indirectly solicit any of **BMC**'s employees or key employees of any of **BMC**'s customers for employment with a person or entity involved in marketing products or services competitive with **BMC**. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers (or directors) and senior personnel on any individual project or projects. In the event of a breach or apprehended breach of the terms of this clause, **BMC** shall reserve a right to take appropriate legal action against you.

12. Governing Law and Jurisdiction: This Letter shall be governed by and construed in accordance with the laws of the Republic of India. The courts situated at Pune shall have jurisdiction in all cases.

We are pleased to have you as a Student intern of **BMC** and we look forward to working with you. We hope you will find **BMC** a great place to work.

To confirm your acceptance of this assignment and the terms set out within these documents, please review, acknowledge this email by replying "I confirm" to [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com). Also please sign, scan and send the attached documents (enclosures) back to [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com). **BMC** reserves the right to withdraw this offer of assignment if the offer is not accepted within five (5) working days from the date of this letter.

Should you have any queries or require any clarification of any points, please do not hesitate to contact us at [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com).

Thanking you,

Yours sincerely,

For **BMC Software India Pvt. Ltd.**






# Letter of offer for a Student Internship

ExternalInbox

**Bhargava, Sanyogita** 13 Jan

to me 



**Payal Raut**

**Sr.No 65/5,Kedarinagar,**

**Wanwadi, Pune-411040**

**Dear Payal,**

Congratulations on your selection for Student Internship assignment with **BMC Software India Private Limited** ("BMC")!

We are pleased to inform you that you have been selected by us in the process conducted in your institution. Based on the selection process you would be provided with an Internship assignment with BMC Software India Private Limited for a period of Five months with a total stipend amounting to INR 40,000/- (Rupees Forty Thousand only) payable in equal installments per month over the Internship assignment period. The details of the assignment are as follows:





period. The details of the assignment are as given below:

|                        |   |
|------------------------|---|
| Internship Period      | 5 Months  |
| Internship Start Date  | 17/01/2022  |
| Internship End Date    | 15/06/2022  |
| Stipend                | As per above, payable equally INR 8,000/- Per month |
| Location of Assignment | Pune  |

1. The team you would be assigned for Internship will be communicated on the day you report for the assignment. You would be available on all working days at the company working location communicated to you except for the weekly off days i.e, Saturday and Sunday. The assignment will consist of you being available for the BMC assignment for a period 5 months as per arrangements with your educational institute / college, where the Student Intern is expected to devote a minimum period of time not less than 4 hours every day to the assignment. The overall internship assignment hours will not be less than 320 hours.

2. **Confidentiality:** The Confidentiality & Intellectual Property Assignment Agreement is an integral part of this letter and all terms thereof are deemed to have been incorporated herein and this letter shall be read, understood and construed accordingly. Your signature on the offer letter signifies that you have received, read and understood the Confidentiality & Intellectual Property Assignment Agreement and agree to abide by the rules and policies stated within it.

3. **Professional Conduct Policy and Code of Ethics:** You have been provided with a copy of the BMC



### 3. **Professional Conduct Policy and Code of Ethics:**

You have been provided with a copy of the BMC Professional Conduct Policy and Code of Ethics. The same will be applicable to you as a Student Intern. Your signature on the Internship Letter signifies that you have received, read and understood the Professional Conduct Policy and Code of Ethics and agree to abide by the rules and policies stated within it including any modification and alteration thereof. In case BMC deems that any other Policy or code of conduct, shall be applicable to you, BMC shall intimate you regarding the same and you hereby provide consent to be bound by the same.

4. You acknowledge and agree that for the purpose of security, internal coordination, statutory or regulatory compliances, including order/direction of any court of law or any other adjudicatory authority, and its business, BMC is required to transfer personal information of its employee(s) / Contract worker / Intern to its parent company in US and/or its other subsidiaries in different countries, and do hereby unequivocally consent to such transfer and use of your personal information in the manner required for such purpose in the interest of BMC.

### 5. **Background Verification:**

BMC reserves the right to carry out reference verifications or background checks during the course of your assignment with us, either ourselves or through third party agencies engaged by us. Such background verifications and reference checks, amongst others, would include past employment(s) and salary details, criminal records, across countries resided in or worked in etc. and other details provided by you in the application form to BMC. You understand and acknowledge the requirement and you shall not raise any objection whatsoever to the said background verifications and reference checks.



details provided by you in the application form to BMC. You understand and acknowledge the requirement and you shall not raise any objection whatsoever to the said background verifications and reference checks.

Further, you acknowledge and accept that BMC has made this offer of assignment on the basis of bona fide statements, information and facts provided by you and other documents, test results for you. During the course of your assignment if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, BMC shall have right to take appropriate disciplinary action against you.

**6. Relationship:** Nothing in this Letter shall be construed to create an employer-employee or a principal agent relationship between you and BMC. You do not have the authority to either bind or represent BMC in any manner. Further, you are aware that there is no expectancy of employment at the end of the internship and the same is as per requirement and sole discretion of the Company. This assignment of Internship is for the limited period as part of your curriculum in the college and you will continue to be a student of your college. You will not be eligible for any other monetary benefits, employment or retirements benefits applicable to BMC Employees,

**7. Indemnity:** You hereby agree to indemnify BMC, its associates, directors, subsidiaries and affiliates, against any financial loss or damage to either BMC owned equipment, property or goodwill which may be caused by your negligence, misconduct, violation or disregard of the terms of this Letter or the Policies of BMC. However, BMC does not bear any responsibility for damage to your personal property that may occur during your internship.



8. **Nomination:** In case of any unfortunate event, you nominate the following person to receive the unpaid amount of Stipend dues, if any:

Name:

Age:

Relation:

Contact Details:

Address:

Handing over of the unpaid stipend dues, if any, to the above mentioned nominee shall release BMC from any further obligations and liabilities. The said nominee may be required to sign indemnities/affidavits to receive the unpaid stipend dues from BMC.

#### 9. **Termination of Assignment:**

(a) Either party, by giving a formal notice can terminate this assignment with a notice of 2 weeks.

(b) In case you terminate this assignment as above, BMC may, at its discretion without assigning any reason, relieve you from assignment from such date as it may deem fit even before the expiry of the notice period. In such an event no stipend shall be payable by BMC for the unexpired period.

(c) Upon termination of the assignment, you will immediately surrender to BMC, all intellectual property stored in the form of hard, soft or in any other form and any other knowledge data bases or compilations of BMC confidential or proprietary information in any form entrusted to you in the course of your assignment. You will also surrender any physical property such as Laptop, computers other peripherals, id card issued, that belongs to BMC and is in your possession.





(d) Upon termination of assignment, any amount owed by you shall, at BMC's discretion, be deducted from any monies payable by BMC to you as stipend. Any excess of such amounts owing to BMC shall be repaid by you within thirty (30) days from your disassociation with BMC. BMC reserves the right to recover from you any and all costs and attorney's fees which are incurred by BMC for recovery of such amounts.

10. During the course of assignment with BMC you would not engage in any other employment / consultancy services of any kind without explicit and stated approval from the BMC management. You would be allowed to attend your college for classes, tests, assignments, exams by BMC during the assignment period and such attendance in college will be paid off days from assignment without any impact on the stipend amount. As per arrangements with your Institute / College, the assignment is part of the curriculum and the extended period of the Internship assignment will be along with the Educational curriculum and study period.

11. Both during your assignment and for twelve (12) months after your assignment with BMC ceases, you will not directly or indirectly solicit any of BMC's employees or key employees of any of BMC's customers for employment with a person or entity involved in marketing products or services competitive with BMC. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers (or directors) and senior personnel on any individual project or projects. In the event of a breach or apprehended breach of the terms of this clause, BMC shall reserve a right to take appropriate legal action against you.



action against you.

12. Governing Law and Jurisdiction: This Letter shall be governed by and construed in accordance with the laws of the Republic of India. The courts situated at Pune shall have jurisdiction in all cases.

We are pleased to have you as a Student intern of BMC and we look forward to working with you. We hope you will find BMC a great place to work.

**To confirm your acceptance of this assignment and the terms set out within these documents, please review, acknowledge this email by replying "I confirm" to [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com). Also please sign, scan and send the attached documents (enclosures) back to [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com). BMC reserves the right to withdraw this offer of assignment if the offer is not accepted within five (5) working days from the date of this letter.**

Should you have any queries or require any clarification of any points, please do not hesitate to contact us at [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com)

Thanking you.

Yours sincerely,

For **BMC Software India Pvt. Ltd.**

A handwritten signature in black ink, appearing to read 'Sakshi', is written over a horizontal line.

*(This letter is signed using a Digital Signature Certificate and is affixed above)*

**Enclosures :**

- Confidentiality and Intellectual Property Assignment Agreement for BMC Software
- BMC Software Professional Conduct Policy and Code of Ethics and Data Privacy Binding Corporate Rules



Code of Co...glish).pdf



CONFIDEN...MENT.pdf



## Letter of offer for a Student Internship External



**Bhargava, Sanyogita** <Sanyogita.Bhargava@bmc.com>  
to me

Thu, Jan 13, 9:18 PM

**Sanyukta Muley**  
somwashi nagar , Ambajogai road,  
Arvi , Latar-415512

Dear Sanyukta,

Congratulations on your selection for Student Internship assignment with **BMC Software India Private Limited** (BMC)!

We are pleased to inform you that you have been selected by us in the process conducted in your institution. Based on the selection process you would be provided with an Internship assignment with BMC Software India Private Limited for a period of Five months with a total stipend amounting to INR 40,000/- (Rupees Forty Thousand only) payable in equal instalments per month over the internship assignment period. The details of the assignment are as given below:

|                        |   |
|------------------------|---|
| Internship Period      | 5 Months  |
| Internship Start Date  | 17/01/2022  |
| Internship End Date    | 15/06/2022  |
| Stipend                | As per above, payable equally INR 8,000/- Per month |
| Location of Assignment | Pune  |

1. The loan you would be assigned for Internship will be communicated on the day you report for the assignment. You would be available on all working days at the company working location communicated to you except for the weekly off days (i.e. Saturday and Sunday). The assignment will consist of you being available for the BMC assignment for a period 5 months as per arrangements with your educational institute / college, where the Student Intern is expected to devote a minimum period of time not less than 4 hours every day to the assignment. The overall internship assignment hours will not be less than 320 hours.
  2. **Confidentiality:** The Confidentiality & Intellectual Property Assignment Agreement is an integral part of this letter and all terms thereof are deemed to have been incorporated herein and this letter shall be read, understood and construed accordingly. Your signature on the offer letter signifies that you have received, read and understood the Confidentiality & Intellectual Property Assignment Agreement and agree to abide by the rules and policies stated within it.
  3. **Professional Conduct Policy and Code of Ethics:** You have been provided with a copy of the BMC Professional Conduct Policy and Code of Ethics. The same will be applicable to you as a Student Intern. Your signature on the Internship Letter signifies that you have received, read and understood the Professional Conduct Policy and Code of Ethics and agree to abide by the rules and policies stated within it including any modification and alteration thereof. In case BMC deems that any other Policy or code of conduct, shall be applicable to you, BMC shall intimate you regarding the same and you hereby provide consent to be bound by the same.
  4. You acknowledge and agree that for the purpose of security, internal coordination, statutory or regulatory compliances, including order/direction of any court of law or any other adjudicatory authority, and its business, BMC is required to transfer personal information of its employee(s) / Contract worker / Intern to its parent company in US and/or its other subsidiaries in different countries, and its hereby unequivocally consent to such transfer and use of your personal information in the manner required for such purpose in the interest of BMC.
  5. **Background Verification:** BMC reserves the right to carry out reference verifications or background checks during the course of your assignment with us, either ourselves or through third party agencies engaged by us. Such background verifications and reference checks, amongst others, would include past employment(s) and salary details, criminal records, across countries resided in or worked in etc. and other details provided by you in the application form to BMC. You understand and acknowledge the requirement and you shall not raise any objection whatsoever to the said background verifications and reference checks.
- Further, you acknowledge and accept that BMC has made this offer of assignment on the basis of bona fide statements, information and facts provided by you and other documents, test results for you. During the course of your assignment if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, BMC shall have right to take appropriate disciplinary action against you.
6. **Relationship:** Nothing in this Letter shall be construed to create an employer-employee or a principal agent relationship between you and BMC. You do not have the authority to either bind or represent BMC in any manner. Further, you are aware that there is no expectancy of employment at the end of the internship and the same is as per requirement and sole discretion of the Company. This assignment of Internship is for the limited period as part of your curriculum in the college and you will continue to be a student of your college. You will not be eligible for any other monetary benefits, employment or re-entrance benefits applicable to BMC Employees.
  7. **Indemnity:** You hereby agree to indemnify BMC, its associates, directors, subsidiaries and affiliates, against any financial loss or damage to either BMC owned equipment, property or goodwill which may be

caused by your negligence, misconduct, violation or disregard of the terms of this Letter or the Policies of BMC. However, BMC does not bear any responsibility for damage to your personal property that may occur during your internship.

**E. Nomination:** In case of any unfortunate event, you nominate the following person to receive the unpaid amount of Stipend dues, if any:

Name:  
Age:  
Relation:  
Contact Details:  
Address:

Handing over of the unpaid stipend dues, if any, to the above mentioned nominee shall release BMC from any further obligations and liabilities. The said nominee may be required to sign indemnities/affidavits to receive the unpaid stipend dues from BMC.

**F. Termination of Assignment:**

(a) Either party, by giving a formal notice can terminate this assignment with a notice of 2 weeks.

(b) In case you terminate this assignment as above, BMC may, at its discretion without assigning any reason, relieve you from assignment from such date as it may deem fit even before the expiry of the notice period. In such an event no stipend shall be payable by BMC for the unexpired period.

(c) Upon termination of the assignment, you will immediately surrender to BMC, all intellectual property stored in the form of hard, soft or in any other form and any other knowledge data bases or compilations of BMC confidential or proprietary information in any form entrusted to you in the course of your assignment. You will also surrender any physical property such as Laptop, computers, other peripherals, id card issued, that belongs to BMC and is in your possession.

(d) Upon termination of assignment, any amount owed by you shall, at BMC's discretion, be deducted from any monies payable by BMC to you as stipend. Any excess of such amounts owing to BMC shall be repaid by you within thirty (30) days from your disassociation with BMC. BMC reserves the right to recover from you any and all costs and attorney's fees which are incurred by BMC for recovery of such amounts.

10. During the course of assignment with BMC you would not engage in any other employment / consultancy services of any kind without explicit and stated approval from the BMC management. You would be allowed to attend your college for classes, tests, assignments, exams by BMC during the assignment period and such attendance in college will be paid off days from assignment without any impact on the stipend amount. As per arrangements with your Institute / College, the assignment is part of the curriculum and the extended period of the internship assignment will be along with the Educational curriculum and study period.

11. Both during your assignment and for twelve (12) months after your assignment with BMC ceases, you will not directly or indirectly solicit any of BMC's employees or key employees of any of BMC's customers for employment with a person or entity involved in marketing products or services competitive with BMC. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers (or directors) and senior personnel on any individual project or projects. In the event of a breach or apprehended breach of the terms of this clause, BMC shall reserve a right to take appropriate legal action against you.

12. Governing Law and Jurisdiction: This Letter shall be governed by and construed in accordance with the laws of the Republic of India. The courts situated at Pune shall have jurisdiction in all cases.

We are pleased to have you as a Student intern of BMC and we look forward to working with you. We hope you will find BMC a great place to work.

To confirm your acceptance of this assignment and the terms set out within these documents, please review, acknowledge this email by replying "I confirm" to [internshipOffers@bmc.com](mailto:internshipOffers@bmc.com). Also please sign, scan and send the attached documents (enclosures) back to [internshipOffers@bmc.com](mailto:internshipOffers@bmc.com). BMC reserves the right to withdraw this offer of assignment if the offer is not accepted within five (5) working days from the date of this letter.

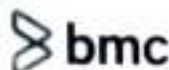
Should you have any queries or require any clarification of any points, please do not hesitate to contact us at [internshipOffers@bmc.com](mailto:internshipOffers@bmc.com)

Thanking you

Yours sincerely,

For BMC Software India Pvt. Ltd.





## CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT FOR BMC SOFTWARE EMPLOYEES

THIS CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT ("AGREEMENT") is entered into between BMC Software India Pvt. Ltd ("BMC") and the undersigned employee of BMC. **THEREFORE**, BMC and the undersigned employee agree as follows:

### 1. BMC Confidential Information and Materials

You agree that the following information and materials as defined below, whether having existed, now existing, or developed or created during the term of your employment with BMC and whether BMC has used or is currently utilizing such information and materials (the "BMC Confidential Information and Materials") are proprietary to BMC and are highly sensitive in nature:

**1.1 Software** - All information and materials relating to existing software products and software in various stages of research and development.

**1.2 Business Procedures** - Internal business procedures and any information that relates to the way BMC conducts its business.

**1.3 Legal Rights** - Potential or current litigation, pending patents, trade secrets, pending trademarks, and like properties.

**1.4 Marketing Plans and Customer Lists** - Customer, sales, and non-public marketing information and materials.

**1.5 Employment Data** - Any information, including but not limited to personally identifiable information sufficient to identify a person directly or indirectly related to employees, compensation, or business structure.

**1.6 Third Party Proprietary Information** - Any information received by BMC employees under an obligation of confidentiality, including but not limited to third party personally identifiable information, binding either BMC or the receiving employee.

**2. General Knowledge** - The general information publicly available, or generally known within the industries or trades in which BMC competes, is not considered BMC Confidential Information and Materials.

**3. Employee Obligations** - During your employment with BMC, you will be provided and have access to BMC confidential information and materials and Third Party Proprietary Information, and you will occupy a fiduciary position of trust and confidence with respect to BMC's affairs and business. You agree to take the following steps to preserve the confidential and proprietary nature of the BMC Confidential Information and Materials:

**3.1 No "Moonlighting"** - During your employment with BMC, you will not accept or continue in any other job, consulting work, directorship, self-employment or employment with a person or entity involved in marketing products or services competitive with BMC, without the prior written approval of a BMC Vice President. Any other job, consulting work, directorship, self-employment, or employment may neither interfere with BMC employment, nor use any BMC time or resources, including but not limited to BMC communications systems.

**3.2 Non-Disclosure** - During and after your employment with BMC, you will not use, disclose or transfer any of the BMC Confidential Information and Materials, other than as authorized by BMC, within the scope of your duties with BMC.



**1.3 Prevent Disclosure.** You will take all reasonable precautions to prevent the inadvertent disclosure of the BMC Confidential Information and Materials to unauthorized persons. You agree to promptly notify BMC upon your discovery or reasonable suspicion that any BMC Confidential Information and Materials are being used or possessed in an unauthorized manner. It is your duty and responsibility to take appropriate safeguards to protect BMC Confidential Information and Materials and prevent unauthorized use or disclosure, sharing or disclosure to persons within the scope of your employment duties with authorized persons in accordance with applicable laws.

**1.4 Abide by BMC's Restrictions.** You will treat as confidential and proprietary any Third Party Proprietary Information or other information and materials from outside BMC that BMC is obligated to treat as confidential or proprietary. BMC insists that you comply strictly with the terms of any confidentiality or non-disclosure agreement with your previous employer. You should provide BMC's legal department with a copy of any agreement of this type immediately. BMC does not wish to receive, or let you or use, any confidential information of your former employer in the course of your employment with BMC.

**1.5 Return All Materials.** Upon termination of your employment with BMC, you will deliver to BMC all company property and all materials embodying the BMC Confidential Information and Materials, and you agree not to retain any copies of any of the above materials.

**1.6 No Solicitation of Employees.** In search for being employed by BMC and other suitable opportunities you receive from BMC, you will not directly or indirectly solicit for employment, assist in the solicitation, or disclose names to any person, former or current of BMC's employees for employment, both during the course of your employment and for twelve (12) months after termination.

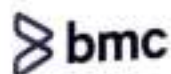
**4. Inventions and other Intellectual Property.** You agree to hold in complete trust for the benefit of BMC, you and all processes, inventions, discoveries, ideas and improvements conceived, devised, invented, or developed, authorized or developed by you, solely or jointly with others after the Effective Date and at any time during your employment which relate in any manner to any business or operations of BMC, or to any assigned business or operations of BMC, collectively, the "Developments". Any and all Developments shall be the sole and exclusive property of BMC, whether or not patentable. You hereby assign, and bind your heirs, executor, administrators, and all other legal representatives to assign, to BMC, all of your right, title, and interest in such Developments.

You agree that each work of authorship in any medium, authored by you after the Effective Date and at any time ("Work of Authorship") that is created within the scope of your employment as a "work made for hire," as defined by the federal copyright laws. To the extent any such Work of Authorship is not deemed to be a "work made for hire," you hereby assign, and bind your heirs, executor, administrators, and all other legal representatives to assign, to BMC, all of your right, title, and interest in such Work of Authorship. To the extent that you author any Work of Authorship that relates in any way to BMC, or any of BMC's business or operations and which was not prepared within the scope of your employment, you hereby assign, and bind your heirs, executor, administrators, and all other legal representatives to assign, to BMC, all rights, title, and interest, including but not limited to, all rights of copyright and all rights of ownership of copyright.

You shall assist and fully cooperate in every way, at BMC's expense, in securing, maintaining and enforcing, for the benefit of BMC, patents, copyrights or other types of proprietary or intellectual property, processes, the Developments and Works of Authorship throughout the world.

**5. Conflicting Obligations and Rights.** You agree to inform BMC of any apparent conflict between your work for BMC and any obligations you may have to preserve the confidentiality of another's proprietary information or materials or any rights you claim to any inventions or ideas before performing that work or joining with the performer. Otherwise, BMC may conclude that no such conflict exists, and you agree therefore to make such work for BMC.

**6. Covenant Not to Compete.** BMC agrees that it will provide, you either, and possibly, including, recruitment and/or specialized training ("Specialized Training") that may constitute, but not be limited to, the BMC Confidential Information and Materials, as well as personal contacts with and information regarding customers, prospects, or former and employees of BMC ("Personal Contacts"). You acknowledge that the BMC Confidential Information and Materials and Personal Contacts are valuable to BMC and, therefore, their protection and preservation constitute a substantial interest to be protected by BMC, by this covenant not to compete. You agree to protect and not disclose any BMC Confidential



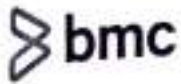
Information and Materials as set out above, and further agree not to use any BMC Confidential Information and Materials, or specialized training to the detriment of BMC. BMC's provision to you of confidential information and/or Specialized Training, together with your promises herein to not disclose or use to the detriment of BMC, the BMC Confidential Information and Materials and/or Specialized Training create an agreement to which the following covenants are ancillary:

In support of your promises above and in exchange for valuable consideration, the sufficiency of which is acknowledged by you, you further agree that at all times during the term of this Agreement, you will not:

- a. Solicit or sell products or services that are competitive with any existing BMC product or service, or any product or service under development at the time of your employment with BMC, to any customer of BMC for which you were personally responsible or with whom you had direct contact by virtue of your employment with BMC in the two years preceding your departure;
- b. Take part in, become employed for the purposes of, or assist with any research, development, or marketing of any products or services that are competitive with any existing BMC product or service, or any product or service under development at the time of your employment with BMC. You understand that research, development, and marketing are activities not directly associated with any specific geography, but may damage BMC if done competitively from any location. You further understand that BMC researches, develops, and markets its products throughout the world. For these reasons, you understand and agree that limiting such competitive actions is reasonable and necessary to protect the legitimate business interests of BMC.

In the event that a court of competent jurisdiction finds that this provision contains limitations as to time, geographical area, or scope of activity to be restrained that are not reasonable and impose a greater restraint than is necessary to protect the goodwill or other business interest of BMC, then you agree to and BMC requests reformation by such court, to the minimum extent necessary, to make such limitation reasonable. In the event of a breach of this provision, the scope of time for such limitations on competition shall be tolled throughout the duration of such breach and shall continue until a full 12 months of compliance has elapsed.

7. **Enforcement.** You understand that monetary damages will not be sufficient to avoid or compensate for the unauthorized use or disclosure of any of the BMC confidential information or materials and that injunctive relief would be appropriate to prevent any actual or threatened use or disclosure of the BMC confidential information or materials, however, without prejudice to any other right that BMC may be entitled to. Further, you understand that the injunctive relief that BMC shall be entitled to shall include but not be limited to obtaining an injunction against you and such other person as you may gain employment or other professional relationship with, against your disclosing the BMC confidential information or materials and / your associating or working with in any manner for a competitor of BMC or with a client of BMC for a period of twelve months following your separation from BMC, or such other injunctive relief as BMC may be entitled to in law and equity. You understand that BMC may waive some of the requirements expressed in this Agreement, but that for such a waiver to be effective, it must be made in writing by BMC and should not in any way be deemed a waiver of BMC's right to enforce any other requirements or provisions of this Agreement. You agree that each of your obligations specified in Paragraph 3 is a separate and independent covenant and that the unenforceability of any of them shall not preclude the enforcement of the rest of them or of any other covenants elsewhere in this Agreement.
8. **Exit Process.** Upon termination of your employment with BMC, you agree to raise any concerns or confusion you may have regarding BMC Confidential Information and Materials, your obligations not to compete or solicit employees, or any other obligation set out in this Agreement. You agree that upon employment following your departure from BMC, you will promptly disclose the name of your employer and the nature and title of your position to your previous Human Resources Generalist or the head of the HR.
9. **Employment Data and Data Privacy.** BMC has received and will receive directly from you, or on your behalf, your Employment Data related to you in order to allow BMC to conduct business and administer your employment. BMC has taken reasonable technical and organizational security measures to maintain the confidentiality and integrity of your Employment Data and to prevent unauthorized access, use, or disclosure while in BMC's possession. BMC shall provide you with the ability to access, view, and edit your employee information, such as name, contact information and emergency contacts online or by other established procedures. **If you are aware of changes or inaccuracies in**



your employee information being maintained by BMC, you are responsible for updating it.

10. General.

BMC, and any person or entity it may authorize, shall be entitled, without further consent, to sell, distribute and use in any matter, any voice recording, picture, photograph, video or other image or likeness of you taken with regards to your employment.

This Agreement contains the full and complete understandings of the parties and supersedes all prior oral or written, express or implied understandings or agreements. It may only be modified in writing signed by you and a BMC Senior Vice President. Should any provision of this agreement be invalid, ineffective, or unenforceable, under present or future laws, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**WHEREFORE**, by your signature below, you acknowledge that you have reviewed carefully what has been expressed in this document, which you understand is a legally binding document, and that the understandings and agreements expressed in this document are binding upon you.

I agree to the above terms and acknowledge receipt of a copy of this Agreement.

By: Vanshika  
(Please sign here)

Date Signed: 17-01-2022

Name of the Employee - Mr. Vanshika Subhash Nemmanicwar  
Employee ID - \_\_\_\_\_  
Address of the Employee - SVM colony, near balaji mandir, kinwar-431804 dist - nanded.

**BMC SOFTWARE INDIA PVT LTD.**

By: **SAKAAR  
ANAND**

Digitally signed by  
SAKAAR ANAND  
Date: 2021.04.21  
18:05:44 +05'30'

VP - HR

(This is signed using a Digital Signature Certificate and is affixed above)



## Letter of offer for a Student Internship External Block A

Bhargava, Sanyogita <Sanyogita\_Bhargava@bmc.com>

Jan 11, 2022, 9:08 PM

to me \*

Neha Rathod

Bhala building, Near Masjid on Kheman Dholia,

Wazir Jagat Naka Pune -411008

Dear Neha,

Congratulations on your selection for Student Internship assignment with **BMC Software India Private Limited** ("BMC").

We are pleased to inform you that you have been selected by us in the process conducted in your institution. Based on the selection process you would be provided with an Internship assignment with BMC Software India Private Limited for a period of Five months with a total stipend amounting to INR 40,000/- (Rupees Forty Thousand only) payable in equal installments per month over the Internship assignment period. The details of the assignment are as given below:

|                        |   |
|------------------------|---|
| Internship Period      | 5 Months  |
| Internship Start Date  | 17/01/2022  |
| Internship End Date    | 15/06/2022  |
| Stipend                | As per above, payable equally INR 8,000/- Per month |
| Location of Assignment | Pune  |

1. The team you would be assigned for Internship will be communicated on the day you report for the assignment. You would be available on all working days at the stipend working location communicated to you except for the weekly off days i.e. Saturday and Sunday. The assignment will consist of you being available for the BMC assignment for a period 5 months as per arrangements with your educational institute / college, where the Student Intern is expected to devote a minimum period of five not less than 4 hours every day to the assignment. The overall internship assignment hours will not be less than 320 hours.

2. **Confidentiality:** The Confidentiality & Intellectual Property Assignment Agreement is an integral part of this offer letter and all terms thereof are deemed to have been incorporated herein and this offer letter shall be read, understood and construed accordingly. Your signature on the offer letter signifies that you have received, read and understood the Confidentiality & Intellectual Property Assignment Agreement and agree to abide by the rules and policies stated within it.

3. **Professional Conduct Policy and Code of Ethics:** You have been provided with a copy of the BMC Professional Conduct Policy and Code of Ethics. The same will be applicable to you as a Student Intern. Your signature on the Internship Letter signifies that you have received, read and understood the Professional Conduct Policy and Code of Ethics and agree to abide by the rules and policies stated within it including any modification and alteration thereof. In case BMC deems that any other Policy or code of conduct, shall be applicable to you, BMC shall inform you regarding the same and you hereby provide consent to be bound by the same.

4. You acknowledge and agree that for the purpose of security, internal coordination, statutory or regulatory compliances, including order/direction of any court of law or any other adjudicatory authority and its successors, BMC is required to transfer personal information of its employee(s) / Contract worker / Intern to its parent company in US and/or its other subsidiaries in different countries, and do hereby unambiguously consent to such transfer and use of your personal information in the manner required for such purpose in the interest of BMC.

5. **Background Verification:** BMC reserves the right to carry out reference verifications or background checks during the course of your assignment with us, either ourselves or through third party agencies engaged by us. Such background verifications and reference checks, amongst others, would include past employment(s) and salary details, criminal records, address countries resided or is worked in etc. and other details provided by you in the application form to BMC. You understand and acknowledge the requirement and you shall not raise any objection whatsoever to the said background verifications and reference checks.



Further, you acknowledge and accept that BMC has made this **offer** of assignment on the basis of bona fide statements, information and facts provided by you and other documents, test results for you. During the course of your assignment if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, BMC shall have right to take appropriate disciplinary action against you.

**6. Relationship:** Nothing in this **Letter** shall be construed to create an employer-employee or a principal-agent relationship between you and BMC. You do not have the authority to either bind or represent BMC in any manner. Further, you acknowledge that there is no expectancy of employment at the end of the internship and the same is as per requirement and sole discretion of the Company. This assignment of Internship is for the limited period as part of your curriculum in the college and you will continue to be a student of your college. You will not be eligible for any other monetary benefits, employment or similar benefits applicable to BMC Employees.

**7. Indemnity:** You hereby agree to indemnify BMC, its associates, directors, subsidiaries and affiliates, against any financial loss or damage to either BMC owned equipment, property or goodwill which may be caused by your negligence, misconduct, violation or disregard of the terms of this **Letter** or the Policies of BMC. However, BMC does not bear any responsibility for damage to your personal property that may occur during your internship.

**8. Nomination:** In case of any unfortunate event, you nominate the following person to receive the unpaid amount of Stipend dues, if any.

Name:  
Age:  
Relation:  
Contact Details:  
Address:

Handing over of the unpaid stipend dues, if any, to the above mentioned nominee shall release BMC from any further obligations and liabilities. The said nominee may be required to sign an emolument affidavit to break the unpaid stipend dues from BMC.

#### **9. Termination of Assignment:**

(a) Either party by giving a formal notice can terminate this assignment with a notice of 2 weeks.

(b) In case you terminate this assignment as above, BMC may, at its discretion without assigning any reason, relieve you from assignment from such date as it may deem fit, even before the expiry of the notice period. In such an event no stipend shall be payable by BMC for the unexpired period.

(c) Upon termination of the assignment, you will immediately surrender to BMC, all intellectual property stored in the form of hard, soft or in any other form and any other knowledge, data bases or compilations of BMC confidential or proprietary information in any form created to you in the course of your assignment. You will also surrender any physical property such as Laptop, computers, other peripherals, id card issued, that belongs to BMC and is in your possession.

(d) Upon termination of assignment, any amount owed by you shall, at BMC's discretion, be deducted from any monies payable by BMC to you as stipend. Any excess of such amounts owing to BMC shall be repaid by you within thirty (30) days from your dissociation with BMC. BMC reserves the right to recover from you any and all costs and attorney's fees which are incurred by BMC for recovery of such amounts.

(e) During the course of assignment with BMC you would not engage in any other employment / consultancy services of any kind without explicit and stated approval from the BMC management. You would be allowed to attend your college for classes, tests, assignments, exams by BMC during the assignment period and such attendance in colleges will be paid off days from assignment without any impact on the stipend amount. As per arrangements with your Institute / College, the assignment is part of the curriculum and the extended period of the Internship assignment will be along with the Educational curriculum and study period.

(f) Both during your assignment and for twelve (12) months after your assignment with BMC ceases, you will not directly or indirectly solicit any of BMC's employees or key employees of any of BMC's customers for employment with a person or entity involved in marketing products or services competitive with BMC. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers (or directors) and senior personnel on any individual project or projects. In the event of a breach or apprehended breach of the terms of this clause, BMC shall reserve a right to take appropriate legal action against you.

Ac  
Go

11. Both during your assignment and for twelve (12) months after your assignment with BMC ceases, you will not directly or indirectly solicit any of BMC's employees or key employees of any of BMC's customers for employment with a person or entity involved in marketing products or services competitive with BMC. Key employees include without limitation: supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers (or directors) and senior personnel on any individual project or projects. In the event of a breach or apprehended breach of the terms of this clause, BMC shall reserve a right to take appropriate legal action against you.

12. Governing Law and Jurisdiction: This **Letter** shall be governed by and construed in accordance with the laws of the Republic of India. The courts situated at Pune shall have jurisdiction in all cases.

We are pleased to have you as a Student Intern of BMC and we look forward to working with you. We hope you will find BMC a great place to work.

To confirm your acceptance of this assignment and the terms set out within these documents, please review, acknowledge this email by replying "I confirm" to [intern@offers@bmc.com](mailto:intern@offers@bmc.com). Also please sign, scan and send the attached documents (enclosures) back to [intern@offers@bmc.com](mailto:intern@offers@bmc.com). BMC reserves the right to withdraw this **offer** of assignment if the **offer** is not accepted within five (5) working days from the date of this **letter**.

Should you have any queries or require any clarification of any points, please do not hesitate to contact us at [intern@offers@bmc.com](mailto:intern@offers@bmc.com)

Thanking you,

Yours sincerely,

For BMC Software India Pvt. Ltd.



Dear Gargi,

Congratulations on your selection for Student Internship assignment with BMC Software India Private Limited ('BMC') !

We are pleased to inform you that you have been selected by us in the process conducted in your institution. Based on the selection process you would be provided with an Internship assignment with BMC Software India Private Limited for a period of Five months with a total stipend amounting to INR 40,000/- (Rupees Forty Thousand only) payable in equal installments per month over the Internship assignment period. The details of the assignment are as given below:

|                        |   |
|------------------------|---|
| Internship Period      | 5 Months  |
| Internship Start Date  | 17/01/2022  |
| Internship End Date    | 15/06/2022  |
| Stipend                | As per above, payable equally INR 8,000/- Per month |
| Location of Assignment | Pune  |

1. The team you would be assigned for Internship will be communicated on the day you report for the assignment. You would be available on all working days at the company working location communicated to you except for the weekly off days i.e, Saturday and Sunday. The assignment will consist of you being available for the BMC assignment for a period 5 months as per arrangements with your educational institute / college, where the Student Intern is expected to devote a minimum period of time not less than 4 hours every day to the assignment. The overall internship assignment hours will not be less than 320 hours.

2. Confidentiality: The Confidentiality & Intellectual Property Assignment Agreement is an integral part of this **letter** and all terms thereof are deemed to have been incorporated herein and this **letter** shall be read, understood and construed accordingly. Your signature on the **offer letter**

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3. Professional Conduct Policy and Code of Ethics: You have been provided with a copy of the BMC Professional Conduct Policy and Code of Ethics. The same will be applicable to you as a Student Intern. Your signature on the Internship **Letter** signifies that you have received, read and understood the Professional Conduct Policy and Code of Ethics and agree to abide by the rules and policies stated within it including any modification and alteration thereof. In case BMC deems that any other Policy or code of conduct, shall be applicable to you, BMC shall intimate you regarding the same and you hereby provide consent to be bound by the same.

4. You acknowledge and agree that for the purpose of security, internal coordination, statutory or regulatory compliances, including order/direction of any court of law or any other adjudicatory authority, and its business, BMC is required to transfer personal information of its employee(s) / Contract worker / Intern to its parent company in US and/or its other subsidiaries in different countries, and do hereby unequivocally consent to such transfer and use of your personal information in the manner required for such purpose in the interest of BMC.

5. Background Verification: BMC reserves the right to carry out reference verifications or background checks during the course of your assignment with us, either ourselves or through third party agencies engaged by us. Such background verifications and reference checks, amongst others, would include past employment(s) and salary details, criminal records, across countries resided in or worked in etc, and other details provided by you in the application form to BMC. You understand and acknowledge the requirement and you shall not raise any objection whatsoever to the said background verifications and reference checks.

Further, you acknowledge and accept that BMC has made this **offer** of assignment on the basis of bona fide statements, information and facts provided by you and other documents, test results for you. During the course of your assignment if it is found that any information provided by you is false,

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6. Relationship: Nothing in this **Letter** shall be construed to create an employer-employee or a principal agent relationship between you and BMC. You do not have the authority to either bind or represent BMC in any manner. Further, you are aware that there is no expectancy of employment at the end of the internship and the same is as per requirement and sole discretion of the Company. This assignment of Internship is for the limited period as part of your curriculum in the college and you will continue to be a student of your college. You will not be eligible for any other monetary benefits, employment or retiral benefits applicable to BMC Employees,

7. Indemnity: You hereby agree to indemnify BMC, its associates, directors, subsidiaries and affiliates, against any financial loss or damage to either BMC owned equipment, property or goodwill which may be caused by your negligence, misconduct, violation or disregard of the terms of this **Letter** or the Policies of BMC. However, BMC does not bear any responsibility for damage to your personal property that may occur during your internship.

8. Nomination: In case of any unfortunate event, you nominate the following person to receive the unpaid amount of Stipend dues, if any:

Name:

Age:

Relation:

Contact Details:

Address:

Handing over of the unpaid stipend dues, if any, to the above mentioned nominee shall release BMC from any further obligations and liabilities. The said nominee may be required to sign indemnities/affidavits to receive the unpaid stipend dues from BMC.

9. Termination of Assignment:

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(a) Either party, by giving a formal notice can terminate this assignment with a notice of 2 weeks.

(b) In case you terminate this assignment as above, BMC may, at its discretion without assigning any reason, relieve you from assignment from such date as it may deem fit even before the expiry of the notice period. In such an event no stipend shall be payable by BMC for the unexpired period.

(c) Upon termination of the assignment, you will immediately surrender to BMC, all intellectual property stored in the form of hard, soft or in any other form and any other knowledge data bases or compilations of BMC confidential or proprietary information in any form entrusted to you in the course of your assignment. You will also surrender any physical property such as Laptop, computers other peripherals, id card issued, that belongs to BMC and is in your possession.

(d) Upon termination of assignment, any amount owed by you shall, at BMC's discretion, be deducted from any monies payable by BMC to you as stipend. Any excess of such amounts owing to BMC shall be repaid by you within thirty (30) days from your disassociation with BMC. BMC reserves the right to recover from you any and all costs and attorney's fees which are incurred by BMC for recovery of such amounts.

10. During the course of assignment with BMC you would not engage in any other employment / consultancy services of any kind without explicit and stated approval from the BMC management. You would be allowed to attend your college for classes, tests, assignments, exams by BMC during the assignment period and such attendance in college will be paid off days from assignment without any impact on the stipend amount. As per arrangements with your Institute / College, the assignment is part of the curriculum and the extended period of the Internship assignment will be along with the Educational curriculum and study period.

11. Both during your assignment and for twelve (12) months after your assignment with BMC ceases, you will not directly or indirectly solicit any of BMC's employees or key employees of any of BMC's customers for employment with a person or entity involved in marketing products or services competitive with BMC. Key employees include without limitation

any department, section or subdivision and project managers (or directors) and senior personnel on any individual project or projects. In the event of a breach or apprehended breach of the terms of this clause, BMC shall reserve a right to take appropriate legal action against you.

12. Governing Law and Jurisdiction: This **Letter** shall be governed by and construed in accordance with the laws of the Republic of India. The courts situated at Pune shall have jurisdiction in all cases.

We are pleased to have you as a Student intern of BMC and we look forward to working with you. We hope you will find BMC a great place to work.

To confirm your acceptance of this assignment and the terms set out within these documents, please review, acknowledge this email by replying "I confirm" to [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com). Also please sign, scan and send the attached documents (enclosures) back to [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com). BMC reserves the right to withdraw this **offer** of assignment if the **offer** is not accepted within five (5) working days from the date of this **letter**.

Should you have any queries or require any clarification of any points, please do not hesitate to contact us at [InternshipOffers@bmc.com](mailto:InternshipOffers@bmc.com)

Thanking you.

Yours sincerely,

For BMC Software India Pvt. Ltd.

A handwritten signature in black ink that reads "Saharsh". The signature is written in a cursive style and is underlined with a single horizontal line.

(This **letter** is signed using a Digital Signature Certificate and is affixed above)





3330\_Prajakta Deokule &lt;prajakta.deokule@cumminscollege.in&gt;

## Letter of offer for a Student Internship

1 message

**Bhargava, Sanyogita** <Sanyogita\_Bhargava@bmc.com>

Thu, Jan 13, 2022 at 9:15 PM

To: "prajakta.deokule@cumminscollege.in" <prajakta.deokule@cumminscollege.in>

**Prajakta Deokule**

**54, Avanti Society, Sahakar Nagar-1,**

**Padmavati,Pune-411009**

**Dear Prajakta,**

Congratulations on your selection for Student Internship assignment with **BMC Software India Private Limited** ("BMC") !

We are pleased to inform you that you have been selected by us in the process conducted in your institution. Based on the selection process you would be provided with an Internship assignment with BMC Software India Private Limited for a period of Five months with a total stipend amounting to INR 40,000/- (Rupees Forty Thousand only) payable in equal installments per month over the Internship assignment period. The details of the assignment are as given below:

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| Internship Period      | 5 Months  |
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| Stipend                | As per above, payable equally INR 8,000/- Per month |
| Location of Assignment | Pune  |

1. The team you would be assigned for Internship will be communicated on the day you report for the assignment. You would be available on all working days at the company working location communicated to you except for the weekly off days i.e, Saturday and Sunday. The assignment will consist of you being available for the BMC assignment for a period 5 months as per arrangements with your educational institute / college, where the Student Intern is expected to devote a minimum period of time not less than 4 hours every day to the assignment. The overall internship assignment hours will not be less than 320 hours.

2. **Confidentiality:** The Confidentiality & Intellectual Property Assignment Agreement is an integral part of this letter and all terms thereof are deemed to have been incorporated herein and this letter shall be read, understood and construed accordingly. Your signature on the offer letter signifies that you have received, read and understood the Confidentiality & Intellectual Property Assignment Agreement and agree to abide by the rules and policies stated within it.

3. **Professional Conduct Policy and Code of Ethics:** You have been provided with a copy of the BMC Professional Conduct Policy and Code of Ethics. The same will be applicable to you as a Student Intern. Your signature on the Internship Letter signifies that you have received, read and understood the Professional Conduct Policy and Code of Ethics and agree to abide by the rules and policies stated within it including any modification and alteration thereof. In case BMC deems that any other Policy or code of conduct, shall be applicable to you, BMC shall intimate you regarding the same and you hereby provide consent to be bound by the same.

4. You acknowledge and agree that for the purpose of security, internal coordination, statutory or regulatory compliances, including order/direction of any court of law or any other adjudicatory authority, and its business, BMC is required to transfer personal information of its employee(s) / Contract worker / Intern to its parent company in US and/or its other subsidiaries in different countries, and do hereby unequivocally consent to such transfer and use of your personal information in the manner required for such purpose in the interest of BMC.

**5. Background Verification:** BMC reserves the right to carry out reference verifications or background checks during the course of your assignment with us, either ourselves or through third party agencies engaged by us. Such background verifications and reference checks, amongst others, would include past employment(s) and salary details, criminal records, across countries resided in or worked in etc. and other details provided by you in the application form to BMC. You understand and acknowledge the requirement and you shall not raise any objection whatsoever to the said background verifications and reference checks.

Further, you acknowledge and accept that BMC has made this offer of assignment on the basis of bona fide statements, information and facts provided by you and other documents, test results for you. During the course of your assignment if it is found that any information provided by you is false, incorrect or misleading, without prejudice to all its rights and remedies, BMC shall have right to take appropriate disciplinary action against you.

**6. Relationship:** Nothing in this Letter shall be construed to create an employer-employee or a principal agent relationship between you and BMC. You do not have the authority to either bind or represent BMC in any manner. Further, you are aware that there is no expectancy of employment at the end of the internship and the same is as per requirement and sole discretion of the Company. This assignment of Internship is for the limited period as part of your curriculum in the college and you will continue to be a student of your college. You will not be eligible for any other monetary benefits, employment or retiral benefits applicable to BMC Employees,

**7. Indemnity:** You hereby agree to indemnify BMC, its associates, directors, subsidiaries and affiliates, against any financial loss or damage to either BMC owned equipment, property or goodwill which may be caused by your negligence, misconduct, violation or disregard of the terms of this Letter or the Policies of BMC. However, BMC does not bear any responsibility for damage to your personal property that may occur during your internship.

**8. Nomination:** In case of any unfortunate event, you nominate the following person to receive the unpaid amount of Stipend dues, if any:

Name:

Age:

Relation:

Contact Details:

Address:

Handing over of the unpaid stipend dues, if any, to the above mentioned nominee shall release BMC from any further obligations and liabilities. The said nominee may be required to sign indemnities/affidavits to receive the unpaid stipend dues from BMC.

#### **9. Termination of Assignment:**

(a) Either party, by giving a formal notice can terminate this assignment with a notice of 2 weeks.

(b) In case you terminate this assignment as above, BMC may, at its discretion without assigning any reason, relieve you from assignment from such date as it may deem fit even before the expiry of the notice period. In such an event no stipend shall be payable by BMC for the unexpired period.

(c) Upon termination of the assignment, you will immediately surrender to BMC, all intellectual property stored in the form of hard, soft or in any other form and any other knowledge data bases or compilations of BMC confidential or proprietary information in any form entrusted to you in the course of your assignment. You will also surrender any physical property such as Laptop, computers other peripherals, id card issued, that belongs to BMC and is in your possession.

(d) Upon termination of assignment, any amount owed by you shall, at BMC's discretion, be deducted from any monies payable by BMC to you as stipend. Any excess of such amounts owing to BMC shall be repaid by you within thirty (30) days from your disassociation with BMC. BMC reserves the right to recover from you any and all costs and attorney's fees which are incurred by BMC for recovery of such amounts.

10. During the course of assignment with BMC you would not engage in any other employment / consultancy services of any kind without explicit and stated approval from the BMC management. You would be allowed to attend your college for classes, tests, assignments, exams by BMC during the assignment period and such attendance in college will be paid off days from assignment without any impact on the stipend amount. As per arrangements with your Institute / College, the assignment is part of the curriculum and the extended period of the Internship assignment will be along with the Educational curriculum and study period.

11. Both during your assignment and for twelve (12) months after your assignment with BMC ceases, you will not directly or indirectly solicit any of BMC's employees or key employees of any of BMC's customers for employment with a person or entity involved in marketing products or services competitive with BMC. Key employees include without limitation supervisory personnel, executives, personnel in charge of any department, section or subdivision and project managers (or directors) and senior personnel on any individual project or projects. In the event of a breach or apprehended breach of the terms of this clause, BMC shall reserve a right to take appropriate legal action against you.

12. Governing Law and Jurisdiction: This Letter shall be governed by and construed in accordance with the laws of the Republic of India. The courts situated at Pune shall have jurisdiction in all cases.

We are pleased to have you as a Student intern of BMC and we look forward to working with you. We hope you will find BMC a great place to work.

**To confirm your acceptance of this assignment and the terms set out within these documents, please review, acknowledge this email by replying "I confirm" to InternshipOffers@bmc.com. Also please sign, scan and send the attached documents (enclosures) back to InternshipOffers@bmc.com. BMC reserves the right to withdraw this offer of assignment if the offer is not accepted within five (5) working days from the date of this letter.**

Should you have any queries or require any clarification of any points, please do not hesitate to contact us at InternshipOffers@bmc.com

Thanking you.

Yours sincerely,

For **BMC Software India Pvt. Ltd.**



*(This letter is signed using a Digital Signature Certificate and is affixed above)*

**Enclosures :**

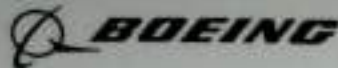
- Confidentiality and Intellectual Property Assignment Agreement for BMC Software
- BMC Software Professional Conduct Policy and Code of Ethics and Data Privacy Binding Corporate Rules

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**2 attachments**

 **Code of Conduct(English).pdf**  
210K

 **CONFIDENTIALITY AND INTELLECTUAL PROPERTY ASSIGNMENT AGREEMENT.pdf**  
182K



Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre  
Sahad Marg  
New Delhi 110001 India

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## OFFER LETTER FOR INTERNSHIP/TRAINING

### A. Identification of Employer and Intern/ Trainee.

**Madhura Vikram Mhase**  
Plot no. 26, "Madhuban",  
Dharmadhikari Mala, Behind Essar Petrol Pump,  
Save di, Ahmednagar, Maharashtra - 414003

Dear Madhura Vikram Mhase,

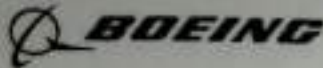
We are pleased to offer you internship in the division/department BGS - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

### B. Position and Location.

Title: Intern Software Engineer  
Location: Bangalore, India  
Reporting to: Software Engineering Manager

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1. The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.



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Saket Marg,  
New Delhi, 110001, India

**C. Term and Effective Date.**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work.**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend.**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

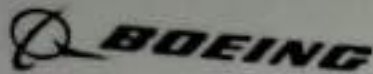
**F. Paid Time Off (Holidays and Vacation).**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy.**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such personal data to other enterprises of the corporate group of which the Company is a part,



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New Delhi, 110001 India

for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India

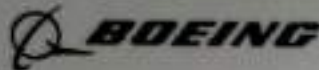
#### H. Termination.

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause I.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.



It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

**I. Additional Clauses.**

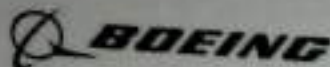
**I.1. INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

**I.2. COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her



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Sarvodaya Marg,  
New Delhi-110001 India

internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### I.3. RULES AND REGULATIONS

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

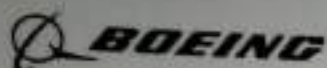
### J. Severability, Integration and No Modification Clauses.

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.





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Sanskrit Marg,  
New Delhi: 110001 India

**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

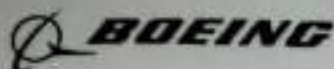
\_\_\_\_\_  
(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Madhura Vikram Mhase 

Date: 12 May 2022

BEMS ID: TBD



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Sangem Marg  
New Delhi 110001 India

### Schedule 1: Description of Intern's/Trainee's Role

Title: Intern Software Engineer  
Reporting To: Vaidehi Jahagirdar  
Software Engineering Manager  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

#### Position Description:

At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

#### Position Responsibilities:

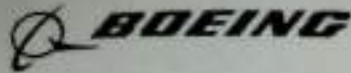
- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.

- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
- Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
- Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
- Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
- Ability to independently execute & deliver on the backlog without dependency of hand-holding
- Should be an excellent team player
- Work in an Agile Scrum team following the best practices on Software Craftmanship such as Test-driven development and Pair Programming/Peer Reviews.
- Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
- Create and maintain necessary software design and architecture documentation.
- Keep track of and actively reduce technical debt.
- The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
- The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
- This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
- This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
- Research and recommend new technologies to improve the product development activities.
- Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF



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New Delhi 110001 India

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- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI) tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system

#### Typical Education & Experience:

- Bachelor's degree or higher



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Sansad Marg,  
New Delhi 110001 India

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## OFFER LETTER FOR INTERNSHIP/TRAINING

**A. Identification of Employer and Intern/ Trainee.**

Srushti Thakre  
Civil Lines, Jajoo-Wadi,  
Arvi, Tah- Arvi, Dist,  
Wardha - 442201

Dear Srushti Thakre,

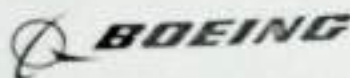
We are pleased to offer you internship in the division/department BIE - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

**B. Position and Location.**

Title: Intern System Engineer  
Location: Bangalore, India  
Reporting to: Systems Engineering Manager

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1. The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.



**C. Term and Effective Date**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work.**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend.**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

**F. Paid Time Off (Holidays and Vacation).**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy.**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such personal data to other enterprises of the corporate group of which the Company is a part,



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New Delhi 110001 India

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for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India.

#### H. Termination.

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause 1.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.

It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

**I. Additional Clauses.**

**I.1. INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

**I.2. COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her





internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### I.3. RULES AND REGULATIONS

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### J. Severability, Integration and No Modification Clauses.

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.

**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

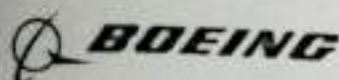
\_\_\_\_\_  
(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Srushti Nilesh Thakre - *Srushti*

Date: 12-05-2022

BEMS ID: TBD



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Sanskrit Marg,  
New Delhi 110001 India

### Schedule 1: Description of Intern's/Trainee's Role

Title: Intern System Engineer  
Reporting To: Gautam Aswath  
Systems Engineering Manager  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

#### Position Description:

At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

#### Position Responsibilities:

- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.



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- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
- Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
- Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
- Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
- Ability to independently execute & deliver on the backlog without dependency or hand-holding.
- Should be an excellent team player.
- Work in an Agile Scrum team following the best practices on Software Craftmanship such as Test-driven development and Pair Programming/Peer Reviews.
- Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
- Create and maintain necessary software design and architecture documentation.
- Keep track of and actively reduce technical debt.
- The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
- The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
- This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
- This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
- Research and recommend new technologies to improve the product development activities.
- Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF

- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI) tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system

Typical Education & Experience:

- Bachelor's degree or higher



## OFFER LETTER FOR INTERNSHIP/TRAINING

### A. Identification of Employer and Intern/ Trainee.

**Dhavale Piyusha Santosh  
E-107, Aeropolis Phase 3,  
Porwal Road, Lohegaon,  
Pune - 411047**

Dear Dhavale Piyusha Santosh,

We are pleased to offer you internship in the division/department BIE - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

### B. Position and Location.

Title: Intern System Engineer

Location: Bangalore, India

Reporting to: Systems Engineering Manager

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1. The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.



**C. Term and Effective Date.**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work.**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend.**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

**F. Paid Time Off (Holidays and Vacation).**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy.**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such personal data to other enterprises of the corporate group of which the Company is a part,



for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India.

#### **H. Termination.**

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause I.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.





It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

**I. Additional Clauses.**

**I.1. INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

**I.2. COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her



internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### **I.3. RULES AND REGULATIONS**

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### **J. Severability, Integration and No Modification Clauses.**

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.



**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

\_\_\_\_\_  
(Authorized Signatory)

**I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.**

**Name and Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

BEMS ID: TBD



### Schedule 1: Description of Intern's/Trainee's Role

Title: Intern System Engineer  
Reporting To: Gautam Aswath  
Systems Engineering Manager  
Location: Bangalore, India  
Code: UANWIA

Summary of Accountabilities is as follows, but not limited to:

#### Position Description:

At Boeing, we are all innovators on a mission to connect, protect, explore and inspire. From the seabed to outer space, you'll learn and grow, contributing to work that shapes the world. Find your future with us.

Boeing Global Services Digital Solutions –Flight Domain team is currently looking for one **Entry Level Software Engineer** to join their team in **Bengaluru, KA**. As a Software Engineer, you will be part of the Boeing Global Services Digital Solutions team, which develops software applications and products that create direct value to its customers. We provide re-vamped work environments focused on delivering data-driven solutions at a rapidly increased pace over traditional development. Be a part of our passionate and motivated team who are excited to use the latest in software technologies for modern web and mobile application development. Through our products we deliver innovative solutions to our global customer base at an accelerated pace.

#### Position Responsibilities:

- As a Software Developer, the selected individual will work in the BIETC Boeing Global Services (BGS) engineering team to develop, maintain and improve Aviation software products.
- Should have experience in Software Engineering Domain with evidence of thorough understanding of requirements to solve problems and actively participates in software development.
- Should have excellent communication and presentation skills
- Should have demonstrated ability to work in an AGILE environment.
- Must have experience working with cross-functional teams spread across multiple products and locations within Boeing and external partners.



- Must be flexible, with a high tolerance for organizational complexity and ability to work with partners from within Boeing and outside, across different cultures and time-zones.
- Extensive experience in collaborating within an Agile team setting, working as a group to drive Epic/Feature/Story creation as well as solution design and architecture.
- Should have excellent interpersonal and communication skills to earn trust, persuade, motivate and mentor other team members. To be effective, this person must earn the respect of the Scrum teams, Scrum Masters, Technical Architect, Release Train Manager, Business teams, customers and all other different stakeholders.
- Candidate must be a self-starter with a positive attitude, high ethics, strong analytical and creative problem solving skills and a track record of working successfully under pressure in a time-constrained environment.
- Ability to independently execute & deliver on the backlog without dependency or hand-holding.
- Should be an excellent team player.
- Work in an Agile Scrum team following the best practices on Software Craftsmanship such as Test-driven development and Pair Programming/Peer Reviews.
- Work in close cooperation - actively aligns the technical roadmap, APIs and Interaction Design, with teams based in international locations.
- Create and maintain necessary software design and architecture documentation.
- Keep track of and actively reduce technical debt.
- The selected individual will be a skilled, highly professional engineer, work collaboratively with an international team comprising software development, product management, and business analysis.
- The selected individual will also be responsible to provide support to development of internal competency and resources for critical skill sets and be a sought-after expert that other developers can benefit from.
- This position provides periodic updates to Boeing management in the form of progress reports, project summaries, and other related documents. This position will also be responsible for coordinating and communicating regularly with experts in Boeing organizations around the world.
- This position will support initiatives of Boeing India organization related to engineering excellence, employee development, mentoring, customer engagement etc...
- Research and recommend new technologies to improve the product development activities.
- Travel domestically and internationally, as required.

Employer will not sponsor applicants for employment visa status.

Basic Qualifications (Required Skills/Experience):

- Proficient in Java/J2EE with exposure to Spring, JSF, JMS, JPA / Hibernate, Application Server, JSF



- Proficient in one or more Javascript frameworks (React/Angular/Vue/Ember), preferably Angular
- Has broad web technologies/concepts understanding and working knowledge on many of the following areas - HTML, CSS, Javascript, web APIs, JSON, SPAs, PWAs, RWDs, webpack, babel, gulp, npm etc
- Good understanding of REST API principles
- Knowledge on Mobile Application Development
- Experience with cross-platform (Linux and Windows preferred) development Experience with Continuous Integration (CI) tools such as GitLab CI, Jenkins, or Nexus
- Understanding of Scrum/Agile development
- Experience with pair-programming, test-driven development, continuous integration, and other XP engineering practices
- Solid foundation in deployment of scalable, low-latency, and highly available distributed systems

Responsibilities include but not limited to

- Develop tools and applications by producing clean, efficient code
- Review and debug code
- Perform validation and verification testing
- Integrate software components into a fully functional software system.
- Automate tasks through appropriate tools and scripting
- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system.
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- Perform validation and verification testing
- Collaborate with internal teams and vendors to fix and improve products
- Document development phases and monitor systems
- Ensure software is up-to-date with latest technologies
- Integrate software components into a fully functional software system

Typical Education & Experience:

- Bachelor's degree or higher



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New Delhi 110001 India

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## OFFER LETTER FOR INTERNSHIP/TRAINING

### A. Identification of Employer and Intern/ Trainee.

**Akshada Girish Malpure**  
**6, Vatsal Vihar Appartment,**  
**Balaji Nagar, Untwadi,**  
**Nashik-422008**

Dear Akshada Girish Malpure,

We are pleased to offer you internship in the division/department BGS - ET&T with Boeing India Private Limited (the 'Company'). This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

The terms of your internship shall be as provided hereinafter in this letter.

### B. Position and Location.

Title: Intern Software Engineer  
Location: Bangalore, India  
Reporting to: Software Engineering Manager

Description: A description of Intern's/ Trainee's position is attached hereto as Schedule 1. The Company shall have the right to assign the Intern/ Trainee other tasks as may be necessary for the Intern to effectively carry out his/her functions. The Company shall further be entitled to change the location of the place of internship, and to modify his/her reporting or organizational structure as may be reasonably necessary to respond to changing business needs. The Company further retains the right to transfer the Intern/ Trainee to any of its affiliates and/or subsidiaries currently in existence and/or which may be established in the future as the Company may think appropriate. The Intern's/ Trainee's status and the other terms and conditions of his/her internship will not be adversely affected by any such requirements.



**C. Term and Effective Date.**

The internship under this Offer Letter will become effective as of 6 June, 2022 and unless extended in writing by the Company, shall expire on close of office hours on 6 August, 2022 and subject to what is stated hereunder in accordance with the terms of this Offer Letter.

**D. Hours of Work.**

The Intern's/ Trainee's hours of work will be determined in accordance with applicable laws as well as Company's work rules and other guidelines. As of the effective date of the Intern's/ Trainee's engagement under this Offer Letter, the normal and expected hours of work each work week are from 9:00 am to 6:00 pm, Monday through Friday.

The Company reserves the discretion to change the Intern's/ Trainee's hours of work, and the Intern/ Trainee may be required to work longer or alternative hours as may be required by business necessity.

**E. Stipend.**

The Intern/ Trainee shall be paid an all inclusive monthly stipend of Rs. 30,000 (Thirty Thousand) subject to withholding tax or tax deduction at source as applicable. It shall be the Intern/ Trainee's responsibility to meet all tax liabilities.

**F. Paid Time Off (Holidays and Vacation).**

Throughout the duration of the internship, the Intern's/ Trainee's leave(s) shall be decided and regulated by applicable policies of the Company / Indian laws. This leave shall not be accumulated or encashed at any time.

Holidays in addition to your leave will be as announced by the Company.

**G. Data Privacy.**

The Intern/ Trainee agrees that personal data about him/her can be processed by the Company and its agents for purposes associated with their relationship, however excluding any use of such personal data for direct marketing purposes. The Intern/ Trainee understands that he/she can review such personal data, and can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. The Intern/ Trainee authorizes the Company to transfer all or part of such personal data to other enterprises of the corporate group of which the Company is a part,





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for the purposes described above, and expressly consents to the transfer of such personal data to The Boeing Company, a Delaware (USA) corporation.

The Intern/ Trainee agrees to not use the Internet and/or the Company's official email address for purposes that, under the laws of India, are illegal, unethical, harmful to the Company, or nonproductive. Examples (which are non-exhaustive) of unacceptable use are:

Sending or forwarding chain e-mail, i.e., messages containing instructions to forward the message to others.

Conducting a personal business using Company resources.

Transmitting any content that could be deemed to be offensive, harassing, or fraudulent under the Laws of India.

#### H. Termination.

This internship/ training is contingent upon verification of information the Intern/ Trainee provided on his/ her application (including information from the Intern's/ Trainee's resume and other sources), and a background check. The Company has the right to terminate the internship with the Company if this verification and background check cannot be successfully completed.

The Company has the right to terminate the internship with the Company without cause after giving two weeks' notice. The Intern/ Trainee can resign from the internship after giving one month's notice. In the event of termination for cause, the internship may be terminated by the Company with immediate effect without the requirement of any notice period.

Upon the termination of the internship with the Company or upon the Company's request at any time, the Intern/ Trainee shall promptly deliver to the Company any office equipment (including computers), any documents, material or information mentioned in Clause 1.2(c) and any copies, excerpts, summaries, compilations, records, or documents made by the Intern/ Trainee or that came into his/her possession during his/her internship with the Company. The Intern/ Trainee will not, without the Company's consent, retain copies, excerpts, summaries, or compilations of the foregoing information and materials.

Termination or expiry of the internship does not end the Intern's/ Trainee's obligation to comply with the provisions of this letter, which survive such termination/ expiry.



It is hereby agreed between the Company and the Intern/ Trainee that the Intern/ Trainee shall not be entitled to claim any compensation in the event that his/her internship is not extended or is terminated, whether such termination is with or without cause.

**I. Additional Clauses.**

**I.1. INDEMNIFICATION**

The Intern/ Trainee agrees to indemnify and hold the Company harmless from all losses, liabilities, claims and damages (including the lawyer's fee) which may arise out of or as a result of any unauthorized act by the Intern/ Trainee or any act caused by the Intern/ Trainee in contravention of this Offer Letter.

**I.2. COVENANTS**

The Intern/ Trainee acknowledges that during the course of his/her internship he/she will obtain unique training from the Company and have access to confidential documents, materials and information owned by the Company and its customers and thus agrees to comply with the covenants below, for which the Intern/ Trainee has received full compensation from his/her stipend:

- a) Full-Time Work. The Intern/ Trainee acknowledges that he/she is engaged on a full-time basis as an Intern/ Trainee with the Company and agrees that he/she shall accept no other work, for which compensation (whether in the form of cash or otherwise) is received, without the prior approval of the Company during the term of his/her internship.
- b) Non-competition. The Intern/ Trainee agrees that he/she shall not during the term of his/her internship by the Company engage or otherwise assist any person/entity in any activities in Bangalore, India, including without limitation, provision of services or consultation or making investment in a business, which competes with the business of the Company, solicitation of business from any person or company who used to be a customer of the Company during the period of one year immediately prior to expiration or termination, or solicitation of any employee of the Company.
- c) Confidentiality. The Intern/ Trainee acknowledges that he/she shall have access to documents, materials and information relating to the transactions, business, and financial condition of the Company and agrees to keep such documents, material and information confidential whether during the period of his/her internship or thereafter; the Intern/ Trainee shall further use his/her best efforts to prevent disclosure of any of the above documents, material and information during his/her



Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

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internship. The Intern/ Trainee shall have the same confidentiality obligation with respect to other documents, materials and information relating to the transactions, business, and financial condition of any related person/entity. The Intern/ Trainee understands that these documents, materials and information are commercial and industrial secrets of the Company, disclosure of which is prohibited by the Laws of India.

- d) Intellectual Property Right. The Intern/ Trainee acknowledges that the inventions, creations, work products or whatever forms of objects that may be protected under the Copyright Law, Patent Law or Trademark Law or other laws of the India ("Products") shall be considered the property of the Company, if the Products are produced during the internship and are related to his/her internship with the Company.

### I.3. RULES AND REGULATIONS

The Intern/ Trainee agrees to observe and abide by the Company's rules and regulations, as amended from time to time by the Company, as well as any other regulations issued in the future by the Company. The Intern/ Trainee also acknowledges that he/she has carefully reviewed the work rules of the Company, which shall be deemed part of the Offer Letter.

### J. Severability, Integration and No Modification Clauses.

**Severability.** In the event that any provision of this Offer Letter should be held to be void, voidable, and unlawful or for any reason unenforceable, the remaining portions of this Offer Letter shall remain in full force and effect.

**Integration.** This Offer Letter once accepted shall constitute a single, integrated written contract expressing the entire agreement of the parties to this Offer Letter about the subject matter herein. The parties acknowledge that no other promises, agreements, representations, or warranties, whether express or implied in law or in fact, have been made about the subject matter herein by any party to this Offer Letter, except as specifically set forth in this Offer Letter. All prior and contemporaneous discussions and negotiations about the subject matter herein have been and are merged and integrated into, and are superseded by, this Offer Letter.

**No Modification.** No modification, amendment or waiver of any of the provisions contained in this Offer Letter, or any future representation, promise, or condition in connection with the subject matter of this Offer Letter, shall be binding upon any party hereto unless made in writing and signed by such party or by a duly authorized officer or agent of such party.



Boeing India Private Limited  
Registered Office: 3rd Floor, DLF Centre,  
Sansad Marg,  
New Delhi 110001 India

**K. Governing Law and Jurisdiction.**

The terms of this Offer Letter have been executed and delivered and shall be interpreted, construed and enforced in accordance with the Laws of India.

Any discrepancies that may arise in connection with the interpretation and performance of this contract shall be submitted to Human Resources.

**L. Acceptance.**

This letter is not and should not be construed as an offer of employment or entitlement/right/claim for any position in the Company, during or after the period of your internship. You shall not be entitled to any rights/benefits to which an employee of the Company is entitled.

If the terms set forth in this letter are acceptable, please sign and return the enclosed copy of this internship offer letter to the attention of the undersigned. This offer will be valid until 13<sup>th</sup> May, 2022.

Yours Sincerely,

(Authorized Signatory)

I hereby acknowledge that I understand all the terms of this internship offer letter and accept and agree to be bound by the terms and conditions of my internship as provided in this internship offer letter.

Name and Signature: Akshada Givish Malpuro

Date: 13-05-2022

BEMS ID: TBD

Gmail

Search all conversations

Active

----- Forwarded message -----

From: **Deepthi Biswas** <deepthi\_biswas@banzai.co>

Date: Wed, 11 May 2022, 9:00 pm

Subject: Fw: Resume for Banzai Internship

To: Saurabh Mengale <saurabh.mengale@cumminscollege.in>

Hi Saurabh,

I am happy to share that we have selected Sakshi for internship with Banzai.

Please let me know the next steps in the process.

Thanks,  
Deepthi

On May 10 2022, at 2:11 pm, Saurabh Mengale <saurabh.mengale@cumminscollege.in> wrote:

Hello Sir Thanks for the Mail.

The students will reach your office tomorrow for the interview@10:30 AM.

Regards  
Saurabh Mengale

On Tue, 10 May, 2022, 1:52 pm Deepthi Biswas, <deepthi\_biswas@banzai.co> wrote:

Sharing our office address -

Banzai Digital Pvt. Ltd  
Godrej Millenium - 1st Floor,  
Koregaon Park Rd,  
Pune, Maharashtra 411001

Google Maps Link - <https://goo.gl/maps/CW885yX2R1vYv4td>

On May 10 2022, at 10:21 am, Saurabh Mengale <saurabh.mengale@cumminscollege.in> wrote:

Hello Deepthi

I am meeting these students today afternoon. Just need to check their academic schedule for Wednesday and will give you accordingly. Kindly provide your office address in detail which can be shared with the students.

Regards  
Saurabh Mengale



## INTERNSHIP TERMS AND CONDITIONS

1. I accept the internship, which has been awarded to me by Business Cradle Technologies Pvt. Ltd and understand the following:
  - Business Cradle Technologies Pvt. Ltd will not pay me for all three months of my internship; and rest expenses, including the cost of travel, personal insurance and accommodation, as well as all living expenses, will be borne by me or my sponsoring institution.
  - While working at Business Cradle Technologies Pvt. Ltd, I will not be considered an official or a staff member. However, I understand that I am expected to fulfill my working obligations like any other Business Cradle Technologies Pvt. Ltd official and will follow the working hours of Business Cradle Technologies Pvt. Ltd.
  - Business Cradle Technologies Pvt. Ltd accepts no responsibility for costs arising from injury, illness or death that has occurred during my internship; I will provide proof of my enrolment in a health insurance plan that covers the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship.
  - I will not be permitted to travel on official business.
  - I will accrue leave at a rate of two and a half (2.5) days per month. Subject to prior approval by my supervisor, this leave may be taken at any time during the internship. Leave accrued and not taken at the end of the internship will be considered forfeited.
  - I will provide notice to my supervisor or other official designated by him/her of any illness or other unavoidable circumstances that might prevent me from attending work or completing my internship.
  - I will complete an evaluation questionnaire at the end of the internship and submit it to Business Cradle Technologies Pvt. Ltd's Human Resources.
  - There is no expectancy of employment at the end of the internship. I may apply to any Business Cradle Technologies Pvt. Ltd job openings, but shall be considered as an external candidate.
  - Unsatisfactory performance may lead to the termination of the internship at the initiative of Business Cradle Technologies Pvt. Ltd, subject to an appropriate notice period of at least one week.
  - In case of personal emergency, I shall be granted an early termination of internship.
  - Business Cradle Technologies Pvt. Ltd Human Resources shall approve the release at the request of my supervisor and confirm the new end date in writing.



- Business Cradle Technologies Pvt. Ltd bears no responsibility for loss or damage to my personal property that may occur during my internship.

2. I undertake the following obligations with respect to the Business Cradle Technologies Pvt. Ltd internship programme:

- To observe all applicable rules, regulations, instructions, procedures and directives of Business Cradle Technologies Pvt. Ltd;
- To refrain from any conduct that would adversely reflect on Business Cradle Technologies Pvt. Ltd or on the receiving division/section/unit and will not engage in any activity which is incompatible with the aims and objectives of Business Cradle Technologies Pvt. Ltd.
- To respect the impartiality and independence required of Business Cradle Technologies Pvt. Ltd and of the receiving division/section/unit and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to Business Cradle Technologies Pvt. Ltd;
- To keep confidential any and all unpublished information made known to me by the accepting division/section/unit during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of Business Cradle Technologies Pvt. Ltd, not to publish any report or papers on the basis of information obtained during the program, both during and after the completion of my internship;
- To provide the receiving division/section/unit with a copy of all materials prepared during my internship;
- To provide immediate written notice of illness or other circumstances which might prevent me from completing the internship;
- To return my identification pass to my supervisor on the last day of the internship.

3. Failure to comply with the requirements as well as those contained in the present Internship Agreement, including any serious breach of the duties and obligations may result in the immediate termination of the internship by Business Cradle Technologies Pvt. Ltd.

4. An internship may be terminated or its period reduced at any time by Business Cradle Technologies Pvt. Ltd if this is deemed to be in the interests of Business Cradle Technologies Pvt. Ltd.

5. A certificate will be provided by Business Cradle Technologies Pvt. Ltd after the completion of the internship under above mentioned conditions.



6. You will be conducting your internship under the subject as a Front-end Developer Intern in Business Cradle Technologies.

7. Working Hours are 11 to 5 for members who opt for fixed timing and under the flexible working hours you are expected to work for 6 hours/day, Monday to Saturday.

8. I HAVE READ THE ATTACHED TERMS OF REFERENCE OF MY INTERNSHIP AND I ACCEPT TO ABIDE BY THEM.

Date: 01/06/2022

NAME -

Signature

A handwritten signature in black ink, appearing to be 'Aayush Agrawal', with a checkmark-like flourish at the end.

Date: 01/06/2022

Aayush Agrawal

Signature





**Sudhan Mahuli** <Sudhan.Mahuli@ceat.com>

to me, Gaurav, Deepa, Tejas, Dilip ▾

Thu, Apr 21, 7:37 PM



Dear Shruti,

This has reference to the discussion we had a short while ago.

It gives us immense pleasure to welcome you to CEAT for your summer internship.

We will be allocating you a project in our Marketing team. The duration of the project will be from **1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022**.

Project title, scope and details of your guide will be shared with you as we near the internship start date.

Also, as mentioned, this would be a no-stipend internship. Any peripheral expenses if incurred on account of the project work will be reimbursed to you.

We are looking forward to having you on-board and wish you all the best for your project stint with us. We are sure it will be a mutually beneficial one.

Thanks,

Sudhan Mahuli

Manager – Business HR | Sales & Marketing and Supply Chain

CEAT Limited

#9821034811

PS: You may send this email to your college office as an internship confirmation



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 11, 2022

Ankita Chandavale  
M801, Samraja Balwantpuram, SNo 110/1/A shivirthnagar paud road pune 38  
Pune, Maharashtra 411038

Dear Ankita,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of INR75000 per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.

As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 09, 2022

Radhika Wadekar  
A5/102, Shivsagar City Phase - 1, Suncity Road, Anandnagar  
Pune, Maharashtra 411051

Dear Radhika,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

R S Prasad  
VP, Human Resources  
Human Resources



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
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Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 09, 2022

Mrunmayee Waykar  
B-702, Kanchan Heights, Sinhadgad road, Pune, Maharashtra-411030  
Pune, Maharashtra 411030

Dear Mrunmayee,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B Via EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MEDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (IFIC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 09, 2022

Shubhani Mathur  
Pine/504, Nysli Environ, Tingrenagar, Vishrantwadi Airport Road  
Pune, Maharashtra 411015

Dear Shubhani,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of INR75000 per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.

As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv69283@citi.com](mailto:tv69283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

R S Prasad  
VP, Human Resources  
Human Resources

I accept the offer.

Shubhani

9-Mar-2022

## Human Resources

6th Flr, 2nd and 3rd Floor, 20th Flr,  
 Citicorp E.M.S. Edn Tower Infrastructure Pvt Ltd  
 122, Marine Dr, 4th Flr, 12  
 400005, Mumbai, Maharashtra, India. Phone: 411044

## Regional Office

10th Floor, Post International Financial Centre (IFCC)  
 Plot Nos. C-54 & C-55, D-Block,  
 Bandra Kurla Complex, Bandra (E),  
 Mumbai - 400 051. Call No: 022-26000000-02005555-100000

March 09, 2022

Gauri Amin

Ganga D-5, Siddhivinayak Nagar, Behind Appu Ghar, Nigdi, Pune, Maharashtra 411044,  
 Pune, Maharashtra 411044

Dear Gauri,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of (INR75000) per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.


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The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abani  
 VP, Human Resources  
 Human Resources

  
 9/03/2022  
 Gauri Amin



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

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Bandra Forta Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2000FTC192938

March 09, 2022

Swati Borse  
No. A-504, KARAN PARADISE, DAPODI ROAD, NEAR POOJA HOSPITAL, SAHAKAR NAGAR, PIMPLE GURAV  
Pune, Maharashtra 411061

Dear Swati,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at tv89283@citi.com and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources

Date of Acceptance: 9 March, 2022  
(09/03/2022)



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office  
8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 14, 2022

Rutuja Udhane  
O.B. 13, Behind Post Office, University Of Pune, Ganeshkhind  
Pune, Maharashtra 411007

Dear Rutuja,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

You would have submitted all the formal documentation, by now and must be gearing up to undergo the initial orientation at Citi. Post joining the internship program, please have a discussion with your manager and chart down the various steps involved in your project with their respective timelines. You are encouraged to go through the Citi Leadership Standards and learn more about the breadth and globality of Citi. We will be pleased to provide the support you require.

The duration of your internship is for temporary period of 2 months. During this period, you will be paid a consolidated stipend of INR75000 per month. Issuance of Internship certificate is subject to successful completion of internship. In the event if for any reasons you are unable to complete internship, due to incompleteness, the Internship certificate will not be issued.

As a prerequisite for joining the internship, Citi will make confidential reference checks, including your stated academic credentials and professional career and achievements. Hence, your joining Citi internship program is contingent upon entering the requisite data on First Advantage website for initiation of background verification. This offer for internship program would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Also, Citi will not be providing accommodation to the interns. Please report to Tusharika Verma, BKC, Bandra (East), Mumbai 400051. You may email him/her at [tv89283@citi.com](mailto:tv89283@citi.com) and reach him/her on +91 22 6175 6311.

The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources





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March 09, 2022

Anandamayee Modak  
30, Swaroop Park, Near Woodlands Society, Gandhi Bhavan, Kothrud  
Pune, Maharashtra 411038

Dear Anandamayee,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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Thanks and regards,

R S Prasad  
VP, Human Resources  
Human Resources



Human Resources

Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B Mile EON Kharadi Infrastructure Pvt. Ltd.  
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MIDC, Kharadi Knowledge Park, Pune 411014

Registered Office

8th Floor, First International Financial Centre (FIFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2006FTC192938

March 09, 2022

Parnavi Kulkarni

Aditya Nikode Enclave 1 bldg. no. J3 flat no. 16  
PUNE, Maharashtra 411030

Dear Parnavi,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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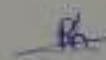
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Thanks and regards,

R S Prasad

VP, Human Resources  
Human Resources

  
Parnavi Kulkarni  
09/03/2022



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing D,  
Quadr B Bks EON Kharad Infrastructure Pvt. Ltd.  
SEZ, Plot No. 1, S. No. 77,  
MDC, Kharad Knowledge Park, Pune-411014

Registered Office  
8th Floor, First International Financial Centre (FFC),  
Plot Nos. C-54 & C-55, G-Block,  
Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No. U72900MH2009FTC182938

March 10, 2022

Tejashree Padi  
A-8 Shankheshwar Madhuban Boarding Road, near Swayamwar Mangal karyalay, Malnaka, Ratnagiri  
Ratnagiri, Maharashtra 415612

Dear Tejashree,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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Thanks and regards,

Sujit's Abed  
VP, Human Resources  
Human Resources

Satish  
10-03-2022



Human Resources  
Gr. 1st, 2nd and 3rd Floor, Wing 3,  
Cluster B M/s EON Kharadi Infrastructure Pvt. Ltd.  
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Bandra Kurla Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 09, 2022

Sharvari Phadke  
Vanaraji Heights, Mit College Road, Kothrud  
Pune, Maharashtra 411038

Dear Sharvari,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

R S Prasad  
VP, Human Resources  
Human Resources



Human Resources  
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Plot Nos. C-54 & C-55, G-Block,  
Bandra Kuria Complex, Bandra (E),  
Mumbai - 400 051 CIN No: U72900MH2009FTC192938

March 11, 2022

Mugdha Tagare  
Asawari, F-503  
Pune, Maharashtra 411 041

Dear Mugdha,

Many congratulations on being selected for the prestigious internship program at Citicorp Services India Private Limited. We trust you will find this internship opportunity both challenging and rewarding.

As a part of Citi, the leading global bank, you will have a learning experience about best-in-class products and services to our customers and leveraging Citi's unparalleled global network to enable progress. As you go through the internship period, in addition to the formal training provided, the on-the-job training will enable you to learn, experience and gain exposure to the decision-making scenarios.

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The internship opportunity serves as one of the critical components of our full-time recruitment decisions as well. If you have any questions, please feel free to get in touch with me. All the best.

Thanks and regards,

Supriya Abrol  
VP, Human Resources  
Human Resources

Accepted  
Agasa  
Date: 11/3/2022



## INTERNSHIP LETTER

Fiza Shaikh  
E/508, Rajendra Nagar, Near Beleshwar Mandir  
Pune – 411030  
MH  
IN

Dear Fiza,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Hyderabad**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your internship with Amazon India will commence on **06-Jun-2022** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the "Term".

### **2. Duties**

- 2.1 You will be engaged in the position of **Software Dev Engineer Intern**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the

responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures (as may be applicable to you), as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.
- 2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **3. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

### **4. Place of Work**

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining

during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

## 5. Remuneration

- 5.1 Your internship stipend will be Rs. **80,000** per month made payable in arrears and subject to all lawful deductions of tax.
- 5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

## 6. Leave and Benefits

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

## 7. Confidential Information and Confidentiality Obligations

- 7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
  - (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
  - (2) computer code (including source code and object code) or software developed, modified, or used by the Company;





Development Centre  
India

- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise),

- evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
  - (13) any copies of the above mentioned information.

7.2 Confidentiality Obligations:

- (i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (i) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## 8. Intellectual Property Rights

- 8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.
- 8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
- (i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
  - (i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;
  - (i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
  - (i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
  - (i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be

required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

- 8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 8.6 No Grant of Rights.  
You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

## 9. Data Protection

- 9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.
- 9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected

management throughout the Amazon group worldwide will be authorised to access this database.

## 10. Exclusivity

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

## 11. Relationship of parties

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

## 12. Termination of Internship

- 12.1 Your internship will automatically end on **05-Aug-2022**, unless terminated earlier as per the provisions of this Section.
- 12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.
- 12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## 13. Background Investigation

- 13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

#### 14. Foreign Nationals

- 14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.
- 14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

#### 15. Representations and Warranties

You hereby represent and warrant to the Company that:

- 15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party, except pursuant to written authorization by such third party to do so;
- 15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party;

- 15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.
- 15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

**16. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**17. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

**18. Severability**

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**19. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages



or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**20. Governing Law and Jurisdiction**

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**21. Agreement/Modifications**

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**22. Headings**

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

**23. Survival**

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Development Centre (India) Private Limited

#### **AUTHORIZATION**

By

Signed by:SHRUTI RAVIKUMARA SWAMY  
Date: 2022.05.17 22:34:48 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.



April 01, 2022

Shravani Yanna  
Cummins College Rd,  
Maharashtra, India, 411052

Dear Shravani,

**Subject: Internship with Citrix**

We are pleased to offer you internship with Citrix R&D India Pvt. Ltd as a Software Engineer Intern. You will be part of the Citrix Engineering organization.

This offer of internship is subject to fulfillment of the following conditions:

You will be working at our office in Bangalore from 02 June 2022 (for a period of 2 Months).



## **Remuneration**

The details of your remuneration and benefits structure are outlined in the enclosed Annexure I. Outstation candidates will be eligible to avail Relocation Assistance of INR 1,00,000 /- subject to actuals. Refer to **Annexure I** for details.

You will be responsible for all taxation derived from your income and any related consultation charges. All your remuneration is subject to applicable withholding and other taxes as imposed under law.

During the tenure of your service with the Company, you are prohibited from undertaking any other employment whether on a full or part-time basis and from engaging in any trade or business or contract or avocation or honorary work anywhere, without the prior permission of the Company. Contravention of this condition will result in termination of your services with the Company without any notice.

Your internship is subject to signing a separate Non-Disclosure Agreement.

This offer of internship is issued to you with the understanding that all information furnished by you in your application is correct. If the information given by you while seeking internship with the Company is not found to be correct and/or true and/or if it is found that you have knowingly suppressed any information, the Company will have the right, either to withdraw this offer before you join service or at any time thereafter, without any notice and or without payment of any compensation in lieu of notice to you.

## **Duties**

Your duties and responsibilities will be shared by your Manager. The Company may vary these duties and responsibilities from time to time.

## **Hours of Work**

You are required to work 5 days Monday to Friday each week. Standard hours are from 9.00 a.m. to 5.30 p.m. You may be required to work overtime (whether on weekdays, weekends or public holidays) from time to time in order to meet the needs of the Company or during such hours as your Manager may reasonably require of you.

## **Method of Payment**

Salaries and wages will be paid by electronic funds transferred on or before the last working day of each month. The Company reserves its right to vary this procedure at its option. However, such variance will be communicated to you in advance.

## **Public Holidays**

The Company will observe 10 public holidays for each calendar year. The list of holidays will be declared at the beginning of the calendar year.



### **Sick & Casual Leave**

You are entitled to 1 day of Sick/Casual Leaves per month of service as an intern. Casual Leave may be availed to attend to any personal commitments of a duration up to two days in a single instance, and a total of three days in a month. Unused Sick & Casual Leaves will lapse at the end of your internship period. Under most circumstances, we expect interns to judiciously plan for and avail Casual Leaves and proceed on such leave only with the prior permission of the manager.

### **Equal Opportunities**

The Company is an equal opportunities employer and does not permit discrimination or harassment based on the ground of sex, pregnancy, marital or family status or disability. The Company complies with its statutory obligations regarding the personal data of its employees.

### **Confidential Information, Inventions Assignment and Noncompetition Agreement**

You will be required to comply with company policy in reference to the “Confidential Information, Inventions Assignment and Noncompetition Agreement”. The Agreement includes provisions governing your use of confidential information and any other intellectual property you create during the course of your internship with Citrix. Acceptance of this offer must be in conjunction with signing of this agreement.

### **Foreign Corrupt Practices Policy**

You agree that you will not make, permit or procure, (or make, permit or procure any other person, business or corporation to make), any bribe, corrupt payment, gift, benefit, inducement or incentive to any other person, business, authority or corporation whatsoever for the purpose of procuring or retaining business for or with, or directing business to, any person, business, authority or corporation during their Internship with Citrix, and that such activity is an offence warranting summary dismissal. You acknowledge that such activity is expressly forbidden by Citrix and such activity is not within the course and scope of Internship with Citrix. You further agree that you will comply with Citrix’s Foreign Corrupt Practices Policy.

### **Company Policies**

Once you start at Citrix, global and local company policies which may apply to your Internship can be accessed via Backstage. The contents of policies and guidelines hosted on Backstage may change periodically. It is acknowledged by you that as a condition of your continued Internship, you will comply in every respect with the aforementioned company policies as may be in effect from time to time.

### **Termination**

Your Internship may be terminated at any time by yourself, or by the Company, upon providing 15 days’ written notice to the other party. In the case of the Company, termination may be affected by payment of salary equal to your notice period not worked as payment in lieu of notice



The Company may terminate your Internship without notice or payment in lieu of notice, if you are:

(i) Incompetent or guilty of misconduct or neglect or acting in breach of any of the terms and conditions of Internship hereunder or committing or having committed at any time during your Internship any act which is prejudicial to the interests of the Company; or

(ii) Become bankrupt or make any arrangement or composition with your creditors; or

(iii) Be convicted of any offence other than an offence which in the reasonable opinion of the Company does not affect your position with the Company; or

(iv) Otherwise permitted by law.

On termination of your Internship, you must immediately return to the Company in accordance with its instructions all equipment, correspondence, records, specifications, software, disks, models, notes, reports and other documents and any copies thereof and any other property belonging to the Company or its Associated Companies (including but not limited to the Company keys, credit cards, equipment and passes) which are in your possession or under your control. You must, if so required by the Company, confirm in writing that you have complied with your obligations under this paragraph.

If you fail to return all Company property to the Company, this will be considered a failure to complete the procedures for the handover of work. The Company reserves the right to deduct an amount corresponding to the value of the Company property not returned from the final payment due to you, and take other appropriate measures to recover any losses resulting from such failure.

To the extent permitted by law, any payment made to you in respect of the cessation of your Internship satisfies (in whole or in part) any statutory entitlements you may have to payments in lieu of notice and redundancy pay.

### **Power to suspend**

If the Company decides to investigate whether or not disciplinary action should be taken against you, the Company may suspend you from your duties during its investigation. The Company will give you written notice of the suspension and may include such conditions as it thinks fit during the suspension.

If the Company is unable to complete its investigation within two weeks of the suspension being affected due to your fault, the suspension will continue without pay. Otherwise you will remain on full pay during the period of suspension.

### **Duty to Cooperate**



You, upon termination of your Internship agree to fully cooperate and assist the Company, on request and at the Company's sole expense, in providing truthful testimony or information with respect to all inquiries or investigations, claims and litigations, or any other matter pertaining to the Company. Further it has been agreed by you that you will fully, unconditionally and immediately cooperate and assist the Company, in respect of any matter whatsoever on which in the opinion of the Company your assistance is required.

### **Changes to Terms of Internship**

The Company reserves the right to make changes to any of your terms and conditions of Internship in writing.

You will be given not less than 15 days' written notice of any significant changes that may be given by way of an individual notice. Such changes will be deemed to be accepted unless you notify the Company of any objection in writing before the expiry of the notice period.

### **Representing the Company**

You are not permitted to represent yourself as an authorized agent of the Company except in the course of the proper performance of your duties or where authorized to do so. When your internship ceases, you must not hold yourself out in any business context as being a Trainee or representative of, or otherwise connected to the Company. Should there be any misrepresentation, intention to deceive in this respect, or any attempt to interfere in this way in the existing business relations between the Company, including but not limited to, its customers, agents and suppliers, the Company may take proceedings against you to prevent any recurrence and to recover any losses incurred as a result.

### **Warranty**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your internship, or any of them, in accordance with the terms and conditions of this letter.

### **Deductions**

You agree that the Company can deduct any overpayments it has made to you or money you owe it from your pay or other benefits during your internship or from your final pay and holiday pay at the end of your Internship.

### **Privacy**

You acknowledge that you have read and agree to the Company's Privacy Statement for Employees, Trainees, Interns and Job Applicants. In particular, you consent to the Company:

- i. Collecting personal information about you for the Company's personnel administration purposes;
- ii. Disclosing your personal information fairly and reasonably to third parties when providing references or similar information; and
- iii. Disclosing your personal information where we reasonably need to for the Company's business reasons



### Contingencies

This offer of Internship is contingent upon your execution of an Employee Confidentiality Agreement, Code of Business Conduct and Background Check Authorization. In addition, this offer is contingent upon successful completion of both your references and background check.

### Governing Law

The provisions of this letter of internship shall be subject to the laws of India and the parties agree to submit to the exclusive jurisdiction of the Courts of India.

On termination of services, you shall obtain no objection and no-due clearance from all the departments within the company and return the properties of the company, until then dues if any to you shall be withheld. Properties include both movable and immovable.

You will be governed by the Company's rules and regulations as in force from time to time with respect to all matters not covered by this letter.

Would you please signify your acceptance of this offer and these conditions within three (3) working days by signing and returning to Human Resources:

1. Enclosed copy of offer letter
2. Statement of Company Policy regarding Insider Trading
3. Confidential Information, Inventions Assignment and Noncompetition Agreement.

Yours faithfully,  
Citrix R&D India Pvt. Ltd

{{Sig1\_es\_:signer1:signature}}

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Qhurrathulian A H  
Lead HR Business Partner

I, Shravani Yanna, accept the internship offer upon the terms and conditions as outlined above.

Signature: {{Sig1\_es\_:signer2:signature}}

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Shravani Yanna





If the above terms and conditions are acceptable to you, please return to the undersigned duplicate copy of this letter duly signed by you **within 3 working days** of receiving it, and sign the non - disclosure agreement at the time of joining.



## ANNEXURE 1

1. **Internship Stipend:** INR 60,000 per month .

2. **Relocation Assistance** - Relocation benefit will be reimbursed at actual cost subject to a maximum amount of **INR 1,00,000 (Rupees One Lakh only)**. The relocation package includes movement of household goods, temporary accommodation including meals (reimbursable for a maximum of 21 days), airfare and taxi fare to and from the station/airport and food expenses. Relocation benefit is for employee, their spouse, dependent parents and children.

You will have two options to choose from:

**1st Option:** Contact Citrix facilities team for end-to-end relocation services.

**2nd Option:** Choose to manage their relocation on their own and claim the expenses as per the relocation policy.

**1st Option:** You can contact Citrix facilities team for end-to-end relocation services:

- **Air tickets and airport transfer** will be booked and managed by facilities through Citrix travel desk
- **Temporary Accommodation Assistance:** Citrix will provide accommodation, as part of relocation support for the new hire and family either at the company's Guest House or at a hotel of the Company's choice, (as arranged by Citrix facilities team) for a period not exceeding 21 days after arrival. No reimbursement would be given for private telephone calls, entertainment and bar expenses

**2nd Option:** You can choose to manage the relocation on your own and claim the expenses as per the relocation policy. You would need to apply for the reimbursement of relocation expenses through the employee self-service portal within 1 month of joining date, otherwise the claim will lapse. HR/ Manager will approve all claims before they are processed.

**Liability:** An intern who voluntarily leaves the service of Citrix before completion of the internship period, will be required to refund the reimbursed relocation expenses before leaving the company

3. In addition to the above, depending on your place of posting, you will be provided following benefits as detailed below:

- Shuttle / Cab Services includes to and from commute for Bangalore location (within the city limits/30kms radius) as defined by the Transport guidelines of the company will be available to you
- Food and Refreshments will be provided at company cafeteria

\*Not availing these benefits will not lead to an equivalent cash payout.



The management reserves the right to change /modify benefits without any prior intimation. Discontinuation will not lead to a cash payout.

All earnings are subject to prevailing income tax guidelines.

## CONFIDENTIAL INFORMATION, INVENTIONS ASSIGNMENT AND NONCOMPETITION AGREEMENT

I, Shravani Yanna, am entering into this Agreement as a condition of my hire by Citrix Systems Inc. This Agreement sets forth important terms that will apply during and after my employment by Citrix, and my agreement to such terms is a condition of my employment. In consideration for employment by Citrix, the compensation I shall receive from Citrix during my employment, and as a material condition for Citrix to disclose to me in connection with its business certain confidential, proprietary and/or trade secret information described below, I agree as follows:

**1. Best Efforts and Avoidance of Conflicts of Interest.** During my employment with Citrix, I will devote my best efforts, attention, energies and skills to the performance of those job duties and responsibilities assigned to me by Citrix. I further agree that I will devote my best efforts to the interests of Citrix and will not engage in any other employment or activity which may (a) interfere with the performance of any job duties and responsibilities assigned to me by Citrix, (b) create a conflict of interest, or (c) be competitive with the business activities, products or services of Citrix.

**2. Confidential Business Information.** I understand that in the course of my employment with Citrix I will produce, have access to, be entrusted or become acquainted with various confidential, trade secret and/or proprietary information of Citrix and/or its Affiliates, current and proposed customers and business partners (all of which is hereinafter referred to as "Confidential Business Information"). By way of illustration only, and not limitation, Confidential Business Information includes nonpublic information regarding (a) marketing strategies, programs, plans and methods; (b) pricing policies, product strategies, and methods of operation and other business methods; (c) customer lists, customer identification, customer prospects, prospective leads or target accounts, and other basic customer information; (d) technical data, specifications, designs, concepts, discoveries, improvements, product plans, research and development information, formulas, compilations, programs, methods, techniques, inventions, devices, systems, and techniques; (e) expansion plans, management policies and other business policies and strategies, (f) business forecasts, financial data, costs, sales and revenue reports, and any analyses not publicly disclosed; (g) employment lists, salary information and other information regarding employees, agents, representatives, consultants and independent contractors of Citrix and/or its Affiliates; (h) computer programs and software, computer source code, integrated computer systems and data, and internal procedures and forms; (i) lists of Citrix's (and/or its Affiliates') vendors and suppliers and terms of service contracts; and (j) other information which enables Citrix and/or its Affiliates, current and proposed customers and business partners to compete successfully. I agree:

(a) to use Confidential Business Information only in the performance of my duties for Citrix;

(b) to hold and retain Confidential Business Information in confidence and trust for the benefit of Citrix; and



(c) to use all reasonable precautions to assure that Confidential Business Information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Citrix.

For the purpose of this Agreement, "Affiliate" means in relation to Citrix, any subsidiary or holding company of Citrix (including but not limited to the ultimate parent company of Citrix), any subsidiary of such holding company, and any company in which Citrix or any such holding company holds or controls directly or indirectly not less than 20% of the equity.

**3. Disclosure and Assignment of Inventions.** If at any time during my employment with Citrix, I (either alone or with others) make, conceive, discover or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, secret or other intellectual property whatsoever or any interest therein (whether or not patentable or protectable under copyright or similar statutes or subject to analogous protection) (hereinafter called "Developments") that (a) relates to the business of Citrix or any of the products or services being researched, developed, manufactured or sold by Citrix; (b) results, directly or indirectly, from tasks, duties and/or responsibilities assigned to me by Citrix;

or (c) results, directly or indirectly, from the use of premises or personal property (whether tangible or intangible) owned, leased or contracted for by Citrix, or from knowledge of or access to Citrix's Confidential Business Information (collectively, "Citrix-Related Developments"), such Citrix-Related Developments and the benefits thereof shall be considered "work made for hire," and shall immediately become the sole and absolute property of Citrix and its assigns. I agree to immediately disclose to Citrix (or any persons designated by it) each Development created, made, conceived or reduced to practice by me (alone or jointly with others) or under my direction during the period of my employment, and communicate to Citrix, without cost or delay, and without publishing the same, all available information relating thereto (with all necessary or desirable documentation and models). I further agree to immediately make such disclosures to Citrix for three months after the end of my employment, whether or not I believe a Development is subject to this Agreement, to permit a determination by Citrix as to whether or not the Development is or should be considered a Citrix- Related Development.

If any of the Citrix-Related Developments is not, by operation of law or otherwise, considered a "work made for hire" by me for Citrix or if ownership of all right, title, and interest of the intellectual property rights therein or related thereto does not otherwise vest exclusively in Citrix, I hereby assign to Citrix, and upon the future creation thereof automatically assign to Citrix, without further consideration, the ownership of all of my rights, title and interest in such Citrix-Related Developments and all intellectual property rights therein or related thereto. I understand and agree that Citrix shall have the right to obtain and hold in its own name copyrights, patents, registrations, and any other protection available in the Citrix-Related Developments. I agree during the term of my employment and at any time thereafter, at the request and cost of Citrix, to sign, execute, make and do all such deeds, documents, acts and things as Citrix may reasonably require to perfect and protect all interests throughout the world in Citrix-Related Developments and/or all intellectual property rights therein or related thereto.



In the event Citrix is unable, after reasonable effort, to secure my signature on any papers that Citrix deems necessary or desirable in order to protect its rights or interests in Citrix-Related Developments (including, without limitation, copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney), whether because of my physical or mental incapacity or for any other reason whatsoever, I hereby irrevocably designate and appoint Citrix and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf and stead to execute and file any such application(s) and to do all other lawfully permitted acts to further the prosecution and issuance of any intellectual property rights (including without limitation, patents, copyrights and other analogous protection) relating to any Citrix-Related Developments with the same legal force and effect as if executed by me.

To the extent any of the rights, title and interest in and to Citrix-Related Developments cannot be assigned by me to Citrix, I hereby grant to Citrix an exclusive, royalty-free, transferable, irrevocable, worldwide, fully paid-up license (with rights to sublicense through multiple tiers of sublicensees) to fully use, practice and exploit those non-assignable rights, title and interest, including, but not limited to, the right to make, use, sell, offer for sale, import, have made, and have sold, the Citrix-Related Developments. To the extent any of the rights, title and interest in and to Citrix-Related Developments can neither be assigned nor licensed by me to Citrix, I hereby irrevocably waive and agree never to assert the non-assignable and non-licensable rights, title and interest against Citrix, any of Citrix's successors in interest, and any of Citrix's customers.

To preclude any possible uncertainty, I represent that the Developments, if any, identified in the Schedule of Separate Works attached hereto as Exhibit A, comprise all the Developments which I have made, conceived, developed or reduced to practice prior to my employment by Citrix and to which I retain any ownership rights or interest (collectively, the "Prior Developments"). The Prior Developments listed in Exhibit A are excluded from and shall not be assigned to Citrix pursuant to this Agreement. I understand that it is only necessary to list in Exhibit A the title and purpose of the Prior Developments but not details thereof. If nothing is listed on Exhibit A, I represent that there are no Prior Developments. I hereby grant to Citrix and Citrix's designees a royalty-free, transferable, irrevocable, worldwide, fully paid-up license (with rights to sublicense through multiple tiers of sublicensees) to fully use, practice and exploit all patent, copyright, moral right, mask work, trade secret and other intellectual property rights relating to any Prior Developments that I incorporate, or permit to be incorporated, in any Citrix-Related Developments or otherwise use them in connection with Citrix's business. Notwithstanding the foregoing, I agree not to include, in whole or in part, any Prior Developments in any Citrix-Related Developments or otherwise use them in connection with Citrix's business without Citrix's prior written consent.

**4. Respect for Rights of Former Employers.** I represent and warrant that I am not under any contract, agreement or restrictive covenant, and have not previously executed any documents with any other person, firm, association, or corporation, that will, in any manner, prevent me from performing any of the job duties and responsibilities that may be assigned to me from time to time by Citrix. I also represent and warrant that I will not bring and have not brought with me to Citrix and that I will not use in the course and scope of my employment with Citrix any confidential, proprietary and/or trade secret materials, documents or information that I obtained from a former employer or other individual or entity, without the express written authorization of the pertinent former employer or other individual or entity. I further represent and warrant that, during my employment with Citrix, I will not breach any obligation or duty to maintain and not to disclose or use any confidential information that I may owe to any former employer or other individual or entity, and I agree to fulfill and comply with any and all such obligations and duties during my employment by Citrix.



**5. Work Product.** The product of all work performed by me during and within the scope of my Citrix employment, including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Citrix. I understand that Citrix has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Citrix Property.** I will not remove any Citrix property (tangible or intangible and including without limitation Confidential Business Information) from Citrix premises without Citrix's express permission. Upon termination of my employment with Citrix, I will immediately return all Citrix property unless I obtain Citrix's written permission to keep it.

**7. Restriction on Post-Employment Activities.** I understand that an agreement not to disclose or use Citrix's Confidential Business Information or Citrix- Related Developments after my employment by Citrix ends would be inadequate, standing alone, to protect Citrix's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Business Information and Citrix-Related Developments as well as the goodwill and customer relationships that Citrix will pay me to develop for it during my employment by Citrix. I recognize that activities that violate Citrix's rights in this regard, whether or not intentional, are likely to be undetectable by Citrix until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Citrix. To prevent this kind of irreparable harm, I agree that for a period of twelve months following the termination of my employment with Citrix (the "Restriction Period") for any reason, I will abide by the following:

**(a) No Conflicting Business Activities.** I will not provide services to a Competitor in any role or position (as an employee, consultant, or otherwise) that would involve Conflicting Business Activities; provided, however, that this Section 7(a) shall not apply to me at any time during the Restriction Period when my residence, and my principal place of work for that Competitor, are in the State of California;

**(b) No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any customer of Citrix in furtherance of a Competing Line of Business if (i) I had any contact with or exposure to information regarding that customer while employed by Citrix, or (ii) such soliciting or communicating could result in the use or disclosure of Citrix's Confidential Business Information; provided, however, that this Section 7(b) shall not apply to me at any time during the Restriction Period when my residence, and my principal place of work for that Competitor, are in the State of California;

**(c) No Solicitation of Citrix Employees.** I will not, directly or indirectly, by myself or through any individual or entity, (i) solicit, hire, retain, induce or attempt to induce away from Citrix any Citrix employee, independent contractor, consultant, agent, or any other representative of Citrix, or (ii) otherwise disrupt, impair, damage or interfere with any relationship between Citrix and any of its employees, independent contractors, consultants, agents, or any other representatives of Citrix; and



**(d) No Solicitation of Citrix Distributors, Resellers, or Other Channel Partners.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with any distributor, reseller, or other Channel Partner of Citrix in furtherance of a Competing Line of Business if (i) I had any contact with or exposure to information regarding that distributor, reseller, or other Channel Partner while employed by Citrix, or (ii) such soliciting or communicating could result in the use or disclosure of Citrix's Confidential Business Information; provided, however, that this Section 7(d) shall not apply to me at any time during the Restriction Period when my residence, and my principal place of work for that Competitor, are in the State of California.

**(e) Definitions.** As used herein:

“Competitor” means an individual, corporation, other business entity or separately operated business unit of an entity that engages in a Competing Line of Business.

“Competing Line of Business” means a business that involves a product or service offered or under development by anyone other than Citrix that would replace or compete with any product or service that is offered, will be offered, or is under development by Citrix (unless Citrix is no longer engaged in or planning to engage in that line of business).

“Conflicting Business Activities” means job duties or other business-related activities in the United States or in any other country where Citrix does business, if such job duties or business-related activities (i) are the same as or similar to the job duties or business-related activities in which I participate while employed by Citrix, (ii) would cause me to come into contact with the same customers, distributors, resellers, or other Channel Partners I had any contact with or exposure to information regarding while employed by Citrix, or (iii) otherwise could result in the use or disclosure of Citrix's Confidential Business Information.

“Channel Partner” means any individual, corporation, other business entity or separately operated business unit of an entity that assists Citrix in selling its products or services as a distributor or otherwise, or has entered a formal business relationship with Citrix for the purpose of advancing Citrix business interests.

The foregoing restrictions on post-employment activities stated in this Section 7 are expressly provided herein to avoid any future misunderstanding and/or dispute between myself and Citrix regarding specific restrictions on my post-employment conduct. These restrictions are reasonable, necessary and enforceable to protect Citrix's Confidential Business Information, Citrix-Related Developments, goodwill, and other legitimate business interests. Among other interests, this Agreement is intended to provide mutual understanding, certainty and predictability for both me and Citrix regarding enforceable boundaries on my future conduct.

**8. Notice of Post-Employment Activities.** If I accept a position with a Competitor (as defined in Section 7(e) “(Definitions)”) at any time within twelve months following termination of my employment with Citrix, I will promptly give written notice to Citrix and will provide Citrix with the information it needs about my new position to determine whether such position would likely lead to a violation of this Agreement (except that I need not provide any information that would include the Competitor's trade secrets).



**9. Non-Disparagement.** I agree that at no time during or after my employment will I disparage, or otherwise portray in a negative light, Citrix or any of its employees, officers, directors or others with whom Citrix has a business relationship.

**10. Use of Voice, Image and Likeness.** I give Citrix permission to use my voice, image and likeness, with or without using my name, in connection with Citrix's products or services or both, for the purposes of advertising and promoting such products and/or services and/or Citrix, and for any other purposes deemed appropriate by Citrix in its reasonable discretion, except to the extent expressly prohibited by law.

**11. Remedies for Violation of Agreement.** I recognize that any violation of my obligations set forth in Sections 1, 2, 3, 7 or 9 of this Agreement will cause irreparable harm to Citrix, the full amount of which will be impossible to estimate or determine and which cannot be adequately compensated. I understand that Citrix will be entitled to a restraining order, preliminary and/or permanent injunction, or other equitable relief from any court of competent jurisdiction to enforce this Agreement in the event of an actual, potential or threatened breach of Sections 1, 2, 3, 7 or 9. In addition to the foregoing, I understand that, to the extent permitted by law, a violation of Sections 1, 2, 3, 7 or 9 will cause me to forfeit any commissions, bonus, equity or variable cash compensation to which I might otherwise be entitled. If I am found to have violated any restrictions of Section 7, then the time period for such restrictions will be extended by one day for each day that I have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions. I understand that, without regard to whether Citrix seeks or is granted any equitable relief, Citrix will not be prejudiced in its right to seek and be awarded damages for any breach of my obligations under Sections 1, 2, 3, 7 or 9 of this Agreement. I also understand that, if any action at law or equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to its reasonable attorneys' fees and costs, in addition to any other relief to which it may be entitled.

**12. Amendment or Modification.** This Agreement may not be changed or amended except in writing signed by myself and Citrix that identifies itself as an amendment to this Agreement.

**13. Survival of Agreement and Assignment by Citrix.** I understand that my obligations under this Agreement will continue in accordance with its express terms regardless of any changes in my title, position, duties, geographic location, salary, compensation or benefits or other terms and conditions of employment. I further understand that my obligations under this Agreement will continue following the termination of my employment, regardless of the reason for such termination, and that Section 3 ("Disclosure and Assignment of Inventions") and Section 5 ("Work Product") will be binding upon my heirs, executors and administrators. Citrix will have the right to assign this Agreement to its affiliates, successors and assigns. I expressly consent to be bound by the provisions of this Agreement for the benefit of Citrix or any parent, subsidiary or affiliate to whose employ I may be transferred without the necessity that this Agreement be resigned at the time of such transfer.

**14. Waiver.** The waiver by Citrix of any breach of any provision of this Agreement shall not be construed as a waiver of any other breach of such provision or the breach of any other provision contained in this Agreement.





**15. Governing Law.** I understand that this Agreement will be governed by, construed and enforced in accordance with the laws of India, where Citrix's corporate offices are located, without regard to its principles of conflict of laws. I agree that any action, suit or proceeding, including but not limited to any proceeding for injunctive or declaratory relief, arising out of this Agreement, shall be initiated only in the courts located in the State of [\*], and I waive any objection (including objections regarding lack of personal jurisdiction and objection to the convenience of the forum) that I may now or hereafter have to such venue or jurisdiction in any action, suit or proceeding brought in any court located in the State of [\*]. I hereby specifically consent to appear in the courts of the State of [\*] and agree that this Agreement as well as such other contact I have had with the State of [\*] is sufficient to provide me with notice that the courts located in the State of [\*], will be the forum for any action, suit or proceeding arising out of this Agreement. Notwithstanding the foregoing, to the extent that I am a resident of, or am working in, the State of California at the time of any legal action between Citrix and me, I also (a) waive any objection (including objections regarding lack of personal jurisdiction and objection to the convenience of the forum) to having any such action, suit, or proceeding brought in any State or federal court located in Santa Clara County, California at the sole election of Citrix, and (b) specifically consent to appear in such courts for the purpose of any such action, suit, or proceeding.

**16. Severability.** In case any provisions (or portions thereof) contained in this Agreement is, for any reason, held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been contained herein. If, moreover, any one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with applicable law.

**17. No Employment Contract for a Specific Term.** Nothing in this Agreement will be construed as giving rise to any contract of employment or guarantee of employment for any fixed period of time. Absent a separate written employment contract for a specific term signed by a duly authorized officer of Citrix, I understand that my employment by Citrix is for an indefinite period of time and may be terminated by either me or Citrix at any time, for any reason.

**18. Notice of Nonassignable Innovations to Employees in California.** If I am an employee whose principal workplace is in California, this Agreement does not apply to any Development that qualifies fully as a non-assignable invention under the provisions of Section 2870 of the California Labor Code. I acknowledge that a condition for an Innovation to qualify fully as a non-assignable invention under the provisions of Section 2870 of the California Labor Code is that the invention must be protected under patent laws. I have reviewed the notification in Exhibit B (Limited Exclusion Notification) if I am an employee in California and agree that my signature on this Agreement acknowledges receipt of the notification.



**19. Compliance With Law.** I understand that Citrix is committed to the highest standards of ethical business conduct and hereby agree to abide by all policies and codes of conduct governing business practices, conflicts of interest, employee conduct, access and use of Citrix information technology, and similar matters as may be adopted from time to time by Citrix. I further agree to abide by all state and federal laws and regulations governing business practices, whether domestic or foreign, including those relating to bribery, foreign corrupt practices, price-fixing, securities (including laws on “insider trading”), deceptive trade practices, exportation and importation of encrypted software or other restricted articles, and the falsification or destruction of records and documents.

**20. Entire Agreement.** This Agreement represents my entire understanding with Citrix with respect to the subject matter of this Agreement and supersedes all previous understandings, written or oral. No person has made any promise or representation to me related to the subject matter of this Agreement, except for the promises and representations expressly written in this Agreement. I have not relied on any such promise or representation and I understand that Citrix does not allow any person to make any such promise or representation.

**21. Notices.** All notices, requests, demands, claims and other communications made pursuant to or required by this Agreement shall be in writing and shall be deemed complete if delivered by certified or registered mail, guaranteed overnight delivery, or facsimile transmission if such transmission is confirmed by delivery to the following address (or to such other addresses or facsimile numbers which Citrix or I shall designate in writing from time to time):

Citrix Systems Inc.

Address

\_\_\_\_\_  
\_\_\_\_\_

Attention: Human Resources Department

Facsimile Number: \_\_\_\_\_

Employee

Name: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_



I UNDERSTAND THAT THIS AGREEMENT AFFECTS IMPORTANT RIGHTS. BY SIGNING BELOW I CERTIFY THAT I HAVE READ IT CAREFULLY AND AM SATISFIED THAT I UNDERSTAND IT COMPLETELY, AND THAT I AM ENTERING INTO THIS AGREEMENT KNOWINGLY, WILLINGLY, AND VOLUNTARILY.

IN WITNESS WHEREOF, the undersigned has executed this Agreement as a sealed instrument on this Date: {{Dte\_es\_:signer2:date}}.

**EMPLOYEE:**

{{Sig1\_es\_:signer2:signature}}

---

Employee's Signature

Shravani Yanna

---

Employee's Printed Name



## Exhibit A

### SCHEDULE OF SEPARATE WORKS

This Exhibit A, Schedule of Separate Works, is provided to [Citrix R&D India Pvt. Ltd] in accordance with Section 3 “Disclosure and Assignment of Inventions”) of the Confidential Information, Inventions Assignment and Noncompetition Agreement, signed by me.

Check one of the following:

No Separate Works, as defined in Section 3 of the Confidential Information and Inventions Assignment Agreement exist.

or

Yes, Separate Works, as defined in Section 3 of the Confidential Information and Inventions Assignment Agreement exist and are described below (include basic description of each Separate Work):

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(Use additional space/pages if necessary.)



## **Exhibit B**

### **LIMITED EXCLUSION NOTIFICATION FOR EMPLOYEES IN CALIFORNIA ONLY**

THIS IS TO NOTIFY you in accordance with Section 2872 of the California Labor Code that the foregoing Agreement between you and Citrix does not require you to assign or offer to assign to Citrix any invention that you developed entirely on your own time without using Citrix's equipment, supplies, facilities or trade secret information except for those inventions that either:

- (1) Relate at the time of conception or reduction to practice of the invention to Citrix's business, or actual or demonstrably anticipated research or development of Citrix; or
- (2) Result from any work performed by you for Citrix.

To the extent a provision in the Agreement purports to require you to assign an invention otherwise excluded from the preceding section, the provision is against the public policy of California and is unenforceable.

This limited exclusion does not apply to any patent or invention covered by a contract between Citrix and the United States or any of its agencies requiring full title to a patent or invention to be in the United States.

I ACKNOWLEDGE RECEIPT of a copy of this notification.

**Citrix**

**By:**

**Date:** \_\_\_\_\_

**By:**

**Title** \_\_\_\_\_

**Date:** \_\_\_\_\_

# COHESITY

India Pvt Ltd

Salarpuria Touchstone, A Block - Third Floor, Outer Ring Road, Kadubeesanahalli,  
Bangalore - 560103 CIN: U72200KA2014PTC077143

March 23, 2022

Sanika Bharambe  
39, sector 3, Reliance Greens ,  
Motikhavdi, Jamnagar, Gujarat -361142  
India.

Email: sanika.bharambe@cumminscollege.in

Dear Sanika,

On behalf of Cohesity India Private Limited (“Cohesity India” or the “Company”), we are pleased to offer you an Internship with our Engineering team. This letter sets forth the terms and conditions of your employment with the Company. Your employment is contingent upon your assent to the terms and conditions set forth in this letter and your execution of the Inventions and Proprietary Information Agreement attached hereto (the “Proprietary Information Agreement”).

1. Internship Start Date and End Date. Your internship at Cohesity will start on **May 23, 2022** and tentatively end on **July 25, 2022** (the end date may be subject to change based on your school schedule and business need). You will work remotely from home until such time that Cohesity reopens its Bangalore offices.
2. Compensation. Your monthly stipend will be **INR 120,000.00**, less payroll deductions and all required withholdings. You will be paid monthly on the Company’s regularly scheduled pay dates. As an intern you will be on “temporary employment” status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, or paid holidays.
3. Job Duties. During your internship, you will be working with other Engineering team members to learn various software development processes and code/debug software features at Cohesity. You will report to Namit Jain, Vice President - India Engineering.
4. Company Rules. As an intern at the Company, you will be expected to abide by the Company’s rules and regulations. You will be required to sign an acknowledgment that you have read and understand the Company rules of conduct as provided in the Company’s Employee Handbook, which the Company will provide upon your start date.
5. Confidentiality. As addressed more fully in the Proprietary Information Agreement, during your internship, you may have access to confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.
6. Integrated Agreement. This letter supersedes any prior agreements, representations or promises of any kind, whether written, oral, express or implied between the parties hereto with respect to its subject matter. Likewise,

this letter will constitute the full, complete and exclusive agreement between you and the Company with respect to its subject matter. This Agreement may only be changed by a writing, signed by you and an authorized representative of the Company.

7. Severability. If any term of this letter is held to be invalid, void or unenforceable, the remainder of the terms herein will remain in full force and effect and will in no way be affected, and the parties will use their best efforts to find an alternative way to achieve the same result.

We look forward to your joining Cohesity and hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below.

If this letter is not signed and returned to the Company before March 31, 2022, the offer of employment herein will be considered null and void.

Sincerely,  
Cohesity India Private Limited

DocuSigned by:



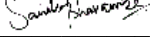
Apurv Gupta  
Chief Technology Officer

3/26/2022

Date

Accepted:

DocuSigned by:



Sanika Bharambe

3/28/2022

Date

***Electronic signatures (and signed documents executed and transmitted electronically), shall be deemed, and shall have the same legal effect as, original signatures for purposes of this Agreement and all related matters.***

# COHESITY

India Pvt Ltd

Salarpuria Touchstone, A Block - Third Floor, Outer Ring Road, Kadubeesanahalli,  
Bangalore - 560103 CIN: U72200KA2014PTC077143

## INVENTIONS AND PROPRIETARY INFORMATION AGREEMENT

The following agreement (the “Agreement”) between Cohesity India Pvt. Ltd. (“Cohesity”, which together with its parent company Cohesity, Inc., the “Company”) and the individual identified on the signature page to this Agreement (“Employee” or “I”) is effective as of the first day of Employee’s employment by Cohesity and confirms and memorializes the agreement that (regardless of the execution date hereof) Cohesity and I have had since the commencement of my employment (which term, for purposes of this Agreement, shall be deemed to include any relationship of service to Cohesity that I may have had prior to actually becoming an employee). I acknowledge that this Agreement is a material part of the consideration for my employment or continued employment by Cohesity. In exchange for the foregoing and for other good and valuable consideration, including my access to and use of the Company’s Inventions (defined below) and Proprietary Information (defined below) for performance of my employment, training and/or receipt of certain other valuable consideration, the parties agree as follows:

1. **No Conflicts.** I have not made, and agree not to make, any agreement, oral or written, that is in conflict with this Agreement or my employment with Cohesity. I will not violate any agreement with, or the rights of, any third party. When acting within the scope of my employment (or otherwise on behalf of Cohesity), I will not use or disclose my own or any third party’s confidential information or intellectual property (collectively, “Restricted Materials”), except as expressly authorized by Cohesity in writing. Further, I have not retained anything containing or reflecting any confidential information or intellectual property of a prior employer or other third party, whether or not created by me.

### 2. Inventions.

a. **Definitions.** “Company Interest” means any of the Company’s current and anticipated business, research and development, as well as any product, service, other Invention or Intellectual Property Rights (defined below) that is sold, leased, used, licensed, provided, proposed, under consideration or under development by the Company. “Intellectual Property Rights” means any and all patent rights, copyright rights, trademark rights, mask work rights, trade secret rights, *sui generis* database rights and all other intellectual and industrial property rights of any sort throughout the world (including any application therefor and any rights to apply therefor, as well as all rights to pursue remedies for infringement or violation thereof). “Invention” means any idea, concept, discovery, learning, invention, development, research, technology, work of authorship, trade secret, software, firmware, content, audio-visual material, tool, process, technique, know-how, data, plan, device, apparatus, specification, design, prototype, circuit, layout, mask work, algorithm, program, code, documentation or other material or information, tangible or intangible, and all versions, modifications, enhancements and derivative works thereof, whether or not it may be patented, copyrighted, trademarked or otherwise protected.

b. **Assignment.** Cohesity shall own, and I hereby irrevocably, absolutely and perpetually assign and agree to assign, all right, title and interest in and to all Inventions (including all Intellectual Property Rights therein or related thereto or embodied therein) that are collected, made, conceived, developed, reduced to practice or set out in any tangible medium of expression or

otherwise created, in whole or in part (collectively “Created”), by me during the term of my employment with Cohesity that either (i) arise out of any use of the Company’s facilities, equipment, Proprietary Information or other assets (collectively “Company Assets”) or any research or other activity conducted by, for or under the direction of the Company (whether or not conducted (A) at the Company’s facilities; (B) during working hours or (C) using Company Assets), or (ii) are useful with or in or relate directly or indirectly to any Company Interest. The assignment of rights shall be deemed to be in perpetuity and for worldwide territory and shall be irrevocable, absolute and free from encumbrances of any kind. Further the rights that vest with Cohesity in relation to the Inventions shall not be deemed to lapse if Cohesity does not exercise the rights for any period, whether under the provisions of Section 19(4) of the Copyright Act, 1957 of India or any other similar provision under any law of any jurisdiction. I hereby acknowledge that the monies that will be received by me from Cohesity are adequate consideration for the purposes of this Agreement, including for rendering the services and assignment of all rights hereunder in each Invention and no further monies are or shall be due and payable to me by Cohesity. I will promptly disclose and provide all of the foregoing Inventions (the “Assigned Inventions”) to Cohesity. However, the foregoing does not purport to assign to Cohesity (and Assigned Inventions shall not include) any Invention that: (1) by law I cannot be required to so assign; or (2) otherwise meets all of the following requirements: (I) the Invention is Created entirely on my own time; (II) the Invention is Created entirely without use of any Company Assets and (III) the Invention is not useful with or related to any Company Interest. Nevertheless, if I believe any Invention Created by me during the term of my employment is not within the definition of Assigned Inventions, I will disclose it to Cohesity so that Cohesity may make its assessment.

c. **Assurances.** I hereby make and agree to make all assignments to Cohesity necessary to effectuate and accomplish Cohesity’s ownership in and to all Assigned Inventions. I will further assist the Company (even post cessation of my employment), at its expense, to evidence, record and perfect such assignments, and to perfect, obtain, maintain, enforce and defend any rights specified to be so owned or assigned. I hereby irrevocably designate and appoint the Company and its officers as my agents and attorneys-in-fact, coupled with an interest, to act for



and on my behalf to execute and file any document and to perform all other lawfully permitted acts to further the purposes of the foregoing with the same legal force and effect as if executed by me.

d. **Other Inventions.** If (i) I use or disclose any Restricted Materials when acting within the scope of my employment (or otherwise to or on behalf of Cohesity) or (ii) any Assigned Invention cannot be fully made, used, reproduced, sold, distributed, modified, commercialized or otherwise exploited (collectively, "Exploited") without using, misappropriating, infringing or violating any Restricted Materials, I hereby grant and agree to grant to Cohesity a perpetual, irrevocable, worldwide, fully paid-up, royalty-free, non-exclusive, assignable, transferable, sublicensable right and license to use, disclose, fully Exploit and exercise all rights in such Restricted Materials and all Intellectual Property Rights embodied therein or related thereto. I will not use or disclose any Restricted Materials for which I am not fully authorized to grant the foregoing license.

e. **Moral Rights.** To the extent allowed by applicable law, the terms of this Section 2 include all rights of paternity, integrity, disclosure, withdrawal and any other rights that may be known or referred to as moral rights, artist's rights, droit moral or the like (collectively, "Moral Rights"). To the extent I retain any such Moral Rights under applicable law, I hereby ratify and consent to any action that may be taken with respect to such Moral Rights by or authorized by Cohesity and agree not to assert any Moral Rights with respect thereto. I will confirm any such ratification, consent or agreement from time to time as requested by the Company. Furthermore, I agree that notwithstanding any rights of publicity, privacy or otherwise (whether or not statutory) anywhere in the world and without any further compensation, the Company may and is hereby authorized to use my name, likeness and voice in connection with promotion of its business, products and services, and to allow others to do the same.

### 3. **Proprietary Information.**

a. **Definition; Restrictions on Use.** I agree that all Assigned Inventions (and all other financial, business, legal and technical information regarding or relevant to any Company Interest that is not generally publicly known), including the identity of and any other information relating to the Company's employees, Affiliates and Business Partners (as such terms are defined below), that I develop, learn or obtain during my employment or that are received by or for the Company in confidence, constitute "Proprietary Information." I will hold in strict confidence and not directly or indirectly disclose or use any Proprietary Information, except as required within the scope of my employment with Cohesity. My obligation of non-disclosure and non-use of Proprietary Information under this Section shall continue until I can document that it is or becomes readily generally available to the public without restriction through no fault of mine (including breach of this Agreement) or, if a court requires a shorter duration, then the maximum time allowable by law will control.

b. **Upon Termination.** Upon termination of my employment (for any or no reason, whether voluntary or involuntary), I will promptly identify and, as directed by Cohesity, destroy, delete or return to Cohesity all items containing or embodying Proprietary Information (including all original or copies of content, whether in electronic or hard-copy form), except

that I may keep my personal copies of (i) my compensation records; (ii) materials distributed to shareholders generally and (iii) this Agreement.

c. **Company Systems.** I also recognize and agree that I have no expectation of privacy with respect to the Company's networks, telecommunications systems or information processing systems (including, without limitation, stored computer files, email messages and voicemail messages or other devices (including personal devices) in which Company Proprietary Information resides, is stored or is passed through ("Company Systems"), and in order to ensure compliance with work rules and safety concerns, the Company or its agents may monitor, at any time and without further notice to me, any Company Systems and any of my activity, files or messages on or using any Company Systems, regardless of whether such activity occurs on equipment owned by me or the Company. I further agree that any property situated on the Company's premises and owned, leased or otherwise possessed by the Company, including computers, computer files, email, voicemail, storage media, filing cabinets or other work areas, is subject to inspection by Company personnel at any time with or without notice. I understand and acknowledge that (A) any such searches or monitoring efforts are not formal accusations of wrongdoing but rather part of the procedure of an investigation and (B) refusal to consent to such a search may be grounds for discipline.

4. **Representations and Warranties.** I hereby represent and warrant that (i) I am lawfully executing this Agreement and that I am lawfully entitled to enter into and execute the Agreement. (ii) I am not under any obligation, disability, restriction or prohibition which prevents me or which may prevent me from performing the services towards Cohesity in the course of my employment or adhering to any of the terms of the Agreement. (iii) I have and shall continue to comply with all the applicable laws in the performance of the terms of the Agreement. (iv) each Invention assigned by me and/or that will be assigned by me to Cohesity does not and will not infringe upon or misappropriate any rights (including but not limited to Intellectual Property Rights) of any third party (v) The rights assigned and/or that will be assigned by me to Cohesity have not and shall not contradict and shall not contradict the terms of any other agreement entered into by me with any third party. (vi) The rights that have been assigned by me and/or will be assigned by me and will be free from all encumbrances, charges and liens.

5. **Restricted Activities.** For the purposes of this Section, the term "the Company" includes the Company and all other persons or entities that control, are controlled by or are under common control with the Company ("Affiliates") and for whom Employee performed responsibilities or about whom Employee has Proprietary Information. I acknowledge and agree that (A) the Company's business is highly competitive; (B) secrecy of the Proprietary Information is of the utmost importance to the Company, and I will learn and use Proprietary Information in the course of performing my work for Cohesity and (C) my position may require me to establish goodwill with business partners and employees on behalf of the Company and such goodwill is extremely important to the Company's success, and the Company has made substantial investments to develop its business interests and goodwill.

a. **As an Employee.** During my employment with Cohesity, I will not directly or indirectly: (i) cause any person to cease or reduce their services (as an employee or otherwise) to the Company (other than terminating subordinate employees in the course of my duties for Cohesity); or (ii) enter into in an employment, consulting or other similar relationship with another person or entity that requires a significant time commitment without the prior written consent of Cohesity.

b. **After Termination.** For the period of twelve (12) months immediately following my termination of employment with Cohesity (for any or no reason, whether voluntary or involuntary), I will not directly or indirectly: cause any person to cease or reduce their services (as an employee or otherwise) to the Company.

6. **Employment.** I agree that this Agreement is not an employment contract for any particular term. I have the right to resign and Cohesity has the right to terminate my employment. This Agreement does not purport to set forth all of the terms and conditions of my employment, and as an employee of Cohesity, I have obligations to Cohesity which are not described in this Agreement. However, the terms of this Agreement govern over any such terms that are inconsistent with this Agreement, and supersede the terms of any similar form that I may have previously signed. This Agreement can only be changed by a subsequent written agreement signed by an officer designee authorized in writing by the foregoing or Cohesity's Board of Directors.

7. **Survival.** I agree that any change or changes in my employment title, duties, compensation, or equity interest after the signing of this Agreement shall not affect the validity or scope of this Agreement. I agree that the terms of this Agreement, and any obligations I have hereunder, shall continue in effect after termination of my employment, regardless of the reason, and whether such termination is voluntary or involuntary, and that the Company is entitled to communicate my obligations under this Agreement to any of my potential or future employers. I will provide a copy of this Agreement to any potential or future employers of mine, so that they are aware of my obligations hereunder. This Agreement, and any obligations I have hereunder, also shall be binding upon my heirs, executors, assigns and administrators, and shall inure to the benefit of the Company, its Affiliates, successors and assigns. This Agreement and any rights

and obligations of the Company hereunder may be freely assigned and transferred by the Company, in whole or part, to any third party.

8. **Miscellaneous.** Any dispute in the meaning, effect or validity of this Agreement shall be resolved in accordance with the laws of India without regard to the conflict of laws provisions thereof. In the event of any dispute or difference arising at any time as to the construction, meaning or effect of this Agreement or any clause or thing contained herein or the rights, duties, liabilities and obligations of the Parties hereto in relation to this Agreement and the same is not resolved within 15 days of its reference to the other Party, the same shall be settled by binding arbitration according to the Arbitration and Conciliation Act, 1996 (the "Act") and the rules of the Mumbai Centre for International Arbitration ("MCIA"). The arbitral tribunal shall consist of a sole arbitrator to be appointed by mutual agreement of the Parties and in accordance with the MCIA Rules. The seat & place of the arbitration shall be at Bangalore, India and the language of the arbitration shall be English. The arbitration award of the arbitrator shall be final and binding on the Parties and shall be enforceable in accordance with its terms. The costs of arbitration and the manner of bearing such costs shall be determined by the sole arbitrator. Subject to the foregoing, the courts at Bangalore, India have exclusive jurisdiction to settle any dispute arising out of or in connection with this Agreement or its interpretation, and the Parties irrevocably submit and agree to submit to the exclusive jurisdiction of such courts. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. Unless expressly provided otherwise, each right and remedy in this Agreement is in addition to any other right or remedy, at law or in equity, and the exercise of one right or remedy will not be deemed a waiver of any other right or remedy. If one or more provisions of this Agreement is held to be illegal or unenforceable under applicable law, such illegal or unenforceable portion shall be limited or excluded from this Agreement to the minimum extent required so that this Agreement shall otherwise remain in full force and effect and enforceable. I acknowledge and agree that any breach or threatened breach of this Agreement will cause irreparable harm to the Company for which damages would not be an adequate remedy, and, therefore, the Company is entitled to injunctive relief with respect thereto (without the necessity of posting any bond or referring it to arbitration) in addition to any other remedies.

[Signature Page Follows]

I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS THAT IT IMPOSES UPON ME WITHOUT RESERVATION. NO PROMISES OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO SIGN THIS AGREEMENT. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY, WITH THE UNDERSTANDING THAT I EITHER (1) HAVE RETAINED A COPY OF THIS AGREEMENT OR (2) MAY REQUEST A COPY OF THIS AGREEMENT FROM COHESITY AT ANY TIME.

THIS AGREEMENT MAY BE ELECTRONICALLY SIGNED BY ONE OR BOTH PARTIES WITH EQUAL FORCE AND VALIDITY.


Acknowledged and agreed:

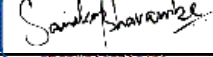
COHESITY INDIA PVT. LTD.

EMPLOYEE

By (signature):

By (signature):

DocuSigned by:  
  
DC2E62C0B6AF42J...

DocuSigned by:  
  
8D82C2A827A6408...

APURV GUPTA  
CHIEF TECHNOLOGY OFFICER

PRINT NAME: Sanika Bharambe

PRINT ADDRESS: 39, sector 3 , Reliance Greens  
Motikhavdi, Jamnagar ,  
Gujarat-361142

Dated: 3/26/2022

Dated: 3/28/2022

*[Stamp Duty to be applied]*

Date:- 13-04-2022

**SUDHA SHASHIKANT CHINTAKE**  
**BAYA KARVE HOSTEL COMPLEX,KARVENAGAR,PUNE-411052**

**Private & Confidential**

Subject: Offer of Internship

Dear **SUDHA SHASHIKANT CHINTAKE**

We are pleased to offer internship to you on a full-time basis as **Intern** with **Connectwise LLP**("Company") starting **06 June 2022** or such other date as may be notified by the Company to you. Your Internship will be for a period of **2 months**, which shall commence from the date of your joining the Company. The terms and conditions of your internship with the Company are set out within **Annexure "A"** attached to this letter.

You will be entitled to a stipend of **INR 10,000** per month. During Internship, benefit policy and social security act is not applicable to you. However, for safety of interns, company will issue Group Medclaim & Group Accident insurance policy.

If you wish to accept our offer of Internship, please provide your written confirmation within [3] days from the date of this letter and sign and return to us a copy of this letter (along with **Annexure "A"**) on or before the date of joining. Our offer shall automatically lapse and stand revoked unless you confirm your acceptance and provide a sign copy of this letter within the prescribed time.

You shall abide to the disciplinary policy, working days & hours policy, holiday list, travel arrangements as provided to employees and other terms and condition, while associated with the company.

Should you accept our offer, you are requested to provide the Company with copies of the following documents (if not provided earlier) along with 2 recent passport-sized photographs, on the date of joining the Company:

1. Passport (most recent)
2. Aadhar Card
3. Relevant educational certificates
4. Permanent Account Number (PAN) card
5. Birth certificate.

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Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India.  
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**Bangalore:** - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore - 560040.  
**Connectwise LLP is registered with limited liability.**

Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining deeper understanding of concepts through hands-on application of the knowledge.

The project and technical details of the assignment will be shared with you on or before commencement of your internship.

On successful completion of your internship and meeting performance as per the set standards for the aforesaid period, the company will issue you an Internship Completion letter.

If you have any questions in relation to this offer, please contact me at [recruitment@connectwise.com](mailto:recruitment@connectwise.com)

Yours sincerely,

For **Connectwise LLP**



**Malathi Rai**

Vice President- HR & Admin

### Acceptance

I hereby accept the terms and conditions of this offer for internship with Connectwise LLP. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer. I agree to join the Company on the joining date as provided in **Annexure "A"** of this letter.

Sign: \_\_\_\_\_

Name: \_\_\_\_\_

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### Annexure A

#### **TERMS AND CONDITIONS OF INTERNSHIP**

1. **Information:** The Company's offer for Internship is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediately terminate your internship, besides the Company's right to initiate disciplinary action against you.
2. **Working Hours and Days:** You will observe the working hours and working days as may be communicated to you by the Company from time to time. It is hereby clarified that the Company operates on a 24X7 basis and accordingly the Company may require you to work in different shifts, including night shifts, as may be necessary from time to time. You accordingly agree to work in various shifts (including night shift) and confirm that you will comply with any and all directions and instructions as provided by the Company in relation to working in different shifts.
3. **Duties & Responsibilities:** You shall devote all of your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and you shall perform your duties with diligence and devotion. You may be required to perform other duties as required by the Company from time to time.
4. **Restriction:** While in the internship, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company.
5. **Compliance with Code of Conduct Guidelines and HR Policies:** You will abide by the Code of Conduct Guidelines, in letter and spirit. Please contact Human Resources to pursue a copy. You will also comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you. Your internship will, in addition to the terms and conditions of internship specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time, including those as may be provided in the Company's Employee HR Handbook, service rules, code of conduct, etc.
6. **Fitness:** In order to perform your duties towards the Company, you are required to keep yourself in good health and fitness both physically and mentally. The Company may subject you to medical checkup at regular intervals if applicable. If based on your medical checkup the Company determines that you are not physically or mentally fit to perform your duties towards the Company, the Company reserves the right to terminate your internship.
7. **Professionalism & Conduct:**
  - I. In course of your internship with the Company, you are expected to exert high degree of professionalism in discharging your duties towards the Company and in dealing with other employees of the Company including your superiors. All your actions must be directed towards the best interests of the Company. You may be liable to be dismissed from the Company without any notice in case you are found guilty of any misconduct, dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor.
  - II. Any lapse, deficiency or negligence on your part in discharging of your duties and performing your job responsibilities will be viewed seriously. On happening of such lapses etc., on your part, your internship with the Company may be liable to be terminated besides being liable to pay adequate damages to the Company.

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8. **Employee Confidentiality, Assignment of Development and Non-solicitation Agreement:** As a condition to your Internship with the Company, on or prior to joining, you shall be required to execute with the Company an Employee Confidentiality, Assignment of Developments and Non-solicitation Agreement as per the draft provided by the Company.
9. **Misuse of Company's property or facilities:** Any unauthorized use or misuse of Company's property or facilities, including but not limited to Company's system, software, internet facilities etc., on your part or any violation on any of the stipulations of Company's information security policy would also be treated as a serious lapse and violation of terms and conditions of your internship and would make the Company fully eligible to claim appropriate damages from you without prejudice to Company's unfettered right to terminate your services without any notice or pay in lieu thereof.
10. **Representations:** You hereby represent to the Company that:
- you are legally permitted to reside and be employed in India;
  - you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
  - you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
  - you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
  - you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
  - you have all requisite power and authority, and do not require the consent of any third party to accept our offer;

You also represent to the Company that you have not appropriated any confidential, proprietary or trade secret information (including but not limited to written information, information contained in computer storage systems or information compiled or stored in any other manner) from any third party (including but not limited to any former employer), except as may have been expressly permitted in writing by such third party or its authorized representative. You shall not disclose to the Company, or otherwise use during the course of your internship with the Company, any confidential, proprietary or trade secret information of any third party which you may possess, without such written permission.

11. **Governing Law and Jurisdiction:** Your internship with the Company shall be governed and construed in accordance with the laws of India. The parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at **24** and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

**Agreed and accepted**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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**Date:- 11-04-2022**

**Ruchita Bansiram Bhangire**  
**216/1, Shivrtna Bunglow , near Bhairavnath Temple , Mohammadwadi , Pune- 60**

**Private & Confidential**

Subject: Offer of Internship

Dear **Ruchita Bansiram Bhangire**

We are pleased to offer internship to you on a full-time basis as **Intern** with **Connectwise LLP**("Company") starting **06 June 2022** or such other date as may be notified by the Company to you. Your Internship will be for a period of **2 months**, which shall commence from the date of your joining the Company. The terms and conditions of your internship with the Company are set out within **Annexure "A"** attached to this letter.

You will be entitled to a stipend of **INR 10,000** per month. During Internship, benefit policy and social security act is not applicable to you. However, for safety of interns, company will issue Group Medclaim & Group Accident insurance policy.

If you wish to accept our offer of Internship, please provide your written confirmation within [3] days from the date of this letter and sign and return to us a copy of this letter (along with **Annexure "A"**) on or before the date of joining. Our offer shall automatically lapse and stand revoked unless you confirm your acceptance and provide a sign copy of this letter within the prescribed time.

You shall abide to the disciplinary policy, working days & hours policy, holiday list, travel arrangements as provided to employees and other terms and condition, while associated with the company.

Should you accept our offer, you are requested to provide the Company with copies of the following documents (if not provided earlier) along with 2 recent passport-sized photographs, on the date of joining the Company:

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3. Relevant educational certificates
4. Permanent Account Number (PAN) card
5. Birth certificate.

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Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining deeper understanding of concepts through hands-on application of the knowledge.

The project and technical details of the assignment will be shared with you on or before commencement of your internship.

On successful completion of your internship and meeting performance as per the set standards for the aforesaid period, the company will issue you an Internship Completion letter.

If you have any questions in relation to this offer, please contact me at [recruitment@connectwise.com](mailto:recruitment@connectwise.com)

Yours sincerely,

For **Connectwise LLP**



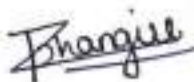
**Malathi Rai**

Vice President- HR & Admin

### Acceptance

I hereby accept the terms and conditions of this offer for internship with Connectwise LLP. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer. I agree to join the Company on the joining date as provided in **Annexure "A"** of this letter.

Sign:



Name: Ruchita Bhangire

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**Annexure A**

**TERMS AND CONDITIONS OF INTERNSHIP**

1. **Information:** The Company's offer for Internship is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediately terminate your internship, besides the Company's right to initiate disciplinary action against you.
2. **Working Hours and Days:** You will observe the working hours and working days as may be communicated to you by the Company from time to time. It is hereby clarified that the Company operates on a 24X7 basis and accordingly the Company may require you to work in different shifts, including night shifts, as may be necessary from time to time. You accordingly agree to work in various shifts (including night shift) and confirm that you will comply with any and all directions and instructions as provided by the Company in relation to working in different shifts.
3. **Duties & Responsibilities:** You shall devote all of your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and you shall perform your duties with diligence and devotion. You may be required to perform other duties as required by the Company from time to time.
4. **Restriction:** While in the internship, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company.
5. **Compliance with Code of Conduct Guidelines and HR Policies:** You will abide by the Code of Conduct Guidelines, in letter and spirit. Please contact Human Resources to pursue a copy. You will also comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you. Your internship will, in addition to the terms and conditions of internship specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time, including those as may be provided in the Company's Employee HR Handbook, service rules, code of conduct, etc.
6. **Fitness:** In order to perform your duties towards the Company, you are required to keep yourself in good health and fitness both physically and mentally. The Company may subject you to medical checkup at regular intervals if applicable. If based on your medical checkup the Company determines that you are not physically or mentally fit to perform your duties towards the Company, the Company reserves the right to terminate your internship.
7. **Professionalism & Conduct:**
  - I. In course of your internship with the Company, you are expected to exert high degree of professionalism in discharging your duties towards the Company and in dealing with other employees of the Company including your superiors. All your actions must be directed towards the best interests of the Company. You may be liable to be dismissed from the Company without any notice in case you are found guilty of any misconduct, dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor.
  - II. Any lapse, deficiency or negligence on your part in discharging of your duties and performing your job responsibilities will be viewed seriously. On happening of such lapses etc., on your part, your internship with the Company may be liable to be terminated besides being liable to pay adequate damages to the Company.

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9. **Misuse of Company's property or facilities:** Any unauthorized use or misuse of Company's property or facilities, including but not limited to Company's system, software, internet facilities etc., on your part or any violation on any of the stipulations of Company's information security policy would also be treated as a serious lapse and violation of terms and conditions of your internship and would make the Company fully eligible to claim appropriate damages from you without prejudice to Company's unfettered right to terminate your services without any notice or pay in lieu thereof.
10. **Representations:** You hereby represent to the Company that:
  - a. you are legally permitted to reside and be employed in India;
  - b. you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
  - c. you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
  - d. you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
  - e. you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
  - f. you have all requisite power and authority, and do not require the consent of any third party to accept our offer;

You also represent to the Company that you have not appropriated any confidential, proprietary or trade secret information (including but not limited to written information, information contained in computer storage systems or information compiled or stored in any other manner) from any third party (including but not limited to any former employer), except as may have been expressly permitted in writing by such third party or its authorized representative. You shall not disclose to the Company, or otherwise use during the course of your internship with the Company, any confidential, proprietary or trade secret information of any third party which you may possess, without such written permission.

11. **Governing Law and Jurisdiction:** Your internship with the Company shall be governed and construed in accordance with the laws of India. The parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at **24** and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

**Agreed and accepted**



Signature:

Name: Ruchita Bhangire

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Date:- 13-04-2022

**Mutkule Sakshi Pradip**

**B-12, Krushnakunj Society, Opp. Rama Purushottam Vidya Sankul , Near Cummins College, Karve Nagar, Pune - 411052.**

**Private & Confidential**

Subject: Offer of Internship

Dear **Mutkule Sakshi Pradip**

We are pleased to offer internship to you on a full-time basis as **Intern** with **Connectwise LLP("Company")** starting **06 June 2022** or such other date as may be notified by the Company to you. Your Internship will be for a period of **2 months**, which shall commence from the date of your joining the Company. The terms and conditions of your internship with the Company are set out within **Annexure "A"** attached to this letter.

You will be entitled to a stipend of **INR 10,000** per month. During Internship, benefit policy and social security act is not applicable to you. However, for safety of interns, company will issue Group Mediclaim & Group Accident insurance policy.

If you wish to accept our offer of Internship, please provide your written confirmation within [3] days from the date of this letter and sign and return to us a copy of this letter (along with **Annexure "A"**) on or before the date of joining. Our offer shall automatically lapse and stand revoked unless you confirm your acceptance and provide a sign copy of this letter within the prescribed time.

You shall abide to the disciplinary policy, working days & hours policy, holiday list, travel arrangements as provided to employees and other terms and condition, while associated with the company.

Should you accept our offer, you are requested to provide the Company with copies of the following documents (if not provided earlier) along with 2 recent passport-sized photographs, on the date of joining the Company:

1. Passport (most recent)
2. Aadhar Card
3. Relevant educational certificates
4. Permanent Account Number (PAN) card
5. Birth certificate.

**CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

**Registered Office:** - Unit Nos.1&2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,

Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com) Pune: -

Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India. Tel No: - +91-20 67701500

**Bangalore:** - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore – 560040. **Connectwise LLP is registered with limited liability.**



Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining deeper understanding of concepts through hands-on application of the knowledge.

The project and technical details of the assignment will be shared with you on or before commencement of your internship.

On successful completion of your internship and meeting performance as per the set standards for the aforesaid period, the company will issue you an Internship Completion letter.

If you have any questions in relation to this offer, please contact me at

[recruitment@connectwise.com](mailto:recruitment@connectwise.com) Yours sincerely,

For **Connectwise LLP**

**Malathi Rai**

Vice President- HR & Admin

### Acceptance

I hereby accept the terms and conditions of this offer for internship with Connectwise LLP. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer. I agree to join the Company on the joining date as provided in **Annexure "A"** of this letter.

Sign:

Name: Mutkule Sakshi Pradip

### **CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

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Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com) **Pune:** - Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India. Tel No: - +91-20 67701500

**Bangalore:** - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore – 560040. **Connectwise LLP is registered with limited liability.**

**Annexure A**  
**TERMS AND CONDITIONS OF INTERNSHIP**

1. **Information:** The Company's offer for Internship is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediate terminate your internship, besides the Company's right to initiate disciplinary action against you.
2. **Working Hours and Days:** You will observe the working hours and working days as may be communicated to you by the Company from time to time. It is hereby clarified that the Company operates on a 24X7 basis and accordingly the Company may require you to work in different shifts, including night shifts, as may be necessary from time to time. You accordingly agree to work in various shifts (including night shift) and confirm that you will comply with any and all directions and instructions as provided by the Company in relation to working in different shifts.
3. **Duties & Responsibilities:** You shall devote all of your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and you shall perform your duties with diligence and devotion. You may be required to perform other duties as required by the Company from time to time.
4. **Restriction:** While in the internship, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company.
5. **Compliance with Code of Conduct Guidelines and HR Policies:** You will abide by the Code of Conduct Guidelines, in letter and spirit. Please contact Human Resources to pursue a copy. You will also comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you. Your internship will, in addition to the terms and conditions of internship specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time, including those as may be provided in the Company's Employee HR Handbook, service rules, code of conduct, etc.
6. **Fitness:** In order to perform your duties towards the Company, you are required to keep yourself in good health and fitness both physically and mentally. The Company may subject you to medical checkup at regular intervals if applicable. If based on your medical checkup the Company determines that you are not physically or mentally fit to perform your duties towards the Company, the Company reserves the right to terminate your internship.
7. **Professionalism & Conduct:**
  - I. In course of your internship with the Company, you are expected to exert high degree of professionalism in discharging your duties towards the Company and in dealing with other employees of the Company including your superiors. All your actions must be directed towards the best interests of the Company. You may be liable to be dismissed from the Company without any notice in case you are found guilty of any misconduct, dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor.
  - II. Any lapse, deficiency or negligence on your part in discharging of your duties and performing your job responsibilities will be viewed seriously. On happening of such lapses etc., on your part, your internship with the Company may be liable to be terminated besides being liable to pay adequate damages to the Company.

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Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com) Pune: - Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India. Tel No: - +91-20 67701500



8. **Employee Confidentiality, Assignment of Development and Non-solicitation Agreement:** As a condition to your Internship with the Company, on or prior to joining, you shall be required to execute with the Company an Employee Confidentiality, Assignment of Developments and Non-solicitation Agreement as per the draft provided by the Company.
9. **Misuse of Company's property or facilities:** Any unauthorized use or misuse of Company's property or facilities, including but not limited to Company's system, software, internet facilities etc., on your part of any violation on any of the stipulations of Company's information security policy would also be treated as a serious lapse and violation of terms and conditions of your internship and would make the Company fully eligible to claim appropriate damages from you without prejudice to Company's unfettered right to terminate your services without any notice or pay in lieu thereof.
10. **Representations:** You hereby represent to the Company that:
- a. you are legally permitted to reside and be employed in India;
  - b. you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
  - c. you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
  - d. you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
  - e. you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
  - f. you have all requisite power and authority, and do not require the consent of any third party to accept our offer;

You also represent to the Company that you have not appropriated any confidential, proprietary or trade secret information (including but not limited to written information, information contained in computer storage systems or information compiled or stored in any other manner) from any third party (including but not limited to any former employer), except as may have been expressly permitted in writing by such third party or its authorized representative. You shall not disclose to the Company, or otherwise use during the course of your internship with the Company, any confidential, proprietary or trade secret information of any third party which you may possess, without such written permission.

11. **Governing Law and Jurisdiction:** Your internship with the Company shall be governed and construed in accordance with the laws of India. The parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at **24** and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

**Agreed and accepted**

Signature:

A photograph of a handwritten signature in black ink on a light-colored background. The signature appears to be 'Sakshi' written in a cursive style.

Name: Mutkule Sakshi Pradip

**CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

**Registered Office:** - Unit Nos.1&2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,

Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com) **Pune:** - Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India. Tel No: - +91-20 67701500

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10<sup>th</sup> May 2022

To  
Neha Shirwadkar  
Cummins College of Engineering for Women, Pune, India.

## To whomsoever it may concern

This is to confirm that you have been selected as an Intern to work with our organization effective from 06/06/2022 to 31/07/2022.

You are expected to follow all company policies and procedures during your internship with us. Please note that you will not be paid any stipend during this internship.

We look forward to having you with us soon.

Sincerely,



Sudhir Shirwadkar  
Director  
Cubois Technologies Private Limited  
Pune 411016



**Juilee Shirodkar** May 31

to me, Rucha, Soumitra, ...



Dear Ketaki Kshirsagar,

**Congratulations for the Unpaid Internship at Cummins India limited!**

Please refer below details:

1. **Internship Duration** : 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022
2. **Reporting/ Project Location**: Cummins India Ltd , Dahanukar colony, Kothrud, Pune- 411038
3. **Reporting Time** : 9.00 am
4. **Guidelines to the internship program**: Please refer the table below for guidelines
5. **Stipend**- No stipend for this internship
6. **Required documents**:
  - Covid Vaccination Certificate ( 2 Dose completed compulsory)
  - ID proof (Aadhar Card, College ID)

Feel free to reach out to me in case of any queries.

Kindly acknowledge the same.



## **D1 DANCE FITNESS AND ART ACADEMY**

Misal Layout, Near Bhim Square,  
Jaripatka, Nagpur-14  
9021152302

### Internship Offer Letter

May 28, 2022

**Ms. KOMAL SALUJA**

Student: MKSSS's Cummins College Of Engineering for Women, Pune.

Dear Komal,

We are pleased to offer you the position of intern this summer with **D1 Dance Fitness and Art Academy**. Please find the following confirmation of the specifics of your internship:

Position Title:- **Summer Intern Web Developer**

**Start Date:-** June 3, 2022

**End Date:-** July 31, 2022

Your responsibilities include:

- Developing and hosting the Website of D1 Dance Fitness and Art Academy.

It is an unpaid internship.

You will be working from home.

Sincerely,

Rohit Dhargave

Director

D1 Dance Fitness and Art Academy



## Internship confirmation mail

External

Inbox x

 **Prachi Dandnaik** <pdandnaik@danfoss.com>

to me, Tejas ▾

Dear Sukanya Solase,

We are pleased to inform you that your engagement as an intern in Danfoss Power Solutions has been approved .

The terms of your internship with the company will be as follows:

1. Internship period will be from 1st June 2022 to 1st August 2022.
2. You shall present the progress weekly and full presentation with material shall be shared at the end of the internship.

Please feel free to contact us in case of further details. Wishing you good luck for your future endeavors

Best Regards,

Prachi Dandnaik

Software Engineer

Danfoss Power Solutions India Pvt. Ltd.

Mobile: +91-9011494007

Email: [pdandnaik@danfoss.com](mailto:pdandnaik@danfoss.com)

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22-Oct-21

Ms. Aditi Kajale  
H. No. 52  
Shubhanagri Society  
Kothrud, Pune-411038

Dear Aditi,

Subject: Internship Offer Letter

With reference to your application for Internship in our organization, we are pleased to take you as Intern from 02-May-22 to 24-Jun-22. During this period you will be paid an amount of ₹150,000 (Rupees One Lakh Fifty Thousand Only) per month, subject to deduction of income tax and other applicable statutory deductions. You will not be eligible for any other benefits / perks.

You will abide by the policies of the Company, existing and as amended from time to time. You will keep confidential, any information of the Company that would come into your possession in the course of your services with us. The services may be terminated by either party by giving two weeks' notice. We wish you a rewarding experience with us.

Please sign a copy of this letter in token of your acceptance of our offer.

Best Wishes,

For D. E. Shaw India Pvt. Ltd.

**CHAITANYA**  
**GORREPATI**  
Digitally signed by  
CHAITANYA GORREPATI  
Date: 2021.11.13  
11:03:25 +05'30'

Chaitanya Gorrepati  
Authorized Signatory

Accepted

Aditi Kajale

22-Oct-21

Ms. Reena Prasad  
H. No. F2/06, Boisar  
Rooprajat Nagar, Palghar  
Maharashtra-401404

Dear Reena,

Subject: Internship Offer Letter

With reference to your application for Internship in our organization, we are pleased to take you as Intern from 02-May-22 to 24-Jun-22. During this period you will be paid an amount of ₹150,000 (Rupees One Lakh Fifty Thousand Only) per month, subject to deduction of income tax and other applicable statutory deductions. You will not be eligible for any other benefits / perks.

You will abide by the policies of the Company, existing and as amended from time to time. You will keep confidential, any information of the Company that would come into your possession in the course of your services with us. The services may be terminated by either party by giving two weeks' notice. We wish you a rewarding experience with us.

Please sign a copy of this letter in token of your acceptance of our offer.

Best Wishes,

For D. E. Shaw India Pvt. Ltd.

**CHAITANYA**  
**GORREPATI**  
Digitally signed by  
CHAITANYA GORREPATI  
Date: 2021.11.13  
10:43:06 +05'30'

Chaitanya Gorrepati  
Authorized Signatory

Accepted

Reena Prasad



29 March 2022

Shruti Deshmukh  
Police Yantrik Bhavan ,Aundh ,Parihar chowk,Pune Maharastra room no-A15  
Pune 411007  
India

**Private & Confidential**

Dear Shruti,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

You have been approached to do the said Project with Dell in Hyderabad, India and Dell is pleased to offer you an Internship with effect from 20 June 2022 to 19 August 2022.

**The Terms and conditions of your Internship shall be as follows:**

a) You will be assigned a Project Guide during your internship with Dell. The details about your project will be provided to you upon you joining the Internship with Dell. You are expected to apply your best degree of professional, technical and administrative skills and experience, work diligently and evidence care and economy in the use of office equipment and supplies. Your progress will be reviewed from time to time by your Project Guide.

b) The deliverables of your Project shall be as detailed in Annexure to this Agreement.

c) You will be paid a consolidated monthly stipend of **Rs 35,000.00** (the "**Stipend**") during your internship at Dell. Statutory withholdings and taxes as applicable shall be deducted from your monthly Stipend. You will not be entitled to any of the other Benefits assigned to employees of Dell.

d) **Code of Conduct:** Dell looks forward to the application of the best of your skills and experience, during your Internship with Dell. In addition, at all time during your Internship with Dell, you shall comply with Dell's Code of Conduct that has been attached in this mail, as applicable from time to time.

e) **Confidentiality Obligation:** You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your internship, except as authorized / approved in writing by Dell. Such Information shall include what you learn or originate during your Internship, which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to Dell. If in doubt, you will promptly consult your Project Guide at Dell. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in subparagraphs below.

i. Computer products, Dell's processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;



ii. Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

iii. Information relating to Dell's employees; actual and anticipated relationships between Dell and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans; Information relating to Dell's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to Dell by customers or vendors. You will not use in your Internship or disclose to Dell any confidential or proprietary information of a third party unless Dell first receives written authorization from the third party allowing the use or disclosure of such information and unless Dell agrees in writing to receive such information on terms acceptable to Dell. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to Dell and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that Dell shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to Dell of any other remedy.

f) **Data Protection:** Dell will obtain, hold and use personal data relating to you in the context of your Internship, including, but not limited, your name, number, address, emergency contact details (e.g. home telephone number), educational details/ history/ qualifications and any other internship history done earlier, Internship Project description.

The purposes of such processing are to administer and manage the internship relationship Dell shall have with you, and may include disaster recovery data duplication, paying Stipends, Internship development and training, regulatory and legal compliance, carrying out activities related to compliance with Dell's policies and procedures, providing references and information to future your employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of Dell or any part of Dell's business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by Dell, any other Dell company or any third party charged with providing services, information or benefits related to the internship and you further consent to transfer of data to a Dell company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. Dell will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.





g) **Intellectual Property and Copyright:** During your Internship with Dell, you will promptly disclose to Dell, all Intellectual Property developed by you, solely or jointly with others, in the course of your Internship. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to Dell's business or results from the use of Dell's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is Dell's property. You will assign and agree to assign to Dell and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist Dell in all ways, including giving evidence and executing any documents deemed helpful or necessary by Dell to establish, perfect, and register worldwide, at Dell's expense, such rights in Intellectual Property. You will not do anything in conflict with Dell's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of Dell in its Intellectual Property, you will promptly notify Dell of such Infringement and assist Dell in all ways to protect its Intellectual Property.

You hereby agree that Dell will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any work with Dell. If requested to, and at no further expense to Dell, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in Dell and its nominees of such copyrights.

On the date your internship with Dell ends, you will promptly deliver to a designated representative of Dell all originals and copies of all materials, documents and property of Dell which are in your possession or control. You will also cooperate in conducting your exit with a designated representative of Dell. The purpose of the exit meeting will be to review confidential and proprietary information known or possessed by you and to confirm Dell's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to Dell and its ownership of intellectual property.

h) **Network Usage:** You shall comply with applicable Dell regulations relating to the usage of Dell Network.

i) Nothing in this arrangement can be construed to create an employer – employee relationship between Dell and you. You do not have any authority to assume or create any obligation or liability of any kind on behalf of Dell.

j) **Misconduct -** If at any time during your Internship, in the opinion of the management of Dell, which shall be final and binding, you are involved in or found guilty of dishonesty, negligence or indiscipline in discharge of your duties or any other conduct considered by the management of Dell to be detrimental

to the interests of Dell, or in violation of one or more terms of this Agreement, then your Internship with Dell shall be liable to be terminated with immediate effect, without any payment of Stipend thereof.

k) This Agreement shall be governed by Indian Law. The Courts at Bangalore shall have exclusive jurisdiction to settle any disputes.

Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

### **Health and safety**

By accepting the terms and conditions of this internship agreement you hereby agree to abide by all rules regarding Health, Safety requirements and other policies of the Company. You are responsible for your own safety and the company is not in any way liable for any damage caused to you owing to your negligence or lack of due care in performance of your internship activity at Dell.

Work Hours: Your work hours/timings will be between 9am to 6 pm.



**Acceptance**

In accepting the internship with Dell, I hereby agree to abide by the terms and conditions set out in the above and all policies and regulations of Dell as may be amended from time to time.

{{SigB\_es\_:signer1:signatureblock}}      {{Dte\_es\_:signer1:date}}

Shruti Deshmukh



29 March 2022

Srishti Sawkar  
479/14 Swanand Apts., H.K.M Road,, Model Colony, Shivajinagar  
Pune 411016  
India

**Private & Confidential**

Dear Srishti,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

You have been approached to do the said Project with Dell in Bangalore, India and Dell is pleased to offer you an Internship with effect from 20 June 2022 to 19 August 2022.

**The Terms and conditions of your Internship shall be as follows:**

a) You will be assigned a Project Guide during your internship with Dell. The details about your project will be provided to you upon you joining the Internship with Dell. You are expected to apply your best degree of professional, technical and administrative skills and experience, work diligently and evidence care and economy in the use of office equipment and supplies. Your progress will be reviewed from time to time by your Project Guide.

b) The deliverables of your Project shall be as detailed in Annexure to this Agreement.

c) You will be paid a consolidated monthly stipend of **Rs 35,000.00** (the "**Stipend**") during your internship at Dell. Statutory withholdings and taxes as applicable shall be deducted from your monthly Stipend. You will not be entitled to any of the other Benefits assigned to employees of Dell.

d) **Code of Conduct:** Dell looks forward to the application of the best of your skills and experience, during your Internship with Dell. In addition, at all time during your Internship with Dell, you shall comply with Dell's Code of Conduct that has been attached in this mail, as applicable from time to time.

e) **Confidentiality Obligation:** You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your internship, except as authorized / approved in writing by Dell. Such Information shall include what you learn or originate during your Internship, which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to Dell. If in doubt, you will promptly consult your Project Guide at Dell. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in subparagraphs below.

i. Computer products, Dell's processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;



ii. Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

iii. Information relating to Dell's employees; actual and anticipated relationships between Dell and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans; Information relating to Dell's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to Dell by customers or vendors. You will not use in your Internship or disclose to Dell any confidential or proprietary information of a third party unless Dell first receives written authorization from the third party allowing the use or disclosure of such information and unless Dell agrees in writing to receive such information on terms acceptable to Dell. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to Dell and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that Dell shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to Dell of any other remedy.

f) **Data Protection:** Dell will obtain, hold and use personal data relating to you in the context of your Internship, including, but not limited, your name, number, address, emergency contact details (e.g. home telephone number), educational details/ history/ qualifications and any other internship history done earlier, Internship Project description.

The purposes of such processing are to administer and manage the internship relationship Dell shall have with you, and may include disaster recovery data duplication, paying Stipends, Internship development and training, regulatory and legal compliance, carrying out activities related to compliance with Dell's policies and procedures, providing references and information to future your employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of Dell or any part of Dell's business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by Dell, any other Dell company or any third party charged with providing services, information or benefits related to the internship and you further consent to transfer of data to a Dell company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. Dell will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.



g) **Intellectual Property and Copyright:** During your Internship with Dell, you will promptly disclose to Dell, all Intellectual Property developed by you, solely or jointly with others, in the course of your Internship. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to Dell's business or results from the use of Dell's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is Dell's property. You will assign and agree to assign to Dell and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist Dell in all ways, including giving evidence and executing any documents deemed helpful or necessary by Dell to establish, perfect, and register worldwide, at Dell's expense, such rights in Intellectual Property. You will not do anything in conflict with Dell's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of Dell in its Intellectual Property, you will promptly notify Dell of such Infringement and assist Dell in all ways to protect its Intellectual Property.

You hereby agree that Dell will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any work with Dell. If requested to, and at no further expense to Dell, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in Dell and its nominees of such copyrights.

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Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

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**Acceptance**

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{{Dte\_es\_:signer1:date}}

Srishti Sawkar



29 March 2022

Pranjal More

F.no.33, Shivprasad 'B' Apartment, Left Bhusari Colony, Paud Road, Kothrud, Pune-38

Pune 411038

India

**Private & Confidential**

Dear Pranjal,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

You have been approached to do the said Project with Dell in Hyderabad, India and Dell is pleased to offer you an Internship with effect from 20 June 2022 to 19 August 2022.

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iii. Information relating to Dell's employees; actual and anticipated relationships between Dell and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans; Information relating to Dell's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to Dell by customers or vendors. You will not use in your Internship or disclose to Dell any confidential or proprietary information of a third party unless Dell first receives written authorization from the third party allowing the use or disclosure of such information and unless Dell agrees in writing to receive such information on terms acceptable to Dell. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to Dell and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that Dell shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to Dell of any other remedy.

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Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

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**Acceptance**

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Pranjal More



To: Akanksha Sunil Kulkarni

Congratulations, you are being offered an Internship role with Dell Technologies!

We are pleased to inform that you have been selected and shortlisted for the role of **Undergraduate Intern at IN Grade**.

You will be based out of **Hyderabad/Bangalore** location.

Your Stipend will be INR **25000** per Month.

Post your confirmation, completion and clearance of graduation and after due internal approvals on your candidature a definitive formal letter of employment with compensation break-up and date of joining will be issued which will be the final offer from the Company.

Should you have any queries please feel free to contact: [UR\\_India@Dell.com](mailto:UR_India@Dell.com)

Kindly confirm your acceptance to enable us to consider your candidature.

Feel free to reach out to us for any additional information. We look forward to hearing back from you very soon!

Best Regards,

A handwritten signature in blue ink that reads "Savneet".

**Savneet Shergill**  
**Senior Director - Talent Acquisition**  
**Dell Technologies**



29 March 2022

Sejal Mangave  
Plot No.8 , Rukmini Niwas, Vikas Colony, 13th Lane  
Jaysingpur 416101  
India

**Private & Confidential**

Dear Sejal,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

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Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

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Sejal Mangave



29 March 2022

Swarali Totade

J-903, Queenstown, Behind Chinchwad station, Chinchwad Pune

Pune 411033

India

**Private & Confidential**

Dear Swarali,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

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Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

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Swarali Totade



29 March 2022

Ashwini Biradar

Rutunagri, benkar vasti, dhayari pune, Rutunagri benkar vasti dhayari pune, Rutunagri benkar vasti dhayari pune

Pune 411041

India

**Private & Confidential**

Dear Ashwini,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

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d) **Code of Conduct:** Dell looks forward to the application of the best of your skills and experience, during your Internship with Dell. In addition, at all time during your Internship with Dell, you shall comply with Dell's Code of Conduct that has been attached in this mail, as applicable from time to time.

e) **Confidentiality Obligation:** You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your internship, except as authorized / approved in writing by Dell. Such Information shall include what you learn or originate during your Internship, which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to Dell. If in doubt, you will promptly consult your Project Guide at Dell. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in subparagraphs below.

i. Computer products, Dell's processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;



ii. Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

iii. Information relating to Dell's employees; actual and anticipated relationships between Dell and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans; Information relating to Dell's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to Dell by customers or vendors. You will not use in your Internship or disclose to Dell any confidential or proprietary information of a third party unless Dell first receives written authorization from the third party allowing the use or disclosure of such information and unless Dell agrees in writing to receive such information on terms acceptable to Dell. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to Dell and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that Dell shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to Dell of any other remedy.

f) **Data Protection:** Dell will obtain, hold and use personal data relating to you in the context of your Internship, including, but not limited, your name, number, address, emergency contact details (e.g. home telephone number), educational details/ history/ qualifications and any other internship history done earlier, Internship Project description.

The purposes of such processing are to administer and manage the internship relationship Dell shall have with you, and may include disaster recovery data duplication, paying Stipends, Internship development and training, regulatory and legal compliance, carrying out activities related to compliance with Dell's policies and procedures, providing references and information to future your employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of Dell or any part of Dell's business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by Dell, any other Dell company or any third party charged with providing services, information or benefits related to the internship and you further consent to transfer of data to a Dell company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. Dell will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.



g) **Intellectual Property and Copyright:** During your Internship with Dell, you will promptly disclose to Dell, all Intellectual Property developed by you, solely or jointly with others, in the course of your Internship. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to Dell's business or results from the use of Dell's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is Dell's property. You will assign and agree to assign to Dell and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist Dell in all ways, including giving evidence and executing any documents deemed helpful or necessary by Dell to establish, perfect, and register worldwide, at Dell's expense, such rights in Intellectual Property. You will not do anything in conflict with Dell's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of Dell in its Intellectual Property, you will promptly notify Dell of such Infringement and assist Dell in all ways to protect its Intellectual Property.

You hereby agree that Dell will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any work with Dell. If requested to, and at no further expense to Dell, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in Dell and its nominees of such copyrights.

On the date your internship with Dell ends, you will promptly deliver to a designated representative of Dell all originals and copies of all materials, documents and property of Dell which are in your possession or control. You will also cooperate in conducting your exit with a designated representative of Dell. The purpose of the exit meeting will be to review confidential and proprietary information known or possessed by you and to confirm Dell's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to Dell and its ownership of intellectual property.

h) **Network Usage:** You shall comply with applicable Dell regulations relating to the usage of Dell Network.

i) Nothing in this arrangement can be construed to create an employer – employee relationship between Dell and you. You do not have any authority to assume or create any obligation or liability of any kind on behalf of Dell.

j) **Misconduct -** If at any time during your Internship, in the opinion of the management of Dell, which shall be final and binding, you are involved in or found guilty of dishonesty, negligence or indiscipline in discharge of your duties or any other conduct considered by the management of Dell to be detrimental

to the interests of Dell, or in violation of one or more terms of this Agreement, then your Internship with Dell shall be liable to be terminated with immediate effect, without any payment of Stipend thereof.

k) This Agreement shall be governed by Indian Law. The Courts at Bangalore shall have exclusive jurisdiction to settle any disputes.

Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

### **Health and safety**

By accepting the terms and conditions of this internship agreement you hereby agree to abide by all rules regarding Health, Safety requirements and other policies of the Company. You are responsible for your own safety and the company is not in any way liable for any damage caused to you owing to your negligence or lack of due care in performance of your internship activity at Dell.

Work Hours: Your work hours/timings will be between 9am to 6 pm.



**Acceptance**

In accepting the internship with Dell, I hereby agree to abide by the terms and conditions set out in the above and all policies and regulations of Dell as may be amended from time to time.

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Ashwini Biradar



15 May 2022

Yamini Dongaonkar  
Disha Nabhangan C, Flat no. 14, Sant Tukoba Nagar, N-2, Cidco  
Aurangabad 431003  
India

**Private & Confidential**

Dear Yamini,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

You have been approached to do the said Project with Dell in Bangalore, India and Dell is pleased to offer you an Internship with effect from 6 June 2022 to 29 July 2022.

**The Terms and conditions of your Internship shall be as follows:**

a) You will be assigned a Project Guide during your internship with Dell. The details about your project will be provided to you upon you joining the Internship with Dell. You are expected to apply your best degree of professional, technical and administrative skills and experience, work diligently and evidence care and economy in the use of office equipment and supplies. Your progress will be reviewed from time to time by your Project Guide.

b) The deliverables of your Project shall be as detailed in Annexure to this Agreement.

c) You will be paid a consolidated monthly stipend of **Rs 35,000.00** (the "**Stipend**") during your internship at Dell. Statutory withholdings and taxes as applicable shall be deducted from your monthly Stipend. You will not be entitled to any of the other Benefits assigned to employees of Dell.

d) **Code of Conduct:** Dell looks forward to the application of the best of your skills and experience, during your Internship with Dell. In addition, at all time during your Internship with Dell, you shall comply with Dell's Code of Conduct that has been attached in this mail, as applicable from time to time.

e) **Confidentiality Obligation:** You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your internship, except as authorized / approved in writing by Dell. Such Information shall include what you learn or originate during your Internship, which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to Dell. If in doubt, you will promptly consult your Project Guide at Dell. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in subparagraphs below.

i. Computer products, Dell's processes and device strategies planned or under development, including device specifications, system architecture, logic designs, circuit implementations and plans for unannounced and announced products;





ii. Software products in use, planned or under development, including operating systems adaptations or enhancements, language compilers, interpreters and translators, system design and evaluation tools, and application programs;

iii. Information relating to Dell's employees; actual and anticipated relationships between Dell and other companies; sales levels, profit levels, pricing and other unpublished financial data; and budget, staffing, compensation, equipment and related plans; Information relating to Dell's customer and vendor relationships. This includes performance requirements, development and delivery schedules, device and product pricing and quantities, and other information communicated to Dell by customers or vendors. You will not use in your Internship or disclose to Dell any confidential or proprietary information of a third party unless Dell first receives written authorization from the third party allowing the use or disclosure of such information and unless Dell agrees in writing to receive such information on terms acceptable to Dell. You will abide by the restrictions imposed on the disclosure and use of such third party information.

You acknowledge that a violation of the provisions of this Agreement dealing with Confidential and Proprietary Information and Intellectual property may cause significant harm to Dell and that remedies at law may be inadequate to protect against a breach of such provisions. Accordingly, you agree that Dell shall be entitled, in addition to any other relief available to it, to the granting of injunctive relief without proof of actual damages or the requirement to establish the inadequacy of any of the other remedies available to it. You agree not to assert any defense in proceedings regarding the granting of any injunction or specific performance based on the availability to Dell of any other remedy.

f) **Data Protection:** Dell will obtain, hold and use personal data relating to you in the context of your Internship, including, but not limited, your name, number, address, emergency contact details (e.g. home telephone number), educational details/ history/ qualifications and any other internship history done earlier, Internship Project description.

The purposes of such processing are to administer and manage the internship relationship Dell shall have with you, and may include disaster recovery data duplication, paying Stipends, Internship development and training, regulatory and legal compliance, carrying out activities related to compliance with Dell's policies and procedures, providing references and information to future your employers, governmental and regulatory agencies (includes tax, social security authorities) in a take-over or merger, providing information to a future purchaser or potential purchaser of Dell or any part of Dell's business or a potential or future service provider as part of due diligence. You hereby consent to such data processing by Dell, any other Dell company or any third party charged with providing services, information or benefits related to the internship and you further consent to transfer of data to a Dell company or third party even if such company or third party is situated outside India in a country which does not offer a level of data protection compared to the level applied in India. Dell will put in place adequate safeguards with such third parties to ensure an adequate level of data protection.



g) **Intellectual Property and Copyright:** During your Internship with Dell, you will promptly disclose to Dell, all Intellectual Property developed by you, solely or jointly with others, in the course of your Internship. Intellectual Property includes each discovery, idea, improvement, or invention you create, conceive, develop or discover, alone or with others, which relates to Dell's business or results from the use of Dell's equipment, supplies, facilities, or information. All Intellectual Property, in whatever form, is Dell's property. You will assign and agree to assign to Dell and its nominees, without additional compensation, all of your worldwide and perpetual rights in Intellectual Property. You will assist Dell in all ways, including giving evidence and executing any documents deemed helpful or necessary by Dell to establish, perfect, and register worldwide, at Dell's expense, such rights in Intellectual Property. You will not do anything in conflict with Dell's rights in Intellectual Property and will cooperate fully to protect Intellectual Property against misappropriation or infringement by third parties. If you come across any cases of infringement of the rights of Dell in its Intellectual Property, you will promptly notify Dell of such Infringement and assist Dell in all ways to protect its Intellectual Property.

You hereby agree that Dell will be the copyright owner in all works of every kind and description created or developed by you, solely or jointly with others, in connection with any work with Dell. If requested to, and at no further expense to Dell, you will execute in writing any acknowledgments or assignments of copyright ownership of such Copyrightable Works as may be appropriate for preservation of the worldwide and perpetual ownership in Dell and its nominees of such copyrights.

On the date your internship with Dell ends, you will promptly deliver to a designated representative of Dell all originals and copies of all materials, documents and property of Dell which are in your possession or control. You will also cooperate in conducting your exit with a designated representative of Dell. The purpose of the exit meeting will be to review confidential and proprietary information known or possessed by you and to confirm Dell's rights regarding non-solicitation, the protection of the confidential and proprietary information and the disclosure to Dell and its ownership of intellectual property.

h) **Network Usage:** You shall comply with applicable Dell regulations relating to the usage of Dell Network.

i) Nothing in this arrangement can be construed to create an employer – employee relationship between Dell and you. You do not have any authority to assume or create any obligation or liability of any kind on behalf of Dell.

j) **Misconduct** - If at any time during your Internship, in the opinion of the management of Dell, which shall be final and binding, you are involved in or found guilty of dishonesty, negligence or indiscipline in discharge of your duties or any other conduct considered by the management of Dell to be detrimental

to the interests of Dell, or in violation of one or more terms of this Agreement, then your Internship with Dell shall be liable to be terminated with immediate effect, without any payment of Stipend thereof.

k) This Agreement shall be governed by Indian Law. The Courts at Bangalore shall have exclusive jurisdiction to settle any disputes.

Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

### **Health and safety**

By accepting the terms and conditions of this internship agreement you hereby agree to abide by all rules regarding Health, Safety requirements and other policies of the Company. You are responsible for your own safety and the company is not in any way liable for any damage caused to you owing to your negligence or lack of due care in performance of your internship activity at Dell.

Work Hours: Your work hours/timings will be between 9am to 6 pm.



**Acceptance**

In accepting the internship with Dell, I hereby agree to abide by the terms and conditions set out in the above and all policies and regulations of Dell as may be amended from time to time.

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Yamini Dongaonkar



12 April 2022

Sakshi Khanapure  
E 302, Marvel Ideal Spacio, Jagdamba Bhavan Marg , Undri  
Pune 411060  
India

**Private & Confidential**

Dear Sakshi,

**INTERNSHIP AGREEMENT**

As part of the course curriculum in pursuance of your degree at your College, you had represented that you are required to complete a project assignment with Dell International Services India Pvt Ltd (7451) (Dell or "the Company").

You have been approached to do the said Project with Dell in Bangalore, India and Dell is pleased to offer you an Internship with effect from 20 June 2022 to 19 August 2022.

**The Terms and conditions of your Internship shall be as follows:**

a) You will be assigned a Project Guide during your internship with Dell. The details about your project will be provided to you upon you joining the Internship with Dell. You are expected to apply your best degree of professional, technical and administrative skills and experience, work diligently and evidence care and economy in the use of office equipment and supplies. Your progress will be reviewed from time to time by your Project Guide.

b) The deliverables of your Project shall be as detailed in Annexure to this Agreement.

c) You will be paid a consolidated monthly stipend of **Rs 35,000.00** (the "**Stipend**") during your internship at Dell. Statutory withholdings and taxes as applicable shall be deducted from your monthly Stipend. You will not be entitled to any of the other Benefits assigned to employees of Dell.

d) **Code of Conduct:** Dell looks forward to the application of the best of your skills and experience, during your Internship with Dell. In addition, at all time during your Internship with Dell, you shall comply with Dell's Code of Conduct that has been attached in this mail, as applicable from time to time.

e) **Confidentiality Obligation:** You will not use, publish, misappropriate or disclose any "Confidential or Proprietary Information", during or after your internship, except as authorized / approved in writing by Dell. Such Information shall include what you learn or originate during your Internship, which is not available or readily ascertainable from public sources, and includes such information disclosed by others in confidence to Dell. If in doubt, you will promptly consult your Project Guide at Dell. Confidential and Proprietary Information includes, but is not necessarily limited to, the information described in subparagraphs below.

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to the interests of Dell, or in violation of one or more terms of this Agreement, then your Internship with Dell shall be liable to be terminated with immediate effect, without any payment of Stipend thereof.

k) This Agreement shall be governed by Indian Law. The Courts at Bangalore shall have exclusive jurisdiction to settle any disputes.

Regards,  
Savneet Shergill  
Talent Acquisition Sr. Director

### **Health and safety**

By accepting the terms and conditions of this internship agreement you hereby agree to abide by all rules regarding Health, Safety requirements and other policies of the Company. You are responsible for your own safety and the company is not in any way liable for any damage caused to you owing to your negligence or lack of due care in performance of your internship activity at Dell.

Work Hours: Your work hours/timings will be between 9am to 6 pm.



**Acceptance**

In accepting the internship with Dell, I hereby agree to abide by the terms and conditions set out in the above and all policies and regulations of Dell as may be amended from time to time.

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Sakshi Khanapure



**Akhila Nori**  
**L-602, Madhuvanti, Nanded City**  
**Sinhagad Road, Pune – 411041**  
**India**

Deutsche India Pvt. Ltd.  
Business Bay, Wing 2  
Tower A, 6th, 7th, 8th floor  
Off Airport Road, Yerwada  
Pune – 411 006

Tel +91 (20) 71296000

**May 09, 2022**

Dear Akhila,

**Re: Internship**

With reference to the above subject, we are pleased to offer you an Internship from **May 30, 2022 to July 22, 2022**, with **Deutsche India Pvt. Ltd** in **Pune**.

This Internship should not be construed as an offer of employment, either directly or indirectly. The Company will verify the information and responses provided and carryout verification checks independently prior to the commencement of your Internship.

The stipend payable to you will be **INR 75,000** (INR Seventy-Five Thousand only) per month. This will be subject to applicable taxes and any other statutory deductions.

During the period of your Internship, you may choose to avail Company transport, as per the current Company policy.

Kindly sign the duplicate of this letter in token of your acceptance of above terms and conditions including Schedule I relating to General Terms and Conditions, enclosed herewith, within ten (10) days from date mentioned above.

Yours sincerely,  
**Deutsche India Pvt. Ltd.**

**Authorized Signatory**  
**Human Resources**

**Authorized Signatory**  
**Human Resources**

Enclosures:  
Schedule I: "General Terms and Conditions"

**ACKNOWLEDGEMENT**

I confirm acceptance of the above terms and conditions of Internship with Deutsche India Pvt. Ltd.

Akhila Nori

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

PUNE

\_\_\_\_\_  
Place of Residence





## Schedule I: General Terms and Conditions

### 1. Hours of Work

You will be required to work nine (9) hours per day Monday through Friday including a one (1) hour break for lunch. Further, depending on the workload and business requirements, at any given time, you may be required to work in shifts and/or during weekends. You may also be expected to travel to other locations at times outside of your official hours of work.

### 2. Compliance

The Company's rules, regulations and directions relating to employees and interns, including the Deutsche Bank Group's Code of Conduct, which are now or may hereafter be in force, will apply to you and will be strictly complied with by you. You should therefore acquaint yourself with all Company rules and policies, which are applicable to you.

In particular, the Company attaches great importance to security, compliance and fair dealing procedures and your attention is drawn to the rules set out in the Deutsche Bank Group's Compliance Policies. You may be asked to disclose information as deemed necessary to comply with local regulatory requirements arising from the Company's business activities (including records relating to investments held by you and your connected persons), or which are otherwise consistent with market best practices of the Company.

Where applicable, you will also be expected to comply with any local compliance requirements of our overseas offices and all requirements (including any professional qualifications and standards of conduct) for obtaining and maintaining the necessary registration and license (or such exemption from registration and license) for the performance of your duties. A breach of the Group's Compliance policies or local compliance rules is a disciplinary offence that may justify summary dismissal.

In addition, you will at all times be conversant with and comply with any rules and regulations applicable to your specific area of work, such as (where applicable) the local Rules, Regulations and By-Laws. Violation of any of these rules, regulations or provisions may result in the immediate termination of your Internship.

### 3. Accountability

You shall properly, diligently and honestly perform all the duties, which the Company may assign to you from time to time and shall faithfully account for and deliver to the Company all monies, securities or other property belonging to the Company, which may come into your possession, custody or control.

### 4. Confidentiality

During the period of Internship with the Company, you may learn trade secrets or confidential information, which relates to the Company and the Deutsche Bank Group. Unless you are required to do so in the proper performance of your duties, you must not:

- a) divulge or communicate to any person;
- b) use for your own purposes or for any purposes other than those of the Company or, as appropriate, any of its clients; or
- c) cause any unauthorized disclosure, through any failure to exercise due care and attention, of any trade secrets or confidential information relating to the Company (or any of the Group) or any of its or their clients. You must at all times use your best endeavors to prevent publication or disclosure of any trade secrets or confidential information

Confidential information includes but is not limited to lists of Deutsche Bank's clients, suppliers, financial information including pricing information, administration and information systems, information about unique products and services and information relating to the business strategy of the Company or any other company within the Deutsche Bank Group.

If you are unsure about the confidential nature of specific information, you must seek your supervisor's advice and clarification. You will be subject to disciplinary action up to and including summary dismissal for any unauthorized disclosure of confidential information belonging to or related to the Company or any Deutsche Bank Group company. You understand and agree that your obligation of confidentiality survives termination of your Internship.



You will promptly on demand or in any event upon when you cease to be an intern at the Company, return all confidential information including but not limited to documents, records, computer disks or other property in your possession or under your control belonging to the Company or any Group company or the clients thereof and you will not retain any copies thereafter.

In the same way that the Company's and the Deutsche Bank Group's confidential information must be kept confidential, the Company expects you to keep confidential the confidential information of your previous internships or assignments. During the period of Internship with the Company, you must not use proprietary material, trade secrets or other highly confidential information or property obtained by you because of any prior employment without written authorization from the relevant organization.

## **5. Intellectual Property**

For the purposes of this agreement, "Intellectual Property Rights" means any and all existing and future intellectual or industrial property rights (whether registered or unregistered) including, without prejudice to the generality of the foregoing, all existing and future patents, copyrights, design rights, database rights, trade marks, internet rights/domain names, know-how, confidential information and any and all applications for any of the foregoing and any and all rights to apply for any of the foregoing.

During the period of your Internship with the Company, you may either alone or in conjunction with others, generate or assist in the generation of documents, materials, designs, drawings, processes, formulae, computer coding, methodologies, confidential information and other works which relate to the business of the Company or any Deutsche Bank Group company or which are capable of being used or adapted for use therein or in connection therewith ("Works") and you agree that in respect of any such Works and all Intellectual Property Rights in relation thereto, you are obliged to further the interests of the Company and any Deutsche Bank Group company. Both the Works and the related Intellectual Property Rights will belong to and be the absolute property of the Company or any other person the Company may nominate.

You must immediately disclose to your Business Head all works and all related Intellectual Property Rights. You are required to assist the company and fully cooperate with it in every way to enforce the Company's right to execute whatever documentation is required to provide the Company with full ownership thereof.

## **6. Data Protection**

By signing this statement, you acknowledge and agree that the Company is permitted to hold personal information about you as part of its personnel and other business records, and that the Company may use such information in the course of the Company's business. Please note that this may include transfer and storage of your personal information at offshore data storage facilities.

You agree that the Company may disclose information about you to other Group companies or third parties (including cross border transfers) if the Company considers that to do so is required for the proper conduct of the Company's business or that of any of its associates. This Clause applies to information held, used or disclosed in any medium.

A handwritten signature in blue ink, consisting of a stylized initial 'D' followed by a horizontal line.

A handwritten signature in blue ink, consisting of a stylized initial 'D' followed by a horizontal line.

Deutsche Bank Group  
Code of Conduct



Deutsche Bank Group  
Code of Conduct



Be on the right side.

“We earn the trust of our clients, regulators, investors and each other by always acting with integrity and holding ourselves to high standards. Acting according to our Code of Conduct is vital for us to be a bank that achieves sustainable success.”

Christian Sewing  
Chief Executive Officer

## A message from Christian Sewing, Chief Executive Officer



On behalf of the Management Board, I am pleased to present Deutsche Bank's Code of Conduct (the "Code"). The Code sets out our standards of behaviour and conduct to which we as a bank and all our employees are expected to adhere.

As a global company and diverse institution, it is challenging to set out in the Code one all-encompassing standard for the different working environments of each one of us. Nor can the Code address every situation that may arise in the legal and regulatory frameworks in which Deutsche Bank operates. We have a very broad range of businesses, from Retail and Asset Management in Germany and to Investment Banking and Wealth Management in the United States and Australia.

Therefore, the Code is not meant as a set of rules for specific situations, but as a general guide. The Code's success depends on each of us using our judgment to navigate what is sometimes a complex regulatory environment and seeking advice as appropriate. Critical matters should also be escalated promptly and appropriately.

As a bank, we have a responsibility to our clients, investors, communities and to each other. Earning and maintaining the trust of these stakeholders is fundamental.

Our Code of Conduct should be at the heart of everything we do. It is designed to ensure that we conduct ourselves ethically, with integrity and in accordance with Deutsche Bank's policies and procedures as well as the laws and regulations that apply to us worldwide. Underpinning all of this is a simple but basic principle that we should do what is right and proper – it is not enough to just go by what is allowed.

The Code also articulates what our bank stands for and what we want our overall culture to be. We want to foster an environment that is open and diverse, where staff opinions and "speaking up" are valued, and our employees' and the bank's success is built on respect, collaboration and teamwork in serving our clients, stakeholders and communities.

The Management Board and I expect our senior managers to be personally committed to putting this Code at the centre of all we do. We are driving a culture of ethical conduct. Acting according to these standards is vital for us to be a bank that achieves sustainable success.

Thank you,

A handwritten signature in blue ink, which appears to read "Christian Sewing". The signature is written in a cursive, flowing style.

Christian Sewing

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## Our purpose

We are here to enable sustainable economic growth and societal progress by generating positive impact for our clients, our people, our investors and our communities.

We achieve this by being a leading European bank with a global reach. We value our German roots and remain committed to our international presence.

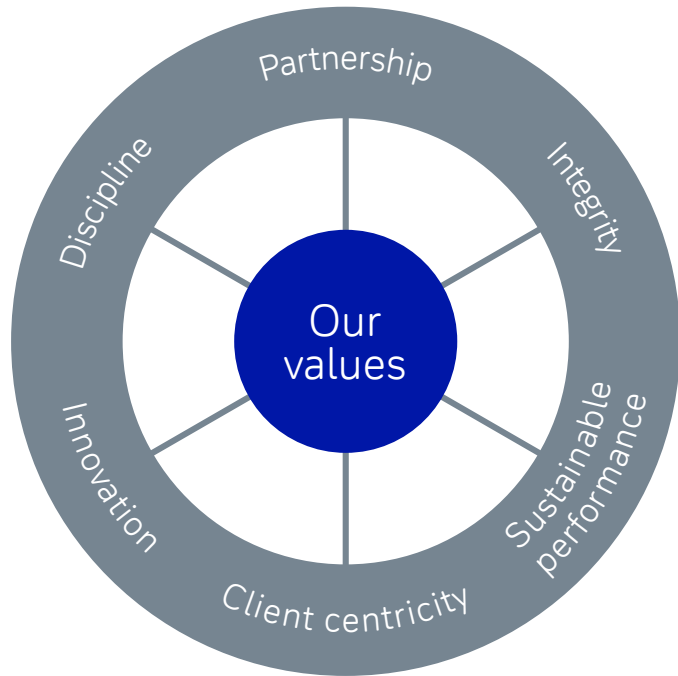
We serve stakeholders best by offering solutions to our clients and participating in value creation by them. In doing so, we seek to ensure that our bank is competitive and profitable while being underpinned by strong capital and liquidity. We are committed to a culture that appropriately aligns risks and rewards.

To deliver this, we aim to attract and develop talented individuals. We foster teamwork, partnership and inclusion, trusting that each of us will deliver to the expected standards.





# Our values and beliefs



## Our values

We aim to create an environment in which “speak up” and challenge are not just welcomed and respected, but are also a core part of our responsibilities, especially where actions or failures to act are inconsistent with this Code.

**Integrity** – We earn the trust of our clients, other stakeholders, communities and each other by acting with honesty and integrity and holding ourselves to high ethical standards. We seek to maintain open, credible, constructive and transparent relationships between ourselves, our clients and with our regulators.

**Sustainable performance** – Our bank is committed to generating sustainable value by responsibly balancing risks and returns and by putting long-term success over short-term gain. We do so by implementing appropriate oversight, controls and governance.

**Client centricity** – We place clients at the centre of our activities. To be successful, we must understand the rapidly changing needs of our clients. We aim to provide solutions to support our clients in value creation. In providing our services, we deliver what we promise to our clients and treat our clients fairly.

**Innovation** – We continuously embrace new and better ways of doing things while fully taking account of potential risks. Innovation is essential to our success, but must be properly assessed in light of the interests of our clients and stakeholders, and must include assessment of financial, operational, regulatory and reputational risks.

**Discipline** – We accept responsibility and assign clear accountability. We honour our commitments and meet deadlines, targets and deliverables. We learn from our mistakes.

**Partnership** – We benefit from collaborating in an inclusive environment, where our diversity enriches our decision-making and idea-generation. We engage with and learn from others through open dialogue. We seek to work in a spirit of partnership, not just with our colleagues but also with our clients, stakeholders, political decision-makers and the wider community.

## What does it mean for you in practice?

- Be honest
- Do what is right
- If it feels wrong, stop and seek advice
- Speak up
- Be open and transparent
- Work in partnership
- Place clients at the centre of your activities
- Always honour your commitments
- Always treat colleagues, customers and regulators with respect
- Minimise repeated and avoidable errors and mistakes

# Applicability of and adherence to the Code; Compliance with applicable law and regulation



This Code sets out Deutsche Bank's Purpose, Values and Beliefs and minimum standards of conduct.

Our bank requires all employees and members of its Management Board to follow the letter and spirit of this Code as well as applicable policies and procedures ("policies"). All the latest versions of our bank's policies and this Code can be accessed on our bank's [Policy Portal](#). All e-learning training materials can be accessed through [Connect2Learn](#).

Our bank is also subject to the laws, rules and regulations of many jurisdictions in which we do business either through a physical presence, holding a licence or due to the fact that our clients are based in that jurisdiction and therefore the laws of that country may also apply.

Our bank's tax affairs are managed in a way which aims to appropriately align the tax consequences of business operations with the economic, regulatory and commercial consequences of those business operations, with due regard being given to the potential perspective of the relevant tax authorities. Our bank operates a control framework and governance to ensure that in all material aspects we are compliant with applicable tax laws, we file accurate tax returns, and we pay the amount of tax due. For further information, reference the [Tax Strategy](#) and the [Tax Principles – Deutsche Bank Group](#).



Each of us is expected to be familiar with and comply with the applicable laws, rules and regulations, and with the standards that apply to our activities.

If you have any questions about the expected standards, laws, rules and regulations that apply to you, talk to your supervisor, Legal, Compliance, Anti-Financial Crime (AFC), Group Tax, Human Resources or other relevant function within our bank.

At the time you are hired, and periodically thereafter, you will be requested to acknowledge that you are aware of, understand and agree to comply with this Code and other policies.

Regardless of such acknowledgement, this Code and other policies will be deemed to apply to you and you are asked to reflect on these principles in your daily work. Failure to comply with this Code, the policies and applicable laws and regulations will be viewed as a serious violation of your terms of employment and may result in disciplinary action, up to and including termination of employment.

# Valuing our employees and building trust in the workplace

## Diversity and inclusion, equal opportunity, non-discrimination and building trust in the workplace

Mutual respect is the foundation to developing trust and to working in partnership. That is why we do not tolerate disrespectful behaviour, discrimination or harassment or any threatening, hostile or abusive behaviour.

We work together without discrimination based upon an individual's race, colour, sex, national origin, ethnicity, age, religion, disability, marital status, pregnancy, sexual orientation, gender identity and expression, citizenship or any other characteristic protected by law. We believe that diversity amongst employees with their varying perspectives, talents and contributions, enriches our interactions with clients, our work life, and the communities in which we live and work. We support our employees' talents and strive to be an employer of choice.

We comply with all applicable laws providing equal opportunity and advancement opportunities for all individuals.

We strive to resolve employment-related complaints as quickly and as confidentially as possible and in a manner that is respectful to our employees.

We do not tolerate retaliation against anyone for making an employment-related complaint or cooperating with an investigation concerning discrimination or harassment.

### Remember:

- Treat your colleagues with respect and think how you engage with them
- Appreciate diverse points of view and make decisions based on merit and integrity
- Put local practices and customs that may influence decisions into proper perspective
- Collaborate across businesses and regions, work against silo mentality
- Cooperate with each other in spirit of partnership, trust and respect
- Prevent discrimination, harassment and retaliation against any colleagues
- Actively seek to create and join diverse teams
- Recognise contributions
- Listen carefully and resist interrupting
- Be open and responsive, including in support of investigations and remediation activities



# Doing the right thing – acting ethically

We earn the trust of all our stakeholders by acting with integrity and holding ourselves to the highest ethical standards.

## Acting with integrity

You must always act with integrity in your dealings with clients, colleagues, and stakeholders by adhering to this Code and applying its standards to everything that you do. You should raise concerns, ask questions and escalate matters, as necessary.

## Ethical decision-making

Acting ethically is not only the right thing to do, but also the right way to do business – it serves the interests of our clients and stakeholders and is critical to achieving success in the longer term. In making decisions and determining the appropriate course of action, you must be guided by what is right and proper, not just by what is allowed or legal.

If there appears to be a conflict between this Code and local laws, rules or regulations, the more restrictive provisions apply. When you are faced with questions that go beyond those addressed in this Code, you should follow both the spirit of the Code and related bank policies that cover the issue. Escalate concerns to your supervisor, Legal, Compliance, AFC or other relevant function, or report it through the [Raise a Concern](#) webpage on dbNetwork or to the [Integrity Hotline](#).

## Taking personal responsibility

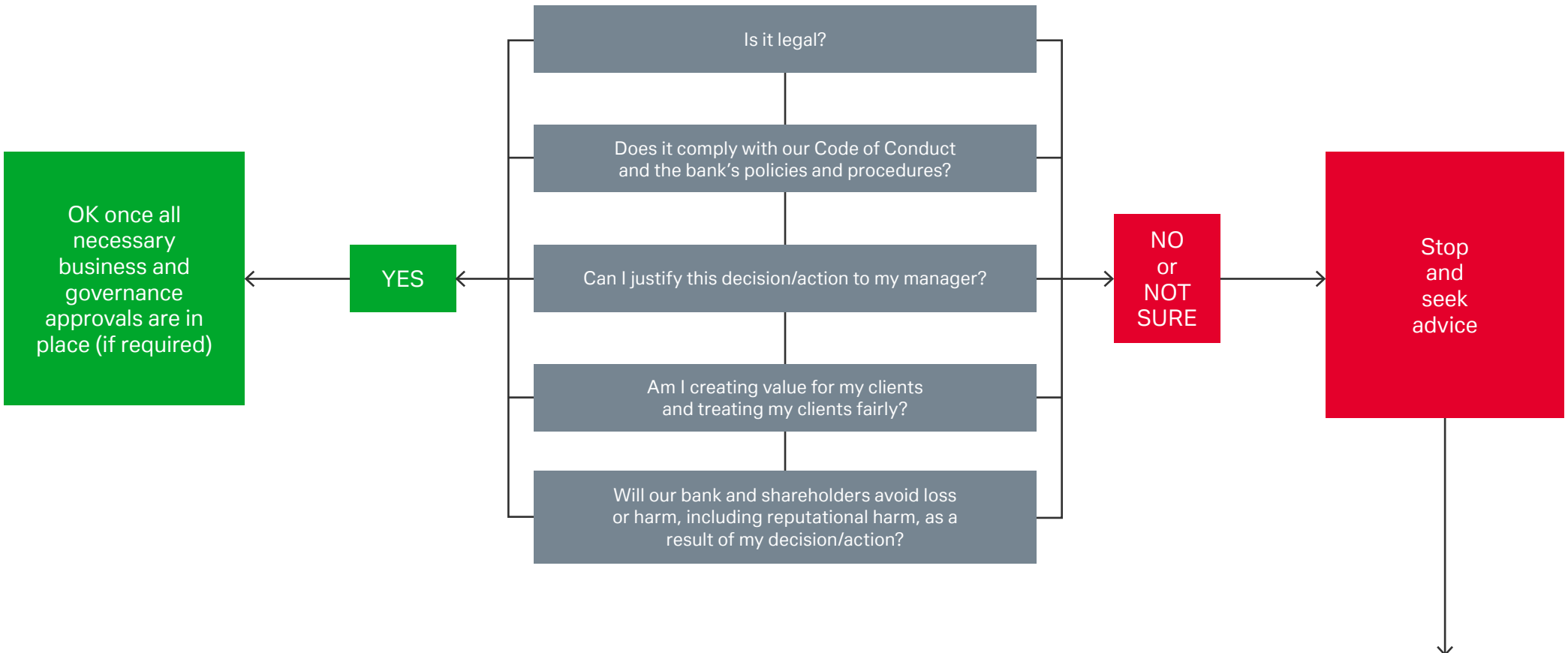
You are accountable for your actions or omissions, and will be held responsible for any improper or illegal acts. Your conduct may be reported to regulators, which could ultimately result in civil or criminal penalties or suspension or loss of your individual licence/registration, if applicable.

Remember: you are responsible for the standards you tolerate.



# Decision-making tree

When faced with an ethical question or a challenging decision, you should ask yourself:



You should be able to answer “yes” to all questions. If you cannot tick “yes” to all questions, stop and seek advice from your supervisor, Compliance, AFC or Legal.

## Responsibilities as a manager

If you are a manager, your employees will look to you to set an example and to demonstrate the standards set out in the Code. You are responsible for creating an inclusive and diverse work environment that attracts and retains the best employees and permits your team to innovate, problem solve and successfully execute. You need to encourage your team to speak up and you need to be a good listener, who is committed to supporting your employees in their work and development. Your people-development skills should be a priority. Each of us, especially leaders and managers must act with integrity and inspire trust.

As a manager, you are responsible for creating and maintaining an environment built on trust and safety, providing the foundation for giving and receiving regular feedback that is balanced, open and actionable.

At the same time, you supervise the activities and conduct of your employees and are required to have an appropriate control environment for your business, designed to adhere to applicable regulatory requirements. Part of that control environment includes encouraging individuals to ask questions and challenge, and setting the right tone in how to act.

Investment in skills and encouraging employees' professional and personal development are essential components of our bank's people agenda. This is reflected in the talent and development agenda, which helps to develop and nurture future leaders who are accountable, who champion the Code's standards and who inspire the best in their colleagues.

You should recognise and positively reinforce good behaviours as well as acting swiftly to intervene in the case of inappropriate behaviours.

Note that you can be held responsible for the actions or omissions of those you supervise, particularly if you have not exercised the level of supervision expected by our bank and/or our regulators.

### Remember: to create an inclusive environment where people "speak up" and act ethically:

- Lead by example, your team looks at your behaviour, including your standard of care and diligence
- Encourage your team to work collaboratively
- Remind employees of the importance of treating each other with respect
- Include discussions about ethical issues and proper conduct in meetings
- Encourage open and honest discussion
- Maintain an open door policy
- Remind employees they will not be subject to retaliation for raising concerns
- Ensure your team is aware of their escalation obligations
- Build a diverse team
- Set reasonable goals based on available resources



# Risk awareness and acting as a risk manager

At Deutsche Bank, each one of us has a role to play in building a stronger, more resilient and sustainable bank.

We aim to foster a culture of strong risk awareness and ownership, where all employees act as risk managers.

It is your responsibility to be aware of, understand and take a holistic view of the risks, which could result from your actions or decisions; and to manage those risks in line with the bank's risk appetite and risk management standards.

For further information, reference the [Risk Management Policy – Deutsche Bank Group](#).



## Acting as a risk manager: what does it mean in practice?

- You need to be aware of and adhere to the bank's risk management standards, policies and procedures
- You should proactively communicate about risks with your manager and relevant stakeholders
- You should invite different opinions and allow effective challenge
- When assessing risks, you should be proactive, rigorous and forward-looking
- Remember: if it feels wrong, stop, seek advice and speak up



# Speaking up and raising concerns (including whistleblowing)

You are encouraged to raise all concerns, and you are expected to raise concerns related to possible violations of laws, rules, regulations, bank policies and conflicts of interest. Sometimes, these violations can also involve third parties, including our clients and/or vendors/suppliers. Regardless of business or other pressures, you are expected to raise concerns promptly.

Managers are required to foster an environment where employees feel free to speak up, which means to express their views, raise concerns and escalate any issues that could negatively affect our business, our clients or our people, confident that they will be heard, acknowledged, and addressed appropriately.

In addition, no one, at any level, has the authority to ask you to do something that is a breach of this Code or our existing policies or that is unethical or illegal. If you have any questions or concerns about a potential course of action, you should promptly escalate your questions or concerns.

## If it feels wrong, stop and seek advice

While it may be easier to say nothing when faced with potential or actual misconduct, illegal or unethical behaviour, doing the right thing means raising your concerns or questions about the conduct. If something feels unethical or improper to you, escalate it promptly.

There are various internal channels you can use to report potential misconduct or potential ethical concerns, including to your supervisor/Head of Department and/or to Compliance, AFC, your HR Business Advisor, or Legal. You may also use the [Raise a Concern](#) webpage on dbNetwork or the Integrity Hotline, which is an [electronic platform](#) and [telephone reporting system](#) for raising concerns, and which can be used either anonymously or non-anonymously.

For further information, reference the [Raising Concerns \(including Whistleblowing\) Policy – Deutsche Bank Group](#).

Telephone Reporting System  
Central Number: +49 (0)30-20867999

Telephone numbers for certain countries available [here](#)

## Non-retaliation

We seek to create an environment where every employee feels safe to speak up and raise concerns, including cases of potential misconduct, unethical behaviour or possible violations of law or policy, without fear of retaliation.

We prohibit retaliation against any individual for reporting concerns. We also prohibit retaliation against those who assist or cooperate in a subsequent investigation of such concerns. Retaliation means any adverse action taken against a person because they reported or cooperated in such an investigation.

Individuals who engage in retaliation are subject to disciplinary action up to and including termination of employment. Managers can also be held responsible for the behaviour of individuals under their supervision who engage in retaliatory actions.





# Protecting and handling confidential information



Our clients expect that we maintain the confidentiality of their information, whether that information relates to financial, personal or business matters. Our bank also expects that you maintain the confidentiality of its own information. Confidential information can be written, oral or electronic and includes a wide variety of data deriving from sources such as IT applications, strategies and customer lists. When in doubt, assume all information you receive is confidential. Inside information is a subset of confidential information and discussed later in the code.

You may not share, make available or disclose such confidential information to anyone inside or outside our bank, except on a “need to know” basis, i.e., with other staff who are involved in the transaction or providing the services and such disclosure is required for the proper execution of our bank’s responsibilities. Sharing it more broadly, even with other employees, could be inconsistent with a client’s expectations or in breach of legal requirements, including a confidentiality agreement with the client. Where information may be shared, you must limit the amount of information to what is required to achieve the stated business purpose and make sure the recipient knows that the information is confidential and subject to restrictions related to its use or dissemination.

## Q&A

- Q1.** A colleague asks me to share customer information from my former employer. She explains that this would be a great opportunity for the bank to acquire new customers, cross-sell financial products, and for her to meet her quarterly targets. Is this the right thing to do?
- A1.** No. You must not disclose that information. Customer information of your former employer is that employer’s confidential information and you have a legal obligation to protect the information, even after leaving that company. By disclosing the information, you are breaching this Code and exposing yourself and our bank to legal liabilities.
- Q2.** Marie in Finance is working with the Deutsche Bank printers on the preparation of the bank’s annual results. She has just reviewed the latest proof and forwards it to other colleagues involved for their review. Having pressed Send, she notices that in error, she has sent the document to a JamesDSmith rather than JamesSmith. Has Marie acted illegally by sharing the bank’s annual results in advance?
- A2.** She has not intentionally leaked the information so this would not be a criminal offence. Nonetheless, there is a problem. What has happened is the inadvertent leak of inside information. It is crucial that Marie immediately escalates the issue to Compliance, who will advise her how to proceed.

It is never appropriate to share confidential information with family and/or friends. Even if you believe that a family member or friend will not misuse the information, it is not your information to share.

Data held by sensitive business areas are secured by Information Barriers (e.g., data relating to business areas classified as non-public are held behind the Information Barrier and are not accessible by other areas).

Restrictions on disclosing confidential information are not intended to, and should not, prevent employees from reporting or escalating any concerns or responding to questions or requests from relevant regulators, law enforcement agencies or their formally appointed agents, courts of law or our bank’s monitors. For further information, reference the [Use and Handling of Client Confidential and Deutsche Bank Proprietary Information Policy – Global](#).

Also remember, information from prior employers (including information from the clients of prior employers) is confidential information and should not be shared with our bank or bank employees – to do so is unethical, unless it has already been made public through no action of your own.

# Conflicts of interest



Many of the major problems that have occurred in the industry, including here at our bank, involved conflicts of interest. A conflict of interest arises where one or more persons or entities have competing interests and the serving of one interest may involve detriment to another. As a global financial services provider, our business inevitably gives rise to actual, potential and perceived conflicts. Examples of potential conflicts include: in Markets, acting as principal with a client or as an agent between a buying and selling client; in Banking, acting on behalf of an issuer of securities while managing our responsibilities to underlying investors in those securities; in Asset Management and Wealth Management, being incentivised to create or sell products that may be to the detriment of our clients or the market.

When identifying conflicts, be sensitive to the fact that conflicts can arise in a variety of relationships, including:

- Between our clients;
- Between a client and our bank or our employees;
- Between the bank and our employees;
- Between a service provider and an employee or the bank; and
- Between and among different group entities or business divisions of our bank.

## Q&A

**Q1.** You are part of the COO function and you are selecting a new software supplier for the bank. Your spouse works for one of the vendors. Is this a conflict?

**A1.** Yes, there is a potential conflict between you and the vendor because the fact that your spouse works for one of the vendors could be viewed as influencing your judgment. You should make sure that the bank is aware of the potential conflict, and you should not be involved in the selection of the vendor.

**Q2.** An issuer client threatens to end its business relationship with our bank unless one of our research analysts takes a more positive view on its stock. Is this a potential conflict of interest?

**A2.** Yes, this situation represents an actual conflict of interest between the bank and its client because acceding to the client's demands would compromise

the objectivity and independence of the research output. Any such attempt, by a client, internal stakeholder or otherwise, must be escalated in accordance with the bank's policy.

**Q3.** You work at a local branch in Berlin. You just received a call from a customer that is a small-sized business looking for some short-term working capital. The logical choice for the client is a short-term loan, but your colleague has suggested that you should pitch a credit card option, which would attract much higher fees for the bank. Should you advise the customer to opt for a credit card?

**A3.** No. The best option for the customer is the loan. The suggestion that you should earn higher fees by recommending a credit card at the expense of the customer's needs is not appropriate and would be a failure to manage the conflict arising between the interests of the client and the bank.

We maintain organisational and systems-related arrangements and take other measures to help avoid, minimise or mitigate potential conflicts. We are committed to treating our clients fairly and appropriately handling clients' interests, including, for example, where one client's interest may be in conflict with another client's interest.

All potential conflicts of interest, including personal ones that you may have with our bank, another employee, a client, a vendor, etc., must be reported promptly to your supervisor and, as necessary, to the Business Selection and Conflicts Office, Compliance, Human Resources or Legal so that they can be addressed appropriately.

Conflicts can be nuanced and, in dealing with potential conflicts, you should act with integrity and use good judgment in a manner consistent with this Code and our policies, and ask for guidance as necessary.

For further information, reference the [Conflicts of Interest Policy – Deutsche Bank Group](#).

# Financial crime prevention and detection



## Anti-financial crime

Our bank advocates the development of sound regulations and internal procedures to combat financial crime, including tax evasion. These requirements are also intended to prevent our bank from committing or facilitating – intentionally or negligently – criminal offences.

You are personally accountable for adhering to all applicable statutory and regulatory responsibilities to prevent financial crime. To support you in meeting those obligations, our bank's Anti-Financial Crime (AFC) department is mandated by the Management Board to develop and implement policies, procedures and processes to minimise AFC risk within our bank, and enhance them on a continuous basis, at both global and local levels.

For further information, reference the [Anti-Financial Crime Charter](#).



## Anti-money laundering/anti-terrorism financing

Money laundering is the intentional movement of cash and/or assets derived from illegal and criminal activities into the legal, financial and/or business system. The attempt to disguise the true source or ownership of the funds, to disguise the ultimate disposition of the funds and to eliminate audit trails is part of the laundering process. Underlying crimes are defined by local laws and could comprise, for example, forgery, counterfeiting, extortion, human trafficking, robbery, drug crime as well as fraud, corruption, organised crime, or terrorism.

Terrorism financing is defined as the providing, depositing, distributing or collecting of funds, by any means, intended to be used, or knowing that they are to be wholly or partially used, for committing terrorist acts. It is not relevant whether such funds are of legal or illegal origin.

To combat money laundering and terrorism financing (together, "AML"), our bank has developed a set of policies outlining its general AML standards and principles. You are required to adhere to these standards to protect our bank and its reputation from being misused for money laundering and/or terrorist financing or other illegal purposes.

For further information, reference the [Anti-Money Laundering Policy - Deutsche Bank Group](#).



## Economic sanctions regulations & anti-boycott rules

National authorities and supranational organisations (e.g. the United Nations and the European Union) impose restrictive measures against targeted sectors as well as countries, organisations, groups, entities and individuals who infringe internationally accepted behaviours and norms, including those who have been identified as being involved in weapons proliferation as:

- terrorists or supporters of terrorist organisations;
- violators of human rights; or
- being involved in bribery and corruption.

Such measures are more commonly known as embargoes or sanctions. Our bank has identified Prohibited and Restricted Special Risk Countries in order to better safeguard against sanctions risks.

You are required to comply with applicable embargoes and sanctions as well as our bank's requirements on Special Risk Countries. Non-compliance can expose our bank, as well as you personally, to civil, regulatory and criminal penalties, including substantial monetary fines and, in the case of individuals, prison. Non-compliance with embargoes and sanctions also poses a substantial reputational risk for our bank. It is also important to note that there are anti-boycott

## Financial crime prevention and detection (continued)

### Economic sanctions regulations & anti-boycott rules (continued)

rules in place that protect against and counteract the effects of extra-territorial application of specific sanctions regulations imposed by other jurisdictions. If you have any concerns, consult with AFC before proceeding.

For further information, reference the [Sanctions Policy – Deutsche Bank Group](#).

#### Q&A

- Q.** A client calls Elias to let him know they will be exporting goods to a defence company based in Russia. The client wants to know if we will support the transactions related to the shipment. Elias escalates this information to Regional Sanctions – what will likely be the outcome?
- A.** We would need further information on the goods, transactions and end-user to understand what is involved and determine whether the transactions may violate applicable sanctions.

**Key learning point:** Sanctions can be broad-in-scope, so you need to understand the impact of sanctions on your business activities.

**If in doubt:** You must escalate your concern to your local AFC Team, Regional Sanctions & Embargoes Team or the Global AFC Sanctions & Embargoes Team.



### Anti-bribery and corruption

Our bank is committed to complying with all applicable anti-bribery and corruption laws and regulations. Our bank expects transparency and integrity in all of its business dealings to avoid any improper advantage or the appearance of questionable conduct by its employees and associated third parties.

Bribery and corruption risks can arise in a number of areas that we deal with every day. Examples include: gifts and entertainment, interacting with public officials, roadshows, use of third parties, provision of goods and services, hiring practices, and acquisitions. You are responsible for preventing, detecting, and reporting bribery and other forms of corruption in connection with our bank's business.

Bribery or corruption in any form is not tolerated by our bank – you and third parties associated with your business are prohibited from offering, promising, giving or authorising, any form of solicitation, agreement to receive, or accepting anything that constitutes, or could be perceived as constituting bribery or corruption.

For further information, reference the [Anti-Bribery and Corruption Policy – Deutsche Bank Group](#).

#### Q&A

- Q.** Deutsche Bank operates globally and may require the support of agents in different jurisdictions to act on its behalf and provide local expertise. Could Deutsche Bank be liable for any bribes paid by Business Development Consultants (BDCs) or external advisors used to help the bank win business?
- A.** Yes. Deutsche Bank could be liable for bribery paid by agents operating on behalf of the bank, like BDCs.

How can you reduce the risk? Due care and skills must be exercised when selecting and dealing with BDCs and other agents. Our bank's policies must always be followed. For further information, reference the [Business Development Consultants Policy – Global](#).

### Anti-fraud

Fraud is defined as any intentional act or omission, including a misrepresentation which misleads or conceals, or attempts to mislead or conceal, in order to gain a personal or business advantage, or to avoid a personal/business disadvantage. Fraud may be committed by an individual, a group of individuals, or by one or more organisations.

If you have knowledge of fraudulent activity or potential fraudulent activity, have reason to suspect that fraud has occurred, or a fraud attempt may occur, you must immediately escalate to AFC by following the escalation process defined in the Anti-Fraud Policy. You are responsible for ensuring that you do not commit or contribute to fraud. For further information, reference the [Anti-Fraud Policy – Deutsche Bank Group](#).

## Fair and free markets



### Market conduct, market manipulation and market abuse

Protecting the integrity of financial markets is critical to promoting fair and efficient markets and investor confidence; inappropriate market conduct undermines fairness, efficiency, and confidence in the markets.

Market manipulation/market abuse can have a significant negative impact on our clients, the financial markets and our bank as a whole.

As such, all business conducted by our employees must be driven by legitimate reasons and must be conducted in a manner that avoids or minimises market disruption.

You must not engage in activities, practices or conduct that are manipulative, illegal, anticompetitive, or unethical, that exacerbate conflicts between or among our bank and/or its clients, that are contrary to industry standards or applicable regulations, or that are otherwise damaging to our bank's reputation.

Our bank has a policy in place to specifically address Market Conduct as well as standards for specific bank products. For further information, reference the [Market Conduct Policy – Global](#).

#### Q&A

- Q.** You purchase 5,000 shares in XYZ Ltd. You then spread a rumour online that XYZ Ltd, is the subject of a takeover bid from Predator plc. The story spreads and makes its way into the media, causing the share price to rise significantly. You then make a profit by selling your shares. Shortly thereafter, Predator plc makes a formal statement denying the rumour and the share price of XYZ Ltd falls back to its previous level. Have you done anything wrong?
- A.** Yes. You have engaged in market manipulation that has distorted the price of XYZ Ltd shares by spreading false rumours. This is illegal.

### Abuse of information and insider trading

In the course of your work at our bank, you may come into possession of inside information, also referred to as material, non-public, price sensitive information (PSI or MNPI). While the definition may vary from jurisdiction to jurisdiction, inside information can be described as information which has not been made public, relating directly or indirectly to one or more issuers or to one or more financial instruments, and which, if it were made public, would likely have a material effect on the prices of those financial instruments or on the price of related derivative financial instruments.

While you are in possession of confidential information, especially inside information, you are under a duty of confidentiality in respect of the information you receive and may only use or disclose such information with due authorization and on a need to know basis. Using such information for your personal gain or sharing with others who use it for their personal gain – so called “tipping” – is illegal and prohibited by the Code and our bank's policies.

For further information, reference the [Information Barriers Policy – Deutsche Bank Group](#).

#### Q&A

- Q.** I have learned that Deutsche Bank is considering the acquisition of a small, publicly-traded company. As an employee of the bank, may I acquire the stock of this company in anticipation of the acquisition? May I share this information with my cousin so that she can acquire the shares?
- A.** No. Trading on and tipping others who trade on inside information is illegal and a violation of this Code.

## Fair and free markets (continued)



### Antitrust

Ensuring that employees at all levels comply with applicable antitrust laws is a key priority of the bank. The financial sector is under close scrutiny from antitrust authorities and public prosecutors. Understanding the basic concepts of the antitrust rules and the limitations that they can impose on your activities, and being able to identify activities or conduct where there could be risk is critical for you and our bank.

Antitrust laws promote free competition by making certain anti-competitive practices illegal. The practices caught by antitrust laws encompass a wide range of market-distorting behaviour around the globe. This behaviour includes agreements and practices that restrict competition, trading in concert with a competitor, agreements with competitors on pricing, agreements to exclude others from a transaction, facilitating the exchange of competitively sensitive information, and violations of merger control rules.

Antitrust laws of certain countries in which we conduct business have broad extraterritorial scope and application. It is our policy to comply with all laws which prohibit anti-competitive conduct in the countries in which we operate.

The consequences of antitrust violations are serious and far-reaching. US, EU and other enforcement authorities vigorously prosecute anti-competitive conduct. Any infringement of antitrust laws can have serious consequences, including severe financial penalties for our bank and you. Multi-million euro fines have become routine for companies found guilty of infringing antitrust laws. Other serious consequences may also result from non-compliance with antitrust laws, including:

- Individual imprisonment or long-term disqualification;
- Paying compensation to affected parties;
- Reputational damage;
- Restrictions on business; and/or
- Void or unenforceable contracts.

For further information, reference the [Antitrust Risk Management Framework Policy – Deutsche Bank Group](#).

### Q&A

- Q. As a Deutsche Bank Swap trader, you contribute streaming of live prices to three trading venues that are used by the administrator of a daily benchmark. The benchmark is calculated off tradable quotes from regulated, electronic, multilateral trading venues and represents the mid-price for Swaps (fixed leg) at particular times of the day.

Early one morning a longstanding colleague, who now works for another bank, emails you with the following message:

“Hi Matey,

Need a favour from you. Can you nudge your GBP B/O down a couple of bps on Trad-X today? I know you don't do much volume on that venue anyway so you're unlikely to be hit and it would be a great help to me. I can return the favour sometime in the future to help you out.”

Is it acceptable to agree to the proposition?

- A. No. Any form of collusion among competitors in order to manipulate, or to attempt to manipulate or help facilitate some to manipulate, benchmarks, price fixes or reference rates capable of distorting the normal course of pricing is not acceptable.

Even if your attempt to influence the fix fails, the intention to influence normal market conditions is sufficient to make this behaviour illegal and be in violation of antitrust law.

# Treating clients fairly, communicating with clients, and handling customer complaints



## Treating clients fairly

As a bank, we have defined ourselves as client centric, and part of our success is through creating value to our clients by the solutions we provide and services we offer. Critical to our strategy is delivering what we committed to our clients and treating them fairly and transparently.

In practical terms, it means that we may not take unfair advantage of anyone or disadvantage them through manipulation, concealment, abuse of confidential information, sharing or using it improperly, misrepresentation of material facts or unfair dealings or practices.

For customer-facing employees, you should understand your customers' needs, expectations and interests in order to provide them with appropriate solutions that lead to the right outcomes for them based on their stated requirements, sophistication and attitude to risk.

You must always act fairly, honestly and transparently and avoid providing customers with undue preferential treatment, including over other clients.

## Q&A

**Q.** Theo works in a retail branch. He has been told that the incentive this year is a 6% pay rise if he meets the target before year end. An existing retail client visits the branch seeking to invest all of a small inheritance he received – he says this is his retirement money when he retires in a couple of years.

Theo advises him on a non-principal-protected product intended only for high net-worth individuals, who are “sophisticated clients,” for which he will receive a higher commission. He explains that they are similar to retail bonds but have a high coupon payout structure and states that they are not any riskier than bonds of a blue chip corporate.

- Were the rationale and risks of the product sold in line with the risk appetite of the retail client, i.e., was it suitable?
- Did he explain the product thoroughly?
- Was he truthful?
- Was his judgment clouded by his own personal interests?
- Should the bank have considered whether the incentive programme could influence bad outcomes for clients?

**A.** Theo mis-sold the product and misrepresented the importance of the risks embedded in the product. He did not consider whether this was a suitable product for the client and sold a product for which he would receive a higher commission and, therefore, a better chance of meeting a target set by the bank.

## Communicating with clients

It is important when dealing with our clients that our communications – both oral and written, are fair, clear and accurate. Statements that can be viewed as misleading or fail to include information important to making an investment decision – whether the client is retail, professional or institutional – can violate applicable law. Fair, clear and accurate communications protect the bank and you.

For example: US regulators have been focusing on communications with institutional investors in illiquid markets where sales persons are alleged to have misrepresented facts surrounding the securities being purchased.

In the case of communications such as offering circulars and research, they promote market efficiency by ensuring that all market participants have the opportunity to act on information that is accurate, complete and not false or misleading.

All bank communications must meet certain minimum content standards and requirements, including specific information classification standards. In addition, specific requirements relating to certain categories of communications such as research, sales, marketing and advertising, as well as electronic communications, are the subject of supplemental policies.

For further information, reference the [Business Communications Policy – Global](#).

## Treating clients fairly, communicating with clients, and handling customer complaints (continued)

### Customer complaints

A complaint means any expression of dissatisfaction or grievance, regardless of whether justified or not, from or on behalf of a customer or counterparty about our bank's provision of, or failure to provide, financial services (for example, the execution of any transaction, or the disposition of securities or funds). This may also include public relations matters regarding our bank's business practices that have the potential of damaging our bank's reputation, brand and market value. Complaints may be received from a complainant directly or through an authorised third party and can be transmitted via various means, including letter, telephone, email, or in person. They may also involve a demand, express or implied, for a payment or adjustment.

You must promptly refer all complaints to your supervisor. Actual or potential errors or complaints that could result in a client dispute must be referred to Legal and Compliance and any complaints, errors or irregularities relating to customers that cause breaches of regulatory or legal requirements or obligations must be reported immediately to your supervisor, Legal and Compliance. All errors and complaints must be addressed as soon as practicable.

For further information, reference the [Minimum Requirements for Handling and Recording of Complaints – Global](#).

### Q&A

**Q.** You have received a call from a client concerned that there are unusual transactions which they do not recognise on the account, and their statements are arriving much later than usual.

- Is this a complaint if you think the delays are due to system problems?
- Do you report the complaint to your supervisor immediately or only if the client complains again?
- Do you register this as a complaint for Complaints Handling process used by your business?

**A.** You report the complaint to your supervisor immediately and ensure that it is properly reflected as a complaint in your business' Complaint Handling procedures.

In most jurisdictions, there are requirements about responding to and reporting complaints. Further, complaints can be an indication of a broader problem. The sooner the problem is reported, the sooner the bank can take action.



### Protecting customer assets and accounts

The protection of customer assets and accounts is paramount. Each division is responsible for implementing policies necessary to ensure client monies and assets are appropriately safeguarded, and the dispositions of customer assets are only made by the holders of accounts, and in the case of custody accounts, by their agents on the basis of a power of attorney, or by virtue of a court order or other official measures. Balances on customers' dormant accounts and custody accounts with no known address may not be booked to revenues by our bank.

For further information, reference the [MiFID II Safeguarding Client Assets and Funds \(SCAF\) Policy – Businesses globally](#) and the [Business Relationships with Interrupted Customer Contact \(Unclaimed Assets\) Policy](#).



# Employee related activities



## Avoiding and disclosing personal conflicts of interests

Employees must disclose any potential conflict of interest. For example, if you have a close personal relationship with a vendor or a client, or you have a close personal relationship with your subordinate employee, then this will need to be disclosed. There are also other areas where our bank is required by law or due to the appearance of a conflict of interest to impose limitations and/or requirements on employees. These include:

- Gifts and Entertainment
- Personal Account Dealing (Employee Trading)
- Outside Business Interests
- Political Contributions



## Gifts and entertainment

Our bank does not permit the offering or accepting of gifts, entertainment or attendance at business events, unless they are reasonable, proportionate and for a legitimate business purpose.

You should not create a situation that would involve a conflict of interest, divided loyalty or the appearance of an improper attempt to influence business decisions.

It is important to keep in mind that a gift is anything of value that is offered to or accepted from a counterpart (i.e. any person our bank deals with in the course of business). Gifts can be of monetary or non-monetary nature, including benefits or advantages such as: tickets, jewellery, artwork, fruit baskets, and charitable donations.

Entertainment means all forms of corporate hospitality offered to or accepted from counterparts, including: social events, sporting, cultural or recreational activities, ticketed events, drinks, dinners, etc.

To avoid the risk of an appearance of impropriety, you must obtain all relevant pre-approvals before giving or receiving any form of gift or entertainment via [Compliance Direct](#), Concur Request or other applicable system. Pre-approvals are based on various thresholds set out in the policy referenced in the next paragraph.

For further information, reference the [Gifts, Entertainment and Business Events Policy – Deutsche Bank Group](#).

### Ask yourself:

- Does my outside interest influence or appear to influence my ability to make appropriate business decisions?
- Do I stand to benefit from my investment in this situation or does a friend or relative stand to benefit?
- Could participation in this activity interfere with my ability to do my job?

## Q&A

- Q1.** You are to finalise a contract with a major supplier. You have suggested that you could sign the contract at an expensive new French restaurant in town that you have wanted to try. Is this a problem?
- Q2.** You take one of your most important clients to dinner on a regular basis. The client likes expensive restaurants and fine wine. If you forget, your client reminds you. Is there anything wrong with this?
- A.** You should neither accept nor provide excessive and/or frequent work-related entertainment. All work-related entertainment must comply with our bank's Gifts, Entertainment and Business Events Policy. In both cases, there appears to be a quid pro quo for the entertainment, putting both you and our bank at risk.

## Employee related activities (continued)

### Employee trading

Our bank sets out a Personal Account Dealing Policy to meet legal and regulatory requirements, to avoid even the appearance of insider trading and/or other potential conflict.

It is your responsibility not to trade on, or otherwise take advantage of inside information and not to put your personal interests over those of our bank or its clients when engaging in trading for your personal or related party accounts.

You should be familiar with the Personal Account Dealing Policy, which is designed so that personal investment activities are conducted appropriately.

Where required, you should notify Compliance of your personal trading accounts including those held at our bank or with a designated broker.

Where pre-clearance or approval are required, you must obtain pre-clearance/approval via the [Employee Trading Request Application](#), i.e., the ETRA system, prior to engaging in personal account trading. Personal trading accounts where you have fully delegated the investment decisions to a third party by means of a written discretionary management agreement and where you cannot exercise any influence or discretion are required to be disclosed, however, trading is not required to be precleared.

There are minimum holding periods for investments which vary by location and division which are set out within the policy. For further information, reference the [Personal Account Dealing Policy – Deutsche Bank Group](#).

### Remember:

- Always disclose your personal investment activities to Employee Compliance
- Maintain your personal trading account at our bank or at a designated broker where required
- Register personal trading accounts on relevant employee trading systems prior to trading for the first time and complete the disclosure process prior to trading
- Obtain pre-clearance/approval to engage in personal account trading as required by your local or divisional policies
- Avoid personal trading that involves an excessive amount of risk, personal time and/or attention which interferes with your duties at the bank
- Always refer to the Group-wide Personal Account Dealing Policy or raise any concerns to Compliance



### Remember:

- You must prioritise the interests of our bank and its clients ahead of your own personal trading interest
- As such, you are prohibited from:
  - Entering into transactions involving a conflict of interest between an employee and our bank or its clients;
  - Using your access to proprietary information or client information in any way to advantage your or anyone else's personal investing; and
  - Entering into transactions that present potential reputational or regulatory risk to our bank.

## Employee related activities (continued)

### Outside business interests

You are expected to devote your best efforts and abilities to our bank. Outside Business Interests are certain interests or activities undertaken by employees outside their role at or with our bank, whether or not compensated, that may create a potential conflict of interest. These are generally positions in external organisations such as directorships or partnerships, external/other employment or appointments to public offices. Minimum standards have been set to avoid or manage conflicts with any Outside Business Interest and the duties of the employee, to protect our bank and its staff against reputational risk, avoid interference with your responsibilities to our bank, and to assist Compliance in the identification and prevention or mitigation of conflicts. You are required to disclose and obtain approval prior to engaging or agreeing to engage in an Outside Business Interest via [GECCo](#).

For further information, reference the [Outside Business Interests Policy – Deutsche Bank Group](#).



### Political contributions

Our bank is a politically neutral organisation and does not engage in party political campaigning or make party political donations. Our bank conducts dialogue with governments on issues relevant to our businesses and any communication undertaken is honest and accurate.

Our bank permits its employees to be active in the political process. If you are involved in political activity in a personal capacity you have a responsibility to make sure that this is kept entirely separate from your duties as an employee and that our bank's funds or resources (including time) are not used for political purposes. It is not permitted for any employee to coerce or pressurize other employees to make political contributions.

In certain jurisdictions, there are limitations, restrictions and reporting requirements on the exercise of political activities. In the US, such regulations apply to all US citizens and US permanent residents regardless of work location. Please contact local Compliance for advice prior to engaging in any political activities.

So that conflicts of interest are avoided, colleagues are expected to exercise discretion and not become involved in matters of political controversy that may compromise the interests of our bank and/or their role.

Any material political activity must be approved in advance by your supervisor and Compliance.

# Communications, the media, social media and interactions with our regulators

## Q&A

**Q.** You have received a phone call from a journalist who is asking the whereabouts of a client. You met with the client in the morning and she told you she was travelling today to Eastern Europe for business. The journalist says that your client is in the middle of striking a very important business deal and promises that he will write a positive piece about Deutsche Bank if you help him out with the information he needs. You are not an authorised spokesperson for the bank. Is it appropriate to reveal your client's whereabouts?

**A.** No. You must decline to speak to him and refer him to your local Press Office. Client information must be treated in confidence. It would be a major breach of trust to pass this information to anyone outside the bank.

You are not permitted to speak to the external media unless you have been approved and received formal training as an authorised Deutsche Bank spokesperson and media contacts should always be referred to or logged with your local Press Office.



## Responding to media inquiries

Unless authorised to speak to the media, you must refer all media enquiries concerning business activities, clients, employees, officers or members of the Management Board or Supervisory Board of our bank to the appropriate Communications team.

If you plan to have or you had contact with a media representative you have to inform Corporate Communications in a timely manner.

You must not make any statements in the name of our bank or release any information or documents to the media either directly or through a third party, unless expressly authorised to do so by the appropriate Communications team.

For further information, reference the [Media Policy – Deutsche Bank Group](#).

## Electronic and voice communications

The use of electronic or voice communication and the recording of voice communications can be subject to the laws and regulations of multiple jurisdictions. Principles have therefore been established to safeguard information and to set minimum requirements for appropriate access, monitoring and usage.

Only Deutsche Bank-approved communication devices and applications may be used for the conduct of any bank business whether by email, chat or other electronic messaging. If you are required to use recorded lines, you must comply with the policies of your business to ensure that your conversations are taped. Participating in multi-person/multi-bank chat rooms and other public chat rooms in connection with any bank business or with our bank's equipment is generally prohibited (certain exceptions apply with relevant pre-approvals).

Our bank is required to retain records relating to electronic and voice communications generated by employees and undertakes surveillance of them. Additionally, electronic and voice communications may be subject to disclosure or other requirements in litigation, regulatory and law enforcement inquiries, internal investigations and/or other proceedings, and/or subject to monitoring or surveillance.

Our bank reserves the right to monitor, review, access, record and disclose information and data, which is created, sent, received, downloaded or stored on our bank's electronic or telephonic systems or on the bank's premises, subject to local data privacy restrictions.

For further information, reference the [Electronic Communication Systems Policy – Deutsche Bank Group](#) and the [Use of Mobile Devices Policy – Deutsche Bank Group](#).

## Communications, the media, social media and interactions with our regulators (continued)



### Social media

Recent years have shown a growth of social media services, which has fundamentally changed interpersonal communications, built online communities, and increased virtual interactions. Our reputation is dependent upon appropriate and professional media and public relations. In order to protect our reputation and brand, only authorised employees may set up and operate a social media channel in the name of our bank. This restriction does not apply to discussion of personal matters outside of work and on non-bank equipment.

You should always use good judgment in your use of social media and other online activities, even in connection with personal matters. Postings on internet and/or social media sites referencing our bank, your responsibilities, our clients or your bank colleagues may have an impact not only on you but our bank as well, and may constitute a breach of privacy laws, misuse of confidential information or other policies. Your social media activities are also governed by the laws applicable in the country where you work as an employee. The policies and guidelines of your respective division or the region in which you work also apply.

For questions about the use of social media, please contact Digital Communications.

For further information, reference the [Media Policy – Deutsche Bank Group](#) and the [Electronic Communication Systems Policy – Deutsche Bank Group](#).

### Interactions with supervisory authorities

Our bank is committed to act in an open and transparent way with all its Supervisory Authorities and to promote trust-based cooperation. Failure to do so could result in regulatory sanctions, reputational damage and/or significant financial penalties.

Relationships with the supervisory departments of our bank's Supervisory Authorities are managed by Regulation, Compliance, Country Management or other teams responsible for regulatory relationship; and subject matter experts (representing the business divisions and infrastructure functions). Each Supervisory Authority generally has a bank Principal Point of Contact.

Any communications that are received by anyone other than the Principal Point of Contact should be escalated to Compliance or the relevant team responsible for regulatory relationship who will re-route the communication to the relevant Principal Point of Contact. Communication to the Supervisory Authorities by any department or individual, other than the Principal Point of Contact should first be escalated and routed through the Principal Point of Contact. You must adhere to certain minimum standards in any interaction with our bank's Supervisory Authorities.

For further information, reference the [Supervisory Authorities Engagement Policy – Deutsche Bank Group](#).

If you are authorised to interact with our bank's supervisory authorities, remember:

- Communicate in an open, succinct, candid, accurate and complete way
- Execute and deliver on agreed actions in a timely and prompt fashion
- Provide realistic deadlines and timelines and any indication that these will not be met should be escalated
- Review requests received with a view to establishing a shared understanding of what is expected
- Provide notification of relevant matters, events, issues or incidents in a timely manner
- Make sure that communications, when presented globally to regulators, are consistent
- Facilitate tracking and internal reporting requirements

In addition, we are required to maintain the confidentiality of any examination or supervisory information received from Supervisory Authorities ("Confidential Supervisory Information"). The definition of Confidential Supervisory Information is broad and includes any information that is prepared by, on behalf of, or for the use of a Supervisory Authority, including information "related to" an examination, inspection, or visitation of an institution. The various Supervisory Authorities have similar, but not identical, requirements regarding the disclosure of Confidential Supervisory Information. However, as a general principle, Confidential Supervisory Information may not be disclosed to a third party, including an agent of our bank, without the express written consent of the relevant Supervisory Authority.

You should contact the relevant team responsible for regulatory relationship before sharing any regulatory information.

# Sustainability and respecting human rights



In alignment with one of our core values “sustainable performance” and based on our sustainability principles, we are committed to considering the long-term effects of our activities and to generating sustainable value for our clients, employees, investors and society at large. This means that we consider and assess the direct and indirect economic, social and environmental aspects and impacts of our business decisions.

We strive to increase the positive impact of our business decisions and to support a sustainable future for society and the environment. We monitor and mitigate the possible negative impacts and we apply reasonable due diligence processes to balance and to solve emerging conflicts of interest and ethical situations.

We maintain sound governance in line with laws and internal guidelines. Well-established sustainability frameworks, such as the United Nations Global Compact and the United Nations Sustainability Development Goals, provide guidance for our thinking and actions.

We ensure that our internal and external commitments are safeguarded by adequate processes and controls. In this context we make the respect of human rights including the prevention of child labour, modern slavery and human trafficking a priority. The same accounts for combating climate change. We strive to be the employer-of-choice for present and future employees and to invest in society and create a positive impact. By supporting volunteering initiatives by our staff we serve our communities and encourage and support our employees in these efforts.

Our business operations conform to common sustainability requirements, for example, by screening our vendors and by managing and, where possible, minimising our environmental impact. This includes our own carbon neutrality.

For further information, reference the [Sustainability Policy – Deutsche Bank Group](#) and the [Reputational Risk Procedure](#).

You must act in the spirit of our sustainability principles listed below and scrutinise any activity against them:

- We commit to balancing economic success with environmental and social responsibility;
- We identify and address the environmental and social impacts of our business activities;
- We foster business that enables sustainable growth;
- We are guided by internationally recognised principles and standards;
- We ensure that our sustainability strategy is firmly grounded in robust governance, policies and processes;
- We encourage transparent communication and open dialogue with stakeholders.

You should ask yourself:

- Does a proposed business transaction or initiative present any risks to the environment or society?
- Are there appropriate controls in place to manage the risks associated with the proposed transaction?
- Are you focusing only on near-term results without looking at potential long-term risks?
- Are you confident that your actions could stand up to public scrutiny?
- Are you using your skills to build social capital and to benefit society?

# Safeguarding our bank's interests



## Information security

Each division is responsible for implementing policies necessary to observe banking secrecy laws and to maintain an appropriate level of information security. For further information, reference the [Information Security Policy – Deutsche Bank Group](#).

You must also take steps to ensure you follow these policies to protect information against loss, non-authorized changes and manipulation.

## Protecting Deutsche Bank's assets

Our bank's assets include:

- Physical assets, such as office furnishings, equipment and supplies;
- Technology assets, such as hardware, software and information systems;
- Financial assets, such as cash, securities and credit cards;
- Our bank's name, its brand and its customer relationships;
- Information assets, such as intellectual property, including about products, services, systems and other data.

Our bank's assets should be used only for the conduct of our bank's business, except where otherwise provided by the Code or other bank policies. All physical and technology assets provided by our bank, whether used inside or outside the workplace are our bank's property and provided for your business use. Never sell, lend or give away any such assets, regardless of their condition or value unless you are authorized to do so. In general, you should not use our bank's assets for your personal activities though reasonable personal use is permitted. However, it should not interfere with your business obligations. Any work product created in the course of your work while at our bank is an asset of our bank. Assets including information, presentations, spreadsheets, models, applications, etc., that you create are our bank's property.

## Data protection

The collection, use, retrieval and transfer of client information must comply with data protection laws, our policies and any contractual obligations. Client confidentiality – as discussed previously – is critical and you should seek to protect it at all times. You are prohibited from collecting, processing or using personal data unless authorized to do so. Personal data may only be obtained for lawful purposes and should be processed fairly and lawfully. Data should only be maintained for as long as necessary and should be relevant to the purpose for which it is collected. All data must be secured to prevent unauthorized access, alteration, transmission, publication, loss or damage. You must ensure that the competent Data Protection/Privacy Officer is informed of all new plans to process personal data in order to comply with regulatory requirements and avoid reputational risk. Errors, irregularities and breaches should be escalated promptly to your supervisor.

For further information, reference the [Data Protection & Privacy Policy – Deutsche Bank Group](#).

## Safeguarding our bank's interests (continued)



### Records

Maintaining accurate books and records is fundamental to meeting our legal, regulatory and business requirements. You are responsible for maintaining accurate and complete records and for complying with all the controls and policies our bank has in place.

You should never falsify any book, record or account that relates to the business of our bank, its customers, employees (including your own activities within our bank) or suppliers.

You must never dispose of records or information that may be relevant to pending or threatened litigation or a regulatory proceeding unless you are authorised to do so by the Legal Department. You must also comply with applicable record retention policies.

For further information, reference the [Records Management Policy – Deutsche Bank Group](#).

### Authority to act

Your authority to act on behalf of our bank is limited by various laws, rules, regulations, corporate charters, by-laws and board resolutions as well as our bank's policies. You need to be aware of these, how they impact your role, and of the responsibilities attached to it. You should never sign any documents or otherwise represent our bank, or authorise any action on our bank's behalf, unless you are specifically authorised and have the required knowledge to do so. You should know the limits of your authority and act within those limits.

Correspondence and documents containing legally binding statements must generally bear two authorized signatures of the bank.

For further information, reference the [Internal Governance Policy – Deutsche Bank Group](#).

### Key resources and contacts

[Anti-Financial Crime](#)

[Business Selection and Conflicts Office](#)

[Communications & Corporate Social Responsibility](#)

[Compliance](#)

[Group Tax](#)

[Human Resources](#)

[Legal \(incl. Group Governance\)](#)

[Risk](#)

[Integrated Consequence Management Framework](#)

[Risk Awareness on myDB](#)



Falling  
short.

Getting  
it right.

Be on the right side.

[#PositiveImpact](#)



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## Five things to know if you're transferring from an external to an internal Deutsche Bank employee

1. Your Human Resources ID should not change. Everybody at Deutsche Bank has a life-long-ID. Your HR recruiter and Deutsche Bank sponsor/manager should know this when they start the process on Workday. For more information please refer to this [Workday training](#).
2. You will keep all of your DeuBa/DBE/DBG account data, mails, tools, and applications if your change between external and internal employment is immediate (i.e. less than 30 days) and your email address stays the same. Please note: if for some reason or another your email address does need to be changed, data can be retrieved with a "data transfer request" via your line manager and [dbsupport+](#).
3. Should you plan to take a longer break, your Deutsche Bank sponsor/new manager can ammend the date via the dbAccessGate portal with an approval of the [Chief BISO](#) of your department. For more information please refer to this [Workday training](#). In case of issues: Please open a ticket in [dbsupport+](#) and ask for help from the "IAM\_dbAccessGate\_Ops"-team. For more help from dbAccessGate please visit their [myDB page](#).
4. Please note that under your employment contract it is not permissible for you to upload any non-public Deutsche Bank data to any personal or non-Deutsche-Bank-compliant sites or databases. Non-compliance with this is a serious breach and may lead to consequences up to the termination of your contract as well as a claim of compensation by Deutsche Bank.
5. Should you need to share information prior to leaving Deutsche Bank as an external, please follow the standard hand over process of saving business sensitive data or messages. Forward any important emails to your Deutsche Bank sponsor/manager, save important messages or documents to your team-SharePoint or to the department file share/network-drive. Please contact [dbsupport+](#) should you be in doubt.

Deutsche Bank Group  
Deutsche India



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May 17, 2022

Dear Riya,

**Re: Internship**

With reference to the above subject, we are pleased to offer you an Internship from **May 30, 2022 to July 22, 2022** with **Deutsche India Pvt. Ltd** in **Pune**.

This Internship should not be construed as an offer of employment, either directly or indirectly. The Company will verify the information and responses provided and carryout verification checks independently prior to the commencement of your Internship.

The stipend payable to you will be **INR 75,000** (INR Seventy Five Thousand Only) per month. This will be subject to applicable taxes and any other statutory deductions.

During the period of your Internship, you may choose to avail Company transport, as per the current Company policy.

Kindly sign the duplicate of this letter in token of your acceptance of above terms and conditions including Schedule I relating to General Terms and Conditions, enclosed herewith, within ten (10) days from date mentioned above.

Yours sincerely,  
**Deutsche India Pvt. Ltd.**

**Authorized Signatory  
Human Resources**

**Authorized Signatory  
Human Resources**

Enclosures:  
Schedule I: "General Terms and Conditions"

**ACKNOWLEDGEMENT**

I confirm acceptance of the above terms and conditions of Internship with Deutsche India Pvt. Ltd.

Riya Sanjay Pathe

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place of Residence



Congratulations and Welcome  
to DB and Application  
Submission

External

Inbox



Shilpa Shetty 14/10/2021

to me



Dear Amruta Sunil Kotgire,

Congratulations and welcome to the **Intern Class of 2022 at Deutsche Bank!** DB's Graduate Programme is always very competitive and you have obviously impressed the business from the outset, and all your hard work and preparation has been worth it. So I personally wanted to say well done.

Now that you have accepted our offer, I would like to request you to be our campus ambassador. Share your experience so that others who may have similar interests like yours may benefit.

Request you all to register on the below link by 17<sup>th</sup> October 2021, Sunday and submit your application so that I can proceed with the onboarding process.

<https://db.recsolu.com/external/requisitions/O52Bkht9ePnY4zYv8xzdag>



June 16, 2022

**Anandita Rathore Nandi**

**Subject: Internship Agreement**

Dear Anandita Rathore,

We are pleased to offer you the position of an Intern for a period of **6 Weeks** with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 28/06/2022 to 10/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Balaji Kanamanapalli Venkata for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR ₹360,000.00 (Rupees Three Lac Sixty Thousand Only) shall apply during the internship.

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Debasis Das** at debasis.das@Fiserv.com.

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**

**ANNEXURE 1**



## **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the deduction of applicable taxes.



## 8. NOTICE PERIOD

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## 9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of India.

## EXHIBIT 1

### CONFIDENTIALITY AGREEMENT

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.

2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.

3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.

4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity (including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).

Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with





{{propertyName1\_es\_:signer1}}, effective until {{propertyName2\_es\_:signer1}}

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: {{propertyName3\_es\_:signer1}} (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.



**June 15, 2022**

**Aditi Dhumal**

**Subject: Internship Agreement**

Dear Aditi,

We are pleased to offer you the position of an Intern for a period of **6 weeks** with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 28/06/2022 to 10/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Sanjay Massand for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR ₹360,000.00 (Rupees Three Lac Sixty Thousand Only) shall apply during the internship.

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Debasis Das** at debasis.das@Fiserv.com.

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**

**ANNEXURE 1**



## **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the deduction of applicable taxes.



## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.
2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.
3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.
4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity (including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).



Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with {{propertyName1\_es\_:signer1}}, effective until {{propertyName2\_es\_:signer1}}

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: {{propertyName3\_es\_:signer1}} (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.



May 28, 2022

Nikita Kulkarni

**Subject:** Internship Agreement

Dear Nikita,

We are pleased to offer you the position of an Intern for a period of **2** months with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 13/06/2022 to 12/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Swapnil Jadhav for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR 3,60,000/- (**Three lakhs & sixty thousand rupees only**) shall apply during the internship. **Subsidized Meals (Lunch /Dinner) are served on all working days in the cafeteria towards which, meal coupons will be issued at the beginning of each month and at the time of joining.**

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Samriddhi Srivastava** at [Samriddhi.Srivastava@fiserv.com](mailto:Samriddhi.Srivastava@fiserv.com).

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**



## **ANNEXURE 1**

### **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

#### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

#### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

#### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

#### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

#### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

#### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

#### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the



deduction of applicable taxes.

## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.

2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.

3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.

4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity





(including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).

Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with {{propertyName1\_es\_:signer1}}, effective until {{propertyName2\_es\_:signer1}}

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: {{propertyName3\_es\_:signer1}} (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.



**May 25, 2022**

**Rutuja Patil**

**Subject: Internship Agreement**

Dear Rutuja,

We are pleased to offer you the position of an Intern for a period of **2** months with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 13/06/2022 to 12/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Balaji Kanamanapalli Venkata for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR ₹360,000.00 (Rupees Three Lac Sixty Thousand Only) shall apply during the internship.

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Debasis Das** at debasis.das@Fiserv.com.

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**

**ANNEXURE 1**



## **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the deduction of applicable taxes.



## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.
2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.
3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.
4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity (including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).



Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with {{propertyName1\_es\_:signer1}}, effective until {{propertyName2\_es\_:signer1}}

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: {{propertyName3\_es\_:signer1}} (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.



**June 20, 2022**

**Sakshi Shivnikar**

**Subject: Internship Agreement**

Dear Sakshi,

We are pleased to offer you the position of an Intern for a period of **2** months with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 28/06/2022 to 10/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Arindam Dutta for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR ₹360,000.00 (Rupees Three Lac Sixty Thousand) shall apply during the internship.

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Debasis Das** at debasis.das@Fiserv.com.

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**

**ANNEXURE 1**



## **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company’s satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv’s Confidentiality Agreement which is attached as **Exhibit 1**.

### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns’ requirement to complete his/her education at a recognized university.

### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker’s compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the deduction of applicable taxes.



## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.
2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.
3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.
4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity (including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).





Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with {{propertyName1\_es\_:signer1}}, effective until {{propertyName2\_es\_:signer1}}

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: {{propertyName3\_es\_:signer1}} (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.



May 28, 2022

Rutuja Walvekar

**Subject:** Internship Agreement

Dear Rutuja,

We are pleased to offer you the position of an Intern for a period of **2** months with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 13/06/2022 to 12/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Swapnil Jadhav for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR 3,60,000/- (**Three lakhs & sixty thousand rupees only.**) shall apply during the internship. **Subsidized Meals (Lunch /Dinner) are served on all working days in the cafeteria towards which, meal coupons will be issued at the beginning of each month and at the time of joining.**

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Samriddhi Srivastava** at [Samriddhi.Srivastava@fiserv.com](mailto:Samriddhi.Srivastava@fiserv.com).

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**



## **ANNEXURE 1**

### **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

#### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

#### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

#### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

#### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

#### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

#### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

#### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the



deduction of applicable taxes.

## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.

2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.

3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.

4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity



(including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).

Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with {{propertyName1\_es\_:signer1}}, effective until {{propertyName2\_es\_:signer1}}

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: {{propertyName3\_es\_:signer1}} (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.



May 29, 2022

Sneha Chalake

**Subject:** Internship Agreement

Dear Sneha,

We are pleased to offer you the position of an Intern for a period of **2** months with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 13/06/2022 to 12/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Swapnil Jadhav for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR 3,60,000 (Three lakhs & sixty thousand rupees only.) shall apply during the internship. Subsidized Meals (Lunch /Dinner) are served on all working days in the cafeteria towards which, meal coupons will be issued at the beginning of each month and at the time of joining.

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Samriddhi Srivastava** at Samriddhi.Srivastava@fiserv.com.

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**



## **ANNEXURE 1**

### **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

#### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

#### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

#### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

#### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

#### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

#### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

#### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the



deduction of applicable taxes.

## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.

2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.

3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.

4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity





(including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).

Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with \_\_\_\_\_, effective until \_\_\_\_\_.

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: \_\_\_\_\_ (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.

Signature:   
Sneha Chalake (May 29, 2022 18:41 GMT+5.5)

Email: sneha.chalake@cumminscollege.in



May 29, 2022

Janhavi Gadre

**Subject:** Internship Agreement

Dear Janhavi,

We are pleased to offer you the position of an Intern for a period of **2** months with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 13/06/2022 to 12/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Swapnil Jadhav for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR 3,60,000 (Three lakhs & sixty thousand rupees only.) shall apply during the internship. Subsidized Meals (Lunch /Dinner) are served on all working days in the cafeteria towards which, meal coupons will be issued at the beginning of each month and at the time of joining.

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Samriddhi Srivastava** at [Samriddhi.Srivastava@fiserv.com](mailto:Samriddhi.Srivastava@fiserv.com).

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**



## **ANNEXURE 1**

### **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

#### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

#### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

#### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

#### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

#### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

#### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

#### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the



deduction of applicable taxes.

## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.

2. I will not disclose to Fiserv any information or material that is confidential to others, or use such information in its business, or cause it to be used.

3. I will comply, and do all things necessary for Fiserv to comply, with the laws and regulations of all governments under which Fiserv does business, and with the provisions of contracts between any such government or its contractors and Fiserv that relate to intellectual property or to the safeguarding of confidential information or material.

4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity



(including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).

Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with \_\_\_\_\_, effective until \_\_\_\_\_.

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

5. In connection with any Developments assigned by Section 4 above, I will promptly: (a) disclose completely all facts regarding them to Fiserv; and (b) on Fiserv's request, execute a specific assignment of title to Fiserv, and do anything else reasonably necessary to enable Fiserv to secure a patent, copyright, or other form of protection related thereto.

6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: \_\_\_\_\_ (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

8. I acknowledge Fiserv is entitled to an accounting and repayment of all profits, compensation, commission, and benefits that I directly or indirectly realize in connection with any breach of this Agreement; such remedy shall be in addition to and not limit Fiserv's right to injunctive relief under this Agreement in the event of any breach or threatened breach by you, directly or indirectly.

9. The term "affiliates" as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Fiserv, Inc.

10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.

Signature:   
3919\_JANHAVI GADRE (May 29, 2022 18:16 GMT+5.5)

Email: janhavi.gadre@cumminscollege.in

# Review Documents for Offer for Job Application: Janhavi Gadre (Janhavi Gadre) - R-10268725 Technology - Summer Intern

Final Audit Report

2022-05-29

|                 |   |
|-----------------|---|
| Created:        | 2022-05-29  |
| By:             | Workday Integration (HRKnowledgeSession@fiserv.com) |
| Status:         | Signed  |
| Transaction ID: | CBJCHBCAABAAMn-B48N1_IO1fy9-T2BuaNsV2ZkWsXLU        |

## "Review Documents for Offer for Job Application: Janhavi Gadre (Janhavi Gadre) - R-10268725 Technology - Summer Intern" History



Document created by Workday Integration (HRKnowledgeSession@fiserv.com)

2022-05-29 - 12:08:02 PM GMT - IP address: 209.177.169.160



Waiting for Signature by 3919\_JANHAVI GADRE (janhavi.gadre@cumminscollege.in)

2022-05-29 - 12:08:05 PM GMT



Document e-signed by 3919\_JANHAVI GADRE (janhavi.gadre@cumminscollege.in)

E-signature hosted by Workday Integration (HRKnowledgeSession@fiserv.com)

Signature Date: 2022-05-29 - 12:46:17 PM GMT - Time Source: server- IP address: 49.36.60.131



Agreement completed.

2022-05-29 - 12:46:17 PM GMT



May 28, 2022

Neha Bhandari

**Subject:** Internship Agreement

Dear Neha,

We are pleased to offer you the position of an Intern for a period of **2** months with our organization on the terms attached as Annexure 1. You shall commence the internship for a fixed term period with effect from 13/06/2022 to 12/08/2022. You are expected to join our Pune - Trion Business Park office with the position Intern reporting to Swapnil Jadhav for joining process on the above-mentioned date.

The address of our Pune - Trion Business Park office is as under:

**Fiserv India Private Ltd**

Trion Business Park,  
Nagar Road,, Vadgaonsheri,  
Pune- 411014, Maharashtra

Following are the mandatory requirements to ensure a smooth joining process:

- Report at the office on DOJ not later than 9.30 am
- Submit a copy of mandatory documents as required for the background check process
- Carry original copy of all mandatory documents at the time of joining

A stipend of INR 3,60,000 (Three lakhs & sixty thousand rupees only.) shall apply during the internship. Subsidized Meals (Lunch /Dinner) are served on all working days in the cafeteria towards which, meal coupons will be issued at the beginning of each month and at the time of joining.

You are expected to organize own stay arrangements for the internship period. Other related out-of-pocket expenses, personal and travel related expenses should be borne by you.

Please send us confirmation of your joining by tomorrow through an email.

All communication pertaining to joining confirmation or any other query must be addressed to **Samriddhi Srivastava** at [Samriddhi.Srivastava@fiserv.com](mailto:Samriddhi.Srivastava@fiserv.com).

**For Fiserv India Private Ltd**

**Prajit Menon**  
**Manager HR Operations**



## **ANNEXURE 1**

### **TERMS AND CONDITIONS OF INTERNSHIP**

*For the purpose of this Section, you shall be referred to as the “Intern”.*

#### **1. PRE-CONDITIONS TO INTERNSHIP**

The Intern agrees that his/her appointment with the Company as an Intern is contingent on the successful clearance of a background check to the Company's satisfaction. The Intern shall submit the all mandatory documents within 5 days of acceptance of this offer.

The Intern agrees that his/her appointment with the Company is contingent on his/her acknowledgement of acceptance of Fiserv's Confidentiality Agreement which is attached as **Exhibit 1**.

#### **2. STATE OF FACTS**

The intern agrees that this offer for internship is made based on the Interns' requirement to complete his/her education at a recognized university.

#### **3. DUTIES AND RESPONSIBILITIES**

The Intern shall be required to perform all duties and functions as required by the Company from time to time towards the training of the Intern.

#### **4. DRUG FREE WORKPLACE**

All the employees and/or Interns are prohibited from manufacturing, distributing, dispensing, possessing, selling, purchasing, using or being under the influence of alcohol, inhalants or any illegal drugs on Company premises (including in any vehicles on Company premises), while in Company-provided vehicles at any time or location, or while conducting Company business off Company premises. The Company reserves the right to discipline employees and/or interns who violate this Policy, up to and including termination of internship, based on the facts and circumstances of the case and to have drug tests conducted to ensure that the Employee and/or intern is not using / under the influence of illegal drugs.

#### **5. FISERV POLICIES**

The Intern agrees and undertakes that the intern shall be bound by all the applicable policies and procedures of the Company including but not limited to Code of conduct, Anti Sexual harassment policy, as may be drafted, revised, amended and/or updated from time to time by the Company, at its sole discretion.

#### **6. INDEPENDENT RELATIONSHIP**

Nothing contained in this Agreement, nor any action taken by any Party to this Agreement, shall be deemed to constitute Intern, an employee or legal representative of Fiserv. Intern, under this internship agreement, is acting as an independent party. Fiserv shall not be responsible for payment of worker's compensation, disability benefits, unemployment insurance and social security for Intern, and Intern shall indemnify and hold Fiserv harmless from any such Claims by Intern against Fiserv or its Affiliates.

#### **7. TAXES**

Intern understands and agrees that all payments by the company under this agreement are subject to the





deduction of applicable taxes.

## **8. NOTICE PERIOD**

Either party may terminate this internship agreement by serving a written notice of 30 days to the other party. Notwithstanding anything contained in the contrary, the Company may terminate the Agreement with immediate effect by a notice in writing (without any payment obligations) in the event of any of the following:

- Misconduct
- False or Incorrect Information: If any statements, particulars or documents furnished by the Intern are found to be false, misleading, incorrect or unethical.

## **9. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of India.

## **EXHIBIT 1**

### **CONFIDENTIALITY AGREEMENT**

In consideration of my Internship at Fiserv India Private Limited ("Fiserv"), I agree as follows:

1. I will not, without Fiserv's prior written permission, disclose to anyone outside of Fiserv or use in any other way, either during or after my Internship, any Fiserv confidential information or material, or any information or material received in confidence from third parties by Fiserv. I understand the unauthorized use of recording devices to record or disseminate confidential or trade secret information is strictly prohibited. "Recording device" means any device that is capable of capturing or recording sounds or images, including, but not limited to, cameras, camcorders, video devices, camera or video enabled cell phones, cassette recorders, and digital voice or image recorders. PDAs, MP3 and DVD devices, laptop computers, and other devices are included if they are equipped with any device or technology that has the capability to record images or sounds. If I leave Fiserv's, I will return all Fiserv property in my possession, including all confidential information and other proprietary material such as software, code, drawings, notebooks, reports, Developments, and customer lists.

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4. I hereby assign to Fiserv my entire right, title, and interest in any idea, invention, design of a useful article (whether the design is ornamental or otherwise), computer program and related documentation, and other work of authorship (collectively, "Developments"), hereafter made or conceived solely or jointly by me, or created wholly or in part by me, whether or not such Developments are patentable, copyrightable, or susceptible to other forms of protection. These Developments will relate to the actual or anticipated Fiserv business or research and development, and shall include any Development that may be suggested by me or result from any task assigned to me or work performed by me for or on Fiserv's behalf.

The above provisions concerning assignment of Developments apply only while I am associated with Fiserv in an executive, managerial, product or technical planning, technical, research, programming, or engineering capacity



(including without limitation, development, product, manufacturing, systems, consulting, support, and field testing).

Excluded are any Developments that I cannot assign to Fiserv because of my prior agreement with \_\_\_\_\_, effective until \_\_\_\_\_.

I acknowledge that the copyright and any other intellectual property right in designs, computer programs, and related documentation, and works of authorship, created within the scope of my Internship, directly or indirectly, belong to Fiserv by operation of law.

If this is not applicable, enter "n/a."

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6. Fiserv and their licensees (direct and indirect) are not required to designate me as author of any design, computer program, or related documentation, or other work of authorship assigned in Section 4 above when distributed publicly or otherwise, nor to make any distribution thereof. I waive and release, to the extent permitted by law, all my rights to the foregoing.

7. I have identified below all Developments not assigned by Section 4 above in which I have any right, title, or interest, and that were previously made or conceived solely or jointly by me, or written wholly or in part by me, but neither published nor filed in any patent office.

If I do not have any to identify, I have written "none" on this line: \_\_\_\_\_ (It is in your interest to establish that any of the above were made, conceived, or written before your internship by Fiserv. You should not disclose them in detail, but identify them only by the titles and dates of documents describing them. If you wish Fiserv to consider any of these items, you may contact the Fiserv Legal Department, which will provide you with instructions for submitting them to Fiserv.)

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10. I agree not to engage in any activity that creates a conflict of interest with Fiserv's interests or interferes with my compliance with this Agreement.

11. This is my entire agreement with Fiserv relating to the subject matter hereof, and it supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements by or with Fiserv. I acknowledge receipt of a copy of this Agreement.

Signature: \_\_\_\_\_

Neha Bhandari (May 30, 2022 05:48 GMT+5.5)

Email: [neha.bhandari@cumminscollege.in](mailto:neha.bhandari@cumminscollege.in)


# Review Documents for Offer for Job Application: NEHA BHANDARI (Neha Bhandari) - R-10268722 Technology - Summer Intern


Final Audit Report


2022-05-30


|                 |   |
|-----------------|---|
| Created:        | 2022-05-29  |
| By:             | Workday Integration (HRKnowledgeSession@fiserv.com) |
| Status:         | Signed  |
| Transaction ID: | CBJCHBCAABAA3GUjB4IX7-t5zBRj3LVDh22yfzWnYYCb        |

## "Review Documents for Offer for Job Application: NEHA BHANDARI (Neha Bhandari) - R-10268722 Technology - Summer Intern" History

 Document created by Workday Integration (HRKnowledgeSession@fiserv.com)  
2022-05-29 - 12:16:20 PM GMT - IP address: 209.177.169.160

 Waiting for Signature by Neha Bhandari (neha.bhandari@cumminscollege.in)  
2022-05-29 - 12:16:23 PM GMT

 Document e-signed by Neha Bhandari (neha.bhandari@cumminscollege.in)  
E-signature hosted by Workday Integration (HRKnowledgeSession@fiserv.com)  
Signature Date: 2022-05-30 - 0:18:12 AM GMT - Time Source: server- IP address: 106.78.163.77

 Agreement completed.  
2022-05-30 - 0:18:12 AM GMT

Date: 4/20/2022

Private & Confidential

Mansi Madhukar Chaudhari  
Cummins

Dear Mansi Madhukar Chaudhari

Congratulations on being selected for the 2022 Internship Program of GAP IT Services India Private Limited (hereinafter referred to as "Gap Inc").

We support talent development across the company and encourage Interns to seek out opportunities that best fit their interests and strengths. We are confident that this assignment will be a good learning opportunity and make an impact in terms of your contribution.

Your assignment will commence from 13th June, 2022 (Tentative) and will be for a period of two months. We will be glad to offer you a stipend of **Rs 35,000/-** (Thirty-Five Thousand) per month. More details on the exact date of joining, induction, project, project guide will be shared with you subsequently.

During your internship period, Gap Inc. expects you to undergo training in any department/section in which you are placed with high standard of initiative and efficiency. You will be governed by the service rules/standing orders, policies and regulations as may be promulgated by Gap Inc. from time to time in relation to conduct, discipline and other matters. You are expected to comply with the policies of Gap Inc. including the Code of Business Conduct and Ethics as they form an integral part of the terms of your internship with Gap Inc.

During the course of your assignment with us, you will be privy to a lot of classified information including, but not limited to, particulars or details of work, processes, technical know-how, research carried out, media (including but not limited to pictures, videos, presentations) security arrangements, administrative and organization matters of confidential or secret nature. We are sure that you will undertake to keep the same in complete confidence and not divulge any information to anyone without our consent.

In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Gap Inc. as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Gap Inc. in relation to Intellectual Property.

On completion/termination of internship, you will immediately surrender to Gap Inc. all specifications, documents, literature, drawings, records etc., belonging to Gap Inc. or relating to its Businesses and shall not take or retain any copies of the said items.

Gap Inc. shall deduct applicable taxes under the provisions of the Income Tax Act, 1961 ("the Act") out of payments due to you and remit such taxes deducted at source ("TDS") to the credit of the government account, file quarterly TDS returns under the provisions of the Act or such other law in force, furnish TDS certificates to you and comply with any other requirement connected thereto as required under the provisions of the Act.

Termination of Association

The company reserves its rights to curtail/ terminate your association any time before expiry without any notice. You are requested to give your letter a(intent from your designated college authority and personal details to the Human Resources department at the time of commencing your association. The said letter should not be construed towards any form of employer employee relationship.

We would make all efforts for you to enjoy your assignment with us and the internship program to be a memorable one for you.

Looking forward to having you with us for this assignment.

You are requested to return the enclosed copy duly signed as a token of your acceptance.

Yours Sincerely,



Sydney Kim  
Senior Director - Human Resources

Accepted

-----

Date: 4/20/2022

Private & Confidential

Ishani Yogesh Atre  
Cummins

Dear Ishani Yogesh Atre

Congratulations on being selected for the 2022 Internship Program of GAP IT Services India Private Limited (hereinafter referred to as "Gap Inc").

We support talent development across the company and encourage Interns to seek out opportunities that best fit their interests and strengths. We are confident that this assignment will be a good learning opportunity and make an impact in terms of your contribution.

Your assignment will commence from 13th June, 2022 (Tentative) and will be for a period of two months. We will be glad to offer you a stipend of **Rs 35,000/-** (Thirty-Five Thousand) per month. More details on the exact date of joining, induction, project, project guide will be shared with you subsequently.

During your internship period, Gap Inc. expects you to undergo training in any department/section in which you are placed with high standard of initiative and efficiency. You will be governed by the service rules/standing orders, policies and regulations as may be promulgated by Gap Inc. from time to time in relation to conduct, discipline and other matters. You are expected to comply with the policies of Gap Inc. including the Code of Business Conduct and Ethics as they form an integral part of the terms of your internship with Gap Inc.

During the course of your assignment with us, you will be privy to a lot of classified information including, but not limited to, particulars or details of work, processes, technical know-how, research carried out, media (including but not limited to pictures, videos, presentations) security arrangements, administrative and organization matters of confidential or secret nature. We are sure that you will undertake to keep the same in complete confidence and not divulge any information to anyone without our consent.

In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Gap Inc. as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Gap Inc. in relation to Intellectual Property.

On completion/termination of internship, you will immediately surrender to Gap Inc. all specifications, documents, literature, drawings, records etc., belonging to Gap Inc. or relating to its Businesses and shall not take or retain any copies of the said items.

Gap Inc. shall deduct applicable taxes under the provisions of the Income Tax Act, 1961 ("the Act") out of payments due to you and remit such taxes deducted at source ("TDS") to the credit of the government account, file quarterly TDS returns under the provisions of the Act or such other law in force, furnish TDS certificates to you and comply with any other requirement connected thereto as required under the provisions of the Act.

Termination of Association

The company reserves its rights to curtail/ terminate your association any time before expiry without any notice. You are requested to give your letter a(intent from your designated college authority and personal details to the Human Resources department at the time of commencing your association. The said letter should not be construed towards any form of employer employee relationship.

We would make all efforts for you to enjoy your assignment with us and the internship program to be a memorable one for you.

Looking forward to having you with us for this assignment.

You are requested to return the enclosed copy duly signed as a token of your acceptance.

Yours Sincerely,



Sydney Kim  
Senior Director - Human Resources

Accepted



Ishani Yogesh Atre

Date: 4/20/2022

Private & Confidential

Durva Prakash Tarale  
Cummins

Dear Durva Prakash Tarale

Congratulations on being selected for the 2022 Internship Program of GAP IT Services India Private Limited (hereinafter referred to as "Gap Inc").

We support talent development across the company and encourage Interns to seek out opportunities that best fit their interests and strengths. We are confident that this assignment will be a good learning opportunity and make an impact in terms of your contribution.

Your assignment will commence from 13th June, 2022 (Tentative) and will be for a period of two months. We will be glad to offer you a stipend of **Rs 35,000/-** (Thirty-Five Thousand) per month. More details on the exact date of joining, induction, project, project guide will be shared with you subsequently.

During your internship period, Gap Inc. expects you to undergo training in any department/section in which you are placed with high standard of initiative and efficiency. You will be governed by the service rules/standing orders, policies and regulations as may be promulgated by Gap Inc. from time to time in relation to conduct, discipline and other matters. You are expected to comply with the policies of Gap Inc. including the Code of Business Conduct and Ethics as they form an integral part of the terms of your internship with Gap Inc.

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Gap Inc. shall deduct applicable taxes under the provisions of the Income Tax Act, 1961 ("the Act") out of payments due to you and remit such taxes deducted at source ("TDS") to the credit of the government account, file quarterly TDS returns under the provisions of the Act or such other law in force, furnish TDS certificates to you and comply with any other requirement connected thereto as required under the provisions of the Act.

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We would make all efforts for you to enjoy your assignment with us and the internship program to be a memorable one for you.

Looking forward to having you with us for this assignment.

You are requested to return the enclosed copy duly signed as a token of your acceptance.

Yours Sincerely,



Sydney Kim  
Senior Director - Human Resources

Accepted

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May 24, 2022

Sejal Chaudhari

Cummins College of Engineering for Women, Pune  
Karve Nagar  
Pune  
Maharashtra  
India  
411052

Dear Sejal,

We are delighted to offer you an internship with Goldman Sachs Services Private Limited ("GSSPL") for a period of 8 weeks as an "Intern" in the Asset Management Division in Bengaluru (the "**Internship**"). We understand that such internship is a component/requirement of your academic curriculum.

The enclosed Statement of Terms and Conditions of Internship (the "**Terms**") sets out the particulars of your internship with GSSPL, which will apply to you during your Internship term.

During your Internship, you shall comply with all applicable GSSPL's rules, regulations and policies including such matters as GSSPL's security measures.

#### **Offer**

Your offer of Internship as set forth herein, and any extension of your Internship with GSSPL is conditional upon:

- your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022
- satisfactory results of background checks, reference, criminal, credit, education checks and other necessary checks; including providing accurate and complete information for the same
- you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake the internship with GSSPL; and
- your eligibility to undertake the internship and work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their Internship commences

#### **Immigration**

When you accept this offer, please confirm whether you will need to obtain an employment visa for your internship. If you are an Indian national, for administrative purposes it would be useful if you could provide a copy of the first page of your passport and any other relevant stamped pages with the signed copy of this letter.

We will assist you in applying for an employment visa, although we cannot guarantee the outcome of the application.

#### **Accepting this offer**

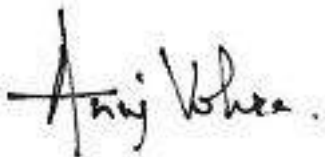
We hope that you will accept our internship offer, in which case please do the following:

- signify your acceptance of this offer, your Terms and the Verification of Personal Details Authorisation (enclosed as **Annexure A**) by signing this offer letter;
- complete on-line forms. Details as to how to access the appropriate website will be sent to you upon receipt of your signed offer letter, Terms and Verification of Personal Details Authorisation. If you do not complete the on-line forms before you start your Internship, your first Internship stipend payment will be delayed. **GSSPL's background checks will include verification of the information given on the on-line forms and so it is essential that the information is complete and accurate.** The provision of misleading, false or inaccurate information, or the omission of a material fact, may be legitimate cause for the immediate withdrawal of this offer or, once you have started your Internship, for immediate termination of your Internship without notice or Internship stipend payment. In signing this letter, you accept the statements and agree to the authorities given by you as set out in the Verification of Personal Details Authorisation; and
- if you need an employment visa, please contact Aavya Mathur at +1 332 245-5276

Once you have completed and signed all these documents, please return them to Human Capital Management in the envelope provided. This offer is valid until fourteen calendar days from the date of issue of this letter, after which unless already accepted it will lapse.

If you have any questions about this letter or the Terms, please contact your internship co-ordinator.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited**

**Agreed and Accepted by:**




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Sejal Chaudhari

30/05/2022

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(Date)

Are you legally authorized to work in India? Yes ; No ;

Do you need to obtain a visa to commence your internship with Goldman Sachs? Yes ; No

Before you commence internship we would prefer to correspond with you via e-mail. Please insert your preferred e-mail address for communication here.

Email address: sejalchaudhari2211@gmail.com

## Terms and Conditions

This statement (the “**Terms**”) sets out the terms and conditions of your internship with Goldman Sachs Services Private Limited (“**GSSPL**”) (“**Internship**”). This statement, together with your offer letter and the non-disclosure agreement, constitutes your internship contract with GSSPL (the “**Contract**”). In addition, you will be expected to comply with GSSPL’s policies and procedures as notified to you from time to time. These Terms replace and supersede all other agreements, written or oral, with respect to your Internship. GSSPL reserves the right to amend these Terms if necessary to comply with applicable law.

### **1. Intern: Sejal Chaudhari**

### **2. Internship**

You will be an “Intern” of GSSPL. You shall not accept internship (or any other equivalent position) or employment, or any additional office or position, part time or otherwise, with or without remuneration, in any other entity during your Internship Term.

### **3. Date of Internship**

Your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022 and will terminate 8 weeks later subject to paragraph 8 below (“**Internship Term**”).

### **4. Stipend**

**4.1** During your Internship, you will be entitled to a stipend of INR 1,200,000 per annum, prorated for the actual number of days worked and less tax or other withholdings and applicable deductions as required by law or in accordance with our policy. This constitutes the entire payment due to you from GSSPL on account of your Internship pursuant to these Terms.

You understand, undertake and agree that your Internship is so as to help satisfy a component of your academic curriculum and will not in any way be deemed or construed as employment or an offer of employment from GSSPL, either during or post the Internship Term, and therefore will not entitle you to any employment wages, benefits, rights, incentives accruing to employees, including provident fund and other statutory benefits, which you understand and agree to opt-out of given your internship and also your stipend amount. This internship does not entitle you to claim any additional remuneration and/or benefits, whether statutory or otherwise, which is or may be enjoyed by employees of GSSPL.

**4.2** You agree as a condition of your Internship that GSSPL shall be entitled, at any time during your Internship, or in any event on termination, to deduct from the amounts due to you any monies due from you to GSSPL, including any deduction relating to leave taken in excess of entitlement or unauthorized leave of absence as at the date of the termination of Internship, applicable taxes, any deduction in respect of costs incurred by GSSPL or the cost of repairing damage to GSSPL’s property caused by you (and of recovering the same), etc.

### **5. Workplace**

**5.1** During your Internship you will be located at GSSPL’s office in Bengaluru.

**5.2** You are expected to work for at least forty (40) hours per week from Monday to Friday, both days inclusive, to satisfy your internship but you may be required to work additional hours, depending on business and internship needs.

### **6. Leave of Absence and Holidays**

**6.1** You will be entitled to twenty (20) days’ leave in a calendar year, pro-rated to your Internship Term. Such leave is provided in good faith at the discretion of the firm and cannot be accrued, carried forward or encashed at the end of your Internship Term. You are expected to intimate your designated manager in advance of your intention to avail of such leave, except in cases where it is not possible for you to provide advance intimation. In such a case, please inform your manager as soon as you are aware of the need to avail the leave and the expected duration of your leave.

**6.2** If you are absent due to sickness and provided that you comply with the notification procedures, you may be paid your stipend during the period of your sick leave. Additionally, GSSPL may require you to undergo a medical examination by its nominated doctor or consultant before you return to office. GSSPL may also elect, with your consent, to consult your own doctor.

**6.3** In addition, you will be entitled to public holidays on those days which are declared as holidays for GSSPL.

## **7. Termination of Internship and Notice**

**7.1** Subject to sub-paragraph 7.2 below, the minimum period of notice that GSSPL will give you to terminate your Internship is one (1) week or at its discretion, payment of stipend in lieu thereof. The minimum period of written notice of termination of the Internship that you are required to give GSSPL is one (1) week.

**7.2** Notwithstanding sub-paragraph 7.1, GSSPL reserves the right to terminate your Internship without any notice and with immediate effect if it has reasonable grounds to believe that you are in breach of GSSPL's applicable rules, regulations and policies or guilty of misconduct (which shall, without limitation, include any breach of any of the provisions of these Terms) or if you have provided misleading, false or inaccurate information or omitted a material fact in the information that you have provided to us, in which case no notice or pay in lieu of notice will be due.

**7.3** GSSPL reserves the right to require you to not come to office during part or all of any period of notice of termination of your Internship (whether given by you or GSSPL). For the avoidance of doubt, you will continue to be bound by your obligations to GSSPL until the end of the notice period.

## **8. Discipline and Grievance**

**8.1** GSSPL has detailed its disciplinary policy in a handbook, which is also applicable to you as an intern and can be accessed on GSSPL's intranet. Whilst the disciplinary process does not form part of these Terms, the disciplinary rules do. Disciplinary sanctions may include oral or written warnings and GSSPL reserves the right to impose a financial penalty, or in case of gross or serious misconduct, to terminate the Internship.

**8.2** If you are dissatisfied with a disciplinary decision taken against you, you should contact Human Capital Management, which will arrange for your concern to be raised with the appropriate person.

**8.3** If you have a grievance, you may raise the matter with your manager either in writing or in person or you may use GSSPL's formal grievance procedure, details of which are available on the intranet.

## **9. Confidential and Proprietary Information**

**9.1** In connection with your Internship, you may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, operating procedures, organisational responsibilities, marketing matters, and policies or procedures of GSSPL, its affiliates, their respective directors, employees, clients or other third parties; or the personal affairs of GSSPL's or its affiliates' directors or employees ("**Confidential and Proprietary Information and Materials**"). With respect to such Confidential and Proprietary Information and Materials, you agree that:

- Confidential and Proprietary Information and Materials shall be used only as authorised and only for the purposes intended by GSSPL; and
- You will hold all Confidential and Proprietary Information and Materials in strict confidence and, except for the above authorised uses, will not, nor will you permit any agent to give, disclose, copy, reproduce, sell, assign, license, market or transfer Confidential and Proprietary Information and Materials to any person, firm or corporation, including any director or employee of GSSPL who does not have a need to know or see the Confidential and Proprietary Information and Materials. This provision applies to authorised writings of any kind containing such information or materials, including books and articles; and
- Unless you have prior written authorisation from GSSPL, you will not publicise, disclose or allow disclosure of any information about GSSPL or its affiliates', their respective present or former directors, employees, agents or clients, its or their business and financial affairs, personnel matters, operating procedures, organisation responsibilities, marketing matters and policies or procedures, or any aspects of your Internship, candidacy for internship or your tenure as an intern of GSSPL or of the termination of such Internship, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicise or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any other kind, as well as film, videotape, audiotape or any other medium; and
- During your Internship Term and thereafter, you will not disclose or use without authorisation, any information concerning persons or entities other than GSSPL that is confidential or proprietary to them, nor will you use information in any manner that would constitute a violation of any undertaking or agreement with a prior employer or organization that you interned with (if any) or third party; and
- Upon the termination of your Internship (or earlier if requested by GSSPL), you will return to GSSPL all originals and copies of documents and other materials relating to GSSPL or containing or derived from Confidential and Proprietary Information and Materials that are in your possession or control,

accompanied, if requested, by a certificate signed by you and satisfactory to GSSPL to the effect that all such Confidential and Proprietary Information and Materials have been returned.

**9.2** You hereby irrevocably assign to GSSPL, its successors and assigns, and GSSPL shall have exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work, including, but not limited to, any invention, discoveries, concepts, ideas or information, conceived by you in the course of your Internship with GSSPL, and all documents, data and other information of any kind including, incorporating, based upon or derived from the foregoing, including reports and notes prepared by you. Such work will be the property of GSSPL, shall be considered a work made for hire and may not be used for any purposes other than the benefit of GSSPL. Any and all such property and material containing such property shall be delivered to GSSPL on request and in any event at the termination of your Internship, and no copies thereof shall be retained by you except with GSSPL's prior written consent. You will cooperate fully with GSSPL to establish, protect or confirm GSSPL's exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested, be provided to GSSPL.

**9.3** The obligations set out in this paragraph shall survive the termination of your Internship. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure GSSPL and its business in a manner inadequately compensable in damages, and that GSSPL may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

**9.4** The provisions of this Section 9 shall be supplemented by the non-disclosure agreement, set out in Annexure B hereto, which you are expected to sign and return along with the offer letter, the Terms and the Verification of Personal Details Form.

## **10. Compliance**

In addition to your compliance with the policies and procedures as outlined in the handbook, you will be expected to comply with the applicable policies published on the intranet that broadly affect and govern our business and personal conduct. You acknowledge that GSSPL including its affiliates maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees, interns and certain of vendors. You agree to comply with all such restrictions, made applicable to you.

## **11. No Promotion**

You agree that you shall not, without the prior written consent of GSSPL in each instance: (a) use in advertising, publicity or otherwise the name of GSSPL or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by GSSPL; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by GSSPL.

## **12. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

## **13. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

## **14. Dispute Resolution**

**14.1** If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Contract, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.

**14.2** In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "**Arbitration Act**") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been

nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.

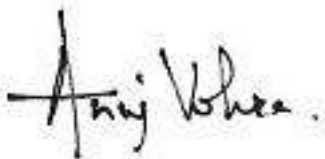
**14.3** The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Contract. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.

**14.4** Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Contract to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

**15. Jurisdiction and Governing Law**

These Terms together with the Offer Letter shall be subject to the jurisdiction of the Courts of Bengaluru, Karnataka, India and shall be subject to the laws applicable in India.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited**

**Agreed and Accepted by:**



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Sejal Chaudhari

30/05/2022

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(Date)

**ANNEXURE A**  
**VERIFICATION OF PERSONAL DETAILS AUTHORISATION**

In signing below I confirm that the information I will be providing in the on-line forms will be complete, accurate and true. I understand that this offer of internship is conditional upon the verification, to GSSPL's entire satisfaction, of any or all of the information I will be supplying and that if any of the information I provide is found to be misleading, false or otherwise inaccurate, GSSPL may in its sole discretion withdraw this offer or, if I have already commenced my internship with GSSPL, take disciplinary action (up to and including termination of the Internship) against me.

I understand that GSSPL and/or any persons or organisation acting on GSSPL's behalf (which may include third parties outside the Goldman Sachs group) (hereinafter, "you") may, to the extent permitted by law, procure, process and store information from any individual, company, institution or other body which you consider necessary or desirable for the assessment of my suitability for internship. I understand and agree that this will include the verification of the information I will be providing in the on-line forms and may well include the obtaining of documents and/or information covered by various data protection laws, of investigative and consumer credit reports which may contain information regarding my background, character, legal history, credit worthiness and personal reputation. I also understand and agree that you may perform reference checks of any prior employment I may have had (if any).

I also agree that, during the course of my internship with GSSPL, a consumer or investigative report may be procured in connection with subsequent decisions regarding my internship. I understand that you agree that you will not use or publish any such documents and/or information save as is reasonably required by GSSPL in respect of my application for internship. I authorise you to carry out all such investigations as are described above. I hereby explicitly consent to the processing by you of personal data (including sensitive personal data) and understand and accept that this data may be transferred to and processed outside the country. I understand that, upon my written request, I will be advised of the name and address of each consumer reporting agency from which a consumer report or investigative report may have been obtained.

I confirm that in carrying out such enquiries and investigations you are entitled to and will rely upon the consents and authorities I have given. I further agree that you and any person or entity supplying information shall incur no liability whatsoever in respect of any document or information supplied as a result of or obtained through such inquiries and investigations. This shall be the case whether the content of any such document obtained is accurate or inaccurate and/or any information is true or untrue.



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Sejal Chaudhari

30/05/2022

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(Date)



**ANNEXURE B**  
**NON-DISCLOSURE AGREEMENT**

**1. Non-Disclosure**

In connection with services now or in the future performed by the undersigned for Goldman Sachs Services Private Limited ("GSSPL") or for any subsidiary, affiliate or indirect and direct holding/parent companies of GSSPL (collectively called "Goldman Sachs"), the undersigned may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, formulas; strategies; methods; processes; computer materials including source or object codes, data files, computer listings, computer programs, and other computer materials (regardless of the medium in which they are stored), operating procedures, organizational responsibilities, marketing matters, and other policies or procedures of Goldman Sachs or its partners, shareholders, clients, vendors, or other third parties, or the personal affairs of partners or employees ("Confidential Information"). With respect to such Confidential Information, the undersigned acknowledges and agrees to the terms of this non-disclosure agreement ("Agreement") as follows:

(a) Confidential Information shall be used only as authorized and only for the purposes intended by Goldman Sachs.

(b) The undersigned shall hold Confidential Information in strict confidence and, except for the above authorized uses, shall not, nor shall it permit any agent to, give, disclose, copy, reproduce, sell, assign, license, market, transfer or otherwise provide Confidential Information to any person, firm or corporation including any partner or employee of Goldman Sachs who does not have a need to know the Confidential Information. This provision applies to unauthorized writings of any kind containing such information or materials, including books and articles. The undersigned shall not publicize, disclose, or allow disclosure of any information about Goldman Sachs, its present or former partners or employees, agents, vendors or clients, or any aspect of the undersigned's work for Goldman Sachs, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicize or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any kind, as well as film, videotape, or any other medium.

(c) Upon the termination of the services to be performed by the undersigned (or earlier if requested by Goldman Sachs), the undersigned shall return to Goldman Sachs all originals and copies of documents and other materials relating to Goldman Sachs or obtained or developed in the course of performing services for Goldman Sachs, or containing or derived from Confidential Information which are in the undersigned's possession or control, together, if requested by Goldman Sachs, with a certificate signed by the undersigned, in form and substance satisfactory to Goldman Sachs, to the effect that all such Confidential Information has been returned.

(d) The undersigned hereby irrevocably assigns to Goldman Sachs, its successors and assigns, in perpetuity (irrespective of whether or not exercised by the Firm at any time after such assignment), and on a worldwide basis, and Goldman Sachs shall have, exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work produced by the undersigned including, but not limited to, any invention, discoveries, concepts, ideas or information conceived by the undersigned in the course of rendering services to Goldman Sachs and all documents, data and other information of any kind including information incorporating, based upon or derived from the foregoing, including reports and notes prepared by the undersigned. Such work produced shall be the property of Goldman Sachs, shall be considered a work made for hire and may not be used by the undersigned for any purposes other than the benefit of Goldman Sachs. Any and all such property and material containing such property shall be delivered forthwith to Goldman Sachs on request by Goldman Sachs and in any event at the termination of the undersigned's work for Goldman Sachs and no copies thereof shall be retained by the undersigned unless the prior written consent of Goldman Sachs is obtained with respect thereto. The undersigned shall cooperate fully with Goldman Sachs to establish, protect or confirm its exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested by Goldman Sachs, accompany such materials.

**2. Non-Promotion**

The undersigned agrees that the undersigned shall not, without the prior written consent of Goldman Sachs in each instance: (a) use in advertising, publicity or otherwise the name of Goldman Sachs or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by Goldman Sachs; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by Goldman Sachs.

### **3. No Infringement**

You affirm that you have all necessary rights, authorization or licenses to undertake this Internship and continue the Internship during the Internship Term and you are not in breach of any agreement by which you are bound or constitute an infringement of any patent or copyright or constitute an unauthorized use of proprietary information or trade secrets of a third party.

### **4. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

### **5. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

### **6. Regulatory Compliance Procedures**

The undersigned acknowledges that Goldman Sachs maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees and certain of vendors. The undersigned agrees to comply with all such restrictions, made applicable to him or her.

### **7. Governing Law and Dispute Resolution**

- (a) This Agreement shall be governed by and construed in accordance with the laws of India.
- (b) If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Agreement, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.
- (c) In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "Arbitration Act") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.
- (d) The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Agreement. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.
- (e) Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Agreement to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

### **8. Survival**

The obligations created by this Agreement shall survive the termination of the services of the undersigned and is enforceable directly against the undersigned individually. The undersigned acknowledges that any violation, breach or other failure on the undersigned's part to strictly comply with this Agreement could materially adversely affect Goldman Sachs and its business, thus giving rise to suit for monetary damages and/or injunctive relief for such violation, breach or other failure.



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Sejal Chaudhari

30/05/2022

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(Date)



Registered office: Helios Business Park | 150 Outer Ring Road | Kadubeesanahalli  
Bengaluru - 560103 | India  
Tel: +91 80 4127 1600 | Fax: +91 80 4127 1601  
CIN: U72400KA2003PTC032606

May 24, 2022

Nisha Deshmukh

Cummins College of Engineering for Women, Pune  
Karve Nagar  
Pune  
Maharashtra  
India  
411052

Dear Nisha,

We are delighted to offer you an internship with Goldman Sachs Services Private Limited – Hyderabad ("GSSPL") for a period of 8 weeks as an "Intern" in the Global Compliance Division in Hyderabad (the "**Internship**"). We understand that such internship is a component/requirement of your academic curriculum.

The enclosed Statement of Terms and Conditions of Internship (the "**Terms**") sets out the particulars of your internship with GSSPL, which will apply to you during your Internship term.

During your Internship, you shall comply with all applicable GSSPL's rules, regulations and policies including such matters as GSSPL's security measures.

#### **Offer**

Your offer of Internship as set forth herein, and any extension of your Internship with GSSPL is conditional upon:

- your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022
- satisfactory results of background checks, reference, criminal, credit, education checks and other necessary checks; including providing accurate and complete information for the same
- you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake the internship with GSSPL; and
- your eligibility to undertake the internship and work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their Internship commences

#### **Immigration**

When you accept this offer, please confirm whether you will need to obtain an employment visa for your internship. If you are an Indian national, for administrative purposes it would be useful if you could provide a copy of the first page of your passport and any other relevant stamped pages with the signed copy of this letter.

We will assist you in applying for an employment visa, although we cannot guarantee the outcome of the application.

## Accepting this offer

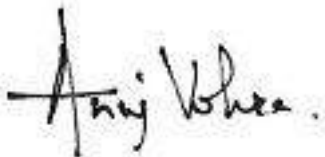
We hope that you will accept our internship offer, in which case please do the following:

- signify your acceptance of this offer, your Terms and the Verification of Personal Details Authorisation (enclosed as **Annexure A**) by signing this offer letter;
- complete on-line forms. Details as to how to access the appropriate website will be sent to you upon receipt of your signed offer letter, Terms and Verification of Personal Details Authorisation. If you do not complete the on-line forms before you start your Internship, your first Internship stipend payment will be delayed. **GSSPL's background checks will include verification of the information given on the on-line forms and so it is essential that the information is complete and accurate.** The provision of misleading, false or inaccurate information, or the omission of a material fact, may be legitimate cause for the immediate withdrawal of this offer or, once you have started your Internship, for immediate termination of your Internship without notice or Internship stipend payment. In signing this letter, you accept the statements and agree to the authorities given by you as set out in the Verification of Personal Details Authorisation; and
- if you need an employment visa, please contact Aavya Mathur at +1 332 245-5276

Once you have completed and signed all these documents, please return them to Human Capital Management in the envelope provided. This offer is valid until fourteen calendar days from the date of issue of this letter, after which unless already accepted it will lapse.

If you have any questions about this letter or the Terms, please contact your internship co-ordinator.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**

**For and on behalf of Goldman Sachs Services Private Limited – Hyderabad**

### Agreed and Accepted by:

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Nisha Deshmukh

---

(Date)

Are you legally authorized to work in India? Yes [ ]; No [ ];

Do you need to obtain a visa to commence your internship with Goldman Sachs? Yes [ ]; No [ ];

Before you commence internship we would prefer to correspond with you via e-mail. Please insert your preferred e-mail address for communication here.

Email address: \_\_\_\_\_

## Terms and Conditions

This statement (the “**Terms**”) sets out the terms and conditions of your internship with Goldman Sachs Services Private Limited – Hyderabad (“**GSSPL**”) (“**Internship**”). This statement, together with your offer letter and the non-disclosure agreement, constitutes your internship contract with GSSPL (the “**Contract**”). In addition, you will be expected to comply with GSSPL’s policies and procedures as notified to you from time to time. These Terms replace and supersede all other agreements, written or oral, with respect to your Internship. GSSPL reserves the right to amend these Terms if necessary to comply with applicable law.

### **1. Intern: Nisha Deshmukh**

### **2. Internship**

You will be an “Intern” of GSSPL. You shall not accept internship (or any other equivalent position) or employment, or any additional office or position, part time or otherwise, with or without remuneration, in any other entity during your Internship Term.

### **3. Date of Internship**

Your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022 and will terminate 8 weeks later subject to paragraph 8 below (“**Internship Term**”).

### **4. Stipend**

**4.1** During your Internship, you will be entitled to a stipend of INR 1,200,000 per annum, prorated for the actual number of days worked and less tax or other withholdings and applicable deductions as required by law or in accordance with our policy. This constitutes the entire payment due to you from GSSPL on account of your Internship pursuant to these Terms.

You understand, undertake and agree that your Internship is so as to help satisfy a component of your academic curriculum and will not in any way be deemed or construed as employment or an offer of employment from GSSPL, either during or post the Internship Term, and therefore will not entitle you to any employment wages, benefits, rights, incentives accruing to employees, including provident fund and other statutory benefits, which you understand and agree to opt-out of given your internship and also your stipend amount. This internship does not entitle you to claim any additional remuneration and/or benefits, whether statutory or otherwise, which is or may be enjoyed by employees of GSSPL.

**4.2** You agree as a condition of your Internship that GSSPL shall be entitled, at any time during your Internship, or in any event on termination, to deduct from the amounts due to you any monies due from you to GSSPL, including any deduction relating to leave taken in excess of entitlement or unauthorized leave of absence as at the date of the termination of Internship, applicable taxes, any deduction in respect of costs incurred by GSSPL or the cost of repairing damage to GSSPL’s property caused by you (and of recovering the same), etc.

### **5. Workplace**

**5.1** The firm’s registered office is located in Bengaluru, although you may be required to work in any of the firm’s other offices in India. You are currently required to work in the branch office of the firm, which is currently located at Octave 3, Salapurja Sattva Knowledge City, Hi-Tec City, Hyderabad.

**5.2** You are expected to work for at least forty (40) hours per week from Monday to Friday, both days inclusive, to satisfy your internship but you may be required to work additional hours, depending on business and internship needs.

### **6. Leave of Absence and Holidays**

**6.1** You will be entitled to twenty (20) days’ leave in a calendar year, pro-rated to your Internship Term. Such leave is provided in good faith at the discretion of the firm and cannot be accrued, carried forward or encashed at the end of your Internship Term. You are expected to intimate your designated manager in advance of your intention to avail of such leave, except in cases where it is not possible for you to provide advance intimation. In such a case, please inform your manager as soon as you are aware of the need to avail the leave and the expected duration of your leave.

**6.2** If you are absent due to sickness and provided that you comply with the notification procedures, you may be paid your stipend during the period of your sick leave. Additionally, GSSPL may require you to undergo a medical examination by its nominated doctor or consultant before you return to office. GSSPL may also elect, with your consent, to consult your own doctor.

**6.3** In addition, you will be entitled to public holidays on those days which are declared as holidays for GSSPL.

## **7. Termination of Internship and Notice**

**7.1** Subject to sub-paragraph 7.2 below, the minimum period of notice that GSSPL will give you to terminate your Internship is one (1) week or at its discretion, payment of stipend in lieu thereof. The minimum period of written notice of termination of the Internship that you are required to give GSSPL is one (1) week.

**7.2** Notwithstanding sub-paragraph 7.1, GSSPL reserves the right to terminate your Internship without any notice and with immediate effect if it has reasonable grounds to believe that you are in breach of GSSPL's applicable rules, regulations and policies or guilty of misconduct (which shall, without limitation, include any breach of any of the provisions of these Terms) or if you have provided misleading, false or inaccurate information or omitted a material fact in the information that you have provided to us, in which case no notice or pay in lieu of notice will be due.

**7.3** GSSPL reserves the right to require you to not come to office during part or all of any period of notice of termination of your Internship (whether given by you or GSSPL). For the avoidance of doubt, you will continue to be bound by your obligations to GSSPL until the end of the notice period.

## **8. Discipline and Grievance**

**8.1** GSSPL has detailed its disciplinary policy in a handbook, which is also applicable to you as an intern and can be accessed on GSSPL's intranet. Whilst the disciplinary process does not form part of these Terms, the disciplinary rules do. Disciplinary sanctions may include oral or written warnings and GSSPL reserves the right to impose a financial penalty, or in case of gross or serious misconduct, to terminate the Internship.

**8.2** If you are dissatisfied with a disciplinary decision taken against you, you should contact Human Capital Management, which will arrange for your concern to be raised with the appropriate person.

**8.3** If you have a grievance, you may raise the matter with your manager either in writing or in person or you may use GSSPL's formal grievance procedure, details of which are available on the intranet.

## **9. Confidential and Proprietary Information**

**9.1** In connection with your Internship, you may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, operating procedures, organisational responsibilities, marketing matters, and policies or procedures of GSSPL, its affiliates, their respective directors, employees, clients or other third parties; or the personal affairs of GSSPL's or its affiliates' directors or employees ("**Confidential and Proprietary Information and Materials**"). With respect to such Confidential and Proprietary Information and Materials, you agree that:

- Confidential and Proprietary Information and Materials shall be used only as authorised and only for the purposes intended by GSSPL; and
- You will hold all Confidential and Proprietary Information and Materials in strict confidence and, except for the above authorised uses, will not, nor will you permit any agent to give, disclose, copy, reproduce, sell, assign, license, market or transfer Confidential and Proprietary Information and Materials to any person, firm or corporation, including any director or employee of GSSPL who does not have a need to know or see the Confidential and Proprietary Information and Materials. This provision applies to authorised writings of any kind containing such information or materials, including books and articles; and
- Unless you have prior written authorisation from GSSPL, you will not publicise, disclose or allow disclosure of any information about GSSPL or its affiliates', their respective present or former directors, employees, agents or clients, its or their business and financial affairs, personnel matters, operating procedures, organisation responsibilities, marketing matters and policies or procedures, or any aspects of your Internship, candidacy for internship or your tenure as an intern of GSSPL or of the termination of such Internship, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicise or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any other kind, as well as film, videotape, audiotape or any other medium; and
- During your Internship Term and thereafter, you will not disclose or use without authorisation, any information concerning persons or entities other than GSSPL that is confidential or proprietary to them, nor will you use information in any manner that would constitute a violation of any undertaking or agreement with a prior employer or organization that you interned with (if any) or third party; and
- Upon the termination of your Internship (or earlier if requested by GSSPL), you will return to GSSPL all originals and copies of documents and other materials relating to GSSPL or containing or derived

from Confidential and Proprietary Information and Materials that are in your possession or control, accompanied, if requested, by a certificate signed by you and satisfactory to GSSPL to the effect that all such Confidential and Proprietary Information and Materials have been returned.

**9.2** You hereby irrevocably assign to GSSPL, its successors and assigns, and GSSPL shall have exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work, including, but not limited to, any invention, discoveries, concepts, ideas or information, conceived by you in the course of your Internship with GSSPL, and all documents, data and other information of any kind including, incorporating, based upon or derived from the foregoing, including reports and notes prepared by you. Such work will be the property of GSSPL, shall be considered a work made for hire and may not be used for any purposes other than the benefit of GSSPL. Any and all such property and material containing such property shall be delivered to GSSPL on request and in any event at the termination of your Internship, and no copies thereof shall be retained by you except with GSSPL's prior written consent. You will cooperate fully with GSSPL to establish, protect or confirm GSSPL's exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested, be provided to GSSPL.

**9.3** The obligations set out in this paragraph shall survive the termination of your Internship. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure GSSPL and its business in a manner inadequately compensable in damages, and that GSSPL may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

**9.4** The provisions of this Section 9 shall be supplemented by the non-disclosure agreement, set out in Annexure B hereto, which you are expected to sign and return along with the offer letter, the Terms and the Verification of Personal Details Form.

## **10. Compliance**

In addition to your compliance with the policies and procedures as outlined in the handbook, you will be expected to comply with the applicable policies published on the intranet that broadly affect and govern our business and personal conduct. You acknowledge that GSSPL including its affiliates maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees, interns and certain of vendors. You agree to comply with all such restrictions, made applicable to you.

## **11. No Promotion**

You agree that you shall not, without the prior written consent of GSSPL in each instance: (a) use in advertising, publicity or otherwise the name of GSSPL or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by GSSPL; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by GSSPL.

## **12. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

## **13. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

## **14. Dispute Resolution**

**14.1** If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Contract, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.

**14.2** In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "**Arbitration Act**") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint

a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.

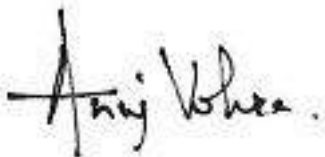
**14.3** The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Contract. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.

**14.4** Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Contract to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

**15. Jurisdiction and Governing Law**

These Terms together with the Offer Letter shall be subject to the jurisdiction of the Courts of Bengaluru, Karnataka, India and shall be subject to the laws applicable in India.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited – Hyderabad**

**Agreed and Accepted by:**

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Nisha Deshmukh

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(Date)



**ANNEXURE A**  
**VERIFICATION OF PERSONAL DETAILS AUTHORISATION**

In signing below I confirm that the information I will be providing in the on-line forms will be complete, accurate and true. I understand that this offer of internship is conditional upon the verification, to GSSPL's entire satisfaction, of any or all of the information I will be supplying and that if any of the information I provide is found to be misleading, false or otherwise inaccurate, GSSPL may in its sole discretion withdraw this offer or, if I have already commenced my internship with GSSPL, take disciplinary action (up to and including termination of the Internship) against me.

I understand that GSSPL and/or any persons or organisation acting on GSSPL's behalf (which may include third parties outside the Goldman Sachs group) (hereinafter, "you") may, to the extent permitted by law, procure, process and store information from any individual, company, institution or other body which you consider necessary or desirable for the assessment of my suitability for internship. I understand and agree that this will include the verification of the information I will be providing in the on-line forms and may well include the obtaining of documents and/or information covered by various data protection laws, of investigative and consumer credit reports which may contain information regarding my background, character, legal history, credit worthiness and personal reputation. I also understand and agree that you may perform reference checks of any prior employment I may have had (if any).

I also agree that, during the course of my internship with GSSPL, a consumer or investigative report may be procured in connection with subsequent decisions regarding my internship. I understand that you agree that you will not use or publish any such documents and/or information save as is reasonably required by GSSPL in respect of my application for internship. I authorise you to carry out all such investigations as are described above. I hereby explicitly consent to the processing by you of personal data (including sensitive personal data) and understand and accept that this data may be transferred to and processed outside the country. I understand that, upon my written request, I will be advised of the name and address of each consumer reporting agency from which a consumer report or investigative report may have been obtained.

I confirm that in carrying out such enquiries and investigations you are entitled to and will rely upon the consents and authorities I have given. I further agree that you and any person or entity supplying information shall incur no liability whatsoever in respect of any document or information supplied as a result of or obtained through such inquiries and investigations. This shall be the case whether the content of any such document obtained is accurate or inaccurate and/or any information is true or untrue.

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Nisha Deshmukh

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(Date)

**ANNEXURE B**  
**NON-DISCLOSURE AGREEMENT**

**1. Non-Disclosure**

In connection with services now or in the future performed by the undersigned for Goldman Sachs Services Private Limited – Hyderabad (“GSSPL”) or for any subsidiary, affiliate or indirect and direct holding/parent companies of GSSPL (collectively called “Goldman Sachs”), the undersigned may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, formulas; strategies; methods; processes; computer materials including source or object codes, data files, computer listings, computer programs, and other computer materials (regardless of the medium in which they are stored), operating procedures, organizational responsibilities, marketing matters, and other policies or procedures of Goldman Sachs or its partners, shareholders, clients, vendors, or other third parties, or the personal affairs of partners or employees (“Confidential Information”). With respect to such Confidential Information, the undersigned acknowledges and agrees to the terms of this non-disclosure agreement (“Agreement”) as follows:

(a) Confidential Information shall be used only as authorized and only for the purposes intended by Goldman Sachs.

(b) The undersigned shall hold Confidential Information in strict confidence and, except for the above authorized uses, shall not, nor shall it permit any agent to, give, disclose, copy, reproduce, sell, assign, license, market, transfer or otherwise provide Confidential Information to any person, firm or corporation including any partner or employee of Goldman Sachs who does not have a need to know the Confidential Information. This provision applies to unauthorized writings of any kind containing such information or materials, including books and articles. The undersigned shall not publicize, disclose, or allow disclosure of any information about Goldman Sachs, its present or former partners or employees, agents, vendors or clients, or any aspect of the undersigned's work for Goldman Sachs, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicize or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any kind, as well as film, videotape, or any other medium.

(c) Upon the termination of the services to be performed by the undersigned (or earlier if requested by Goldman Sachs), the undersigned shall return to Goldman Sachs all originals and copies of documents and other materials relating to Goldman Sachs or obtained or developed in the course of performing services for Goldman Sachs, or containing or derived from Confidential Information which are in the undersigned's possession or control, together, if requested by Goldman Sachs, with a certificate signed by the undersigned, in form and substance satisfactory to Goldman Sachs, to the effect that all such Confidential Information has been returned.

(d) The undersigned hereby irrevocably assigns to Goldman Sachs, its successors and assigns, in perpetuity (irrespective of whether or not exercised by the Firm at any time after such assignment), and on a worldwide basis, and Goldman Sachs shall have, exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work produced by the undersigned including, but not limited to, any invention, discoveries, concepts, ideas or information conceived by the undersigned in the course of rendering services to Goldman Sachs and all documents, data and other information of any kind including information incorporating, based upon or derived from the foregoing, including reports and notes prepared by the undersigned. Such work produced shall be the property of Goldman Sachs, shall be considered a work made for hire and may not be used by the undersigned for any purposes other than the benefit of Goldman Sachs. Any and all such property and material containing such property shall be delivered forthwith to Goldman Sachs on request by Goldman Sachs and in any event at the termination of the undersigned's work for Goldman Sachs and no copies thereof shall be retained by the undersigned unless the prior written consent of Goldman Sachs is obtained with respect thereto. The undersigned shall cooperate fully with Goldman Sachs to establish, protect or confirm its exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested by Goldman Sachs, accompany such materials.

**2. Non-Promotion**

The undersigned agrees that the undersigned shall not, without the prior written consent of Goldman Sachs in each instance: (a) use in advertising, publicity or otherwise the name of Goldman Sachs or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by Goldman Sachs; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by Goldman Sachs.

### **3. No Infringement**

You affirm that you have all necessary rights, authorization or licenses to undertake this Internship and continue the Internship during the Internship Term and you are not in breach of any agreement by which you are bound or constitute an infringement of any patent or copyright or constitute an unauthorized use of proprietary information or trade secrets of a third party.

### **4. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

### **5. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

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Nisha Deshmukh

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(Date)



May 24, 2022

Anshika Dubey

Cummins College of Engineering for Women, Pune  
Karve Nagar  
Pune  
Maharashtra  
India  
411052

Dear Anshika,

We are delighted to offer you an internship with Goldman Sachs Services Private Limited ("GSSPL") for a period of 8 weeks as an "Intern" in the Investment Banking Division in Bengaluru (the "**Internship**"). We understand that such internship is a component/requirement of your academic curriculum.

The enclosed Statement of Terms and Conditions of Internship (the "**Terms**") sets out the particulars of your internship with GSSPL, which will apply to you during your Internship term.

During your Internship, you shall comply with all applicable GSSPL's rules, regulations and policies including such matters as GSSPL's security measures.

#### **Offer**

Your offer of Internship as set forth herein, and any extension of your Internship with GSSPL is conditional upon:

- your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022
- satisfactory results of background checks, reference, criminal, credit, education checks and other necessary checks; including providing accurate and complete information for the same
- you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake the internship with GSSPL; and
- your eligibility to undertake the internship and work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their Internship commences

#### **Immigration**

When you accept this offer, please confirm whether you will need to obtain an employment visa for your internship. If you are an Indian national, for administrative purposes it would be useful if you could provide a copy of the first page of your passport and any other relevant stamped pages with the signed copy of this letter.

We will assist you in applying for an employment visa, although we cannot guarantee the outcome of the application.

#### **Accepting this offer**

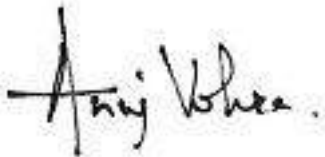
We hope that you will accept our internship offer, in which case please do the following:

- signify your acceptance of this offer, your Terms and the Verification of Personal Details Authorisation (enclosed as **Annexure A**) by signing this offer letter;
- complete on-line forms. Details as to how to access the appropriate website will be sent to you upon receipt of your signed offer letter, Terms and Verification of Personal Details Authorisation. If you do not complete the on-line forms before you start your Internship, your first Internship stipend payment will be delayed. **GSSPL's background checks will include verification of the information given on the on-line forms and so it is essential that the information is complete and accurate.** The provision of misleading, false or inaccurate information, or the omission of a material fact, may be legitimate cause for the immediate withdrawal of this offer or, once you have started your Internship, for immediate termination of your Internship without notice or Internship stipend payment. In signing this letter, you accept the statements and agree to the authorities given by you as set out in the Verification of Personal Details Authorisation; and
- if you need an employment visa, please contact Aavya Mathur at +1 332 245-5276

Once you have completed and signed all these documents, please return them to Human Capital Management in the envelope provided. This offer is valid until fourteen calendar days from the date of issue of this letter, after which unless already accepted it will lapse.

If you have any questions about this letter or the Terms, please contact your internship co-ordinator.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited**

**Agreed and Accepted by:**



\_\_\_\_\_  
 Anshika Dubey

28/05/22

(Date)

Are you legally authorized to work in India? Yes  No ;

Do you need to obtain a visa to commence your internship with Goldman Sachs? Yes ; No

Before you commence internship we would prefer to correspond with you via e-mail. Please insert your preferred e-mail address for communication here.

Email address: anshika15.dubey@gmail.com

## Terms and Conditions

This statement (the “**Terms**”) sets out the terms and conditions of your internship with Goldman Sachs Services Private Limited (“**GSSPL**”) (“**Internship**”). This statement, together with your offer letter and the non-disclosure agreement, constitutes your internship contract with GSSPL (the “**Contract**”). In addition, you will be expected to comply with GSSPL’s policies and procedures as notified to you from time to time. These Terms replace and supersede all other agreements, written or oral, with respect to your Internship. GSSPL reserves the right to amend these Terms if necessary to comply with applicable law.

### **1. Intern: Anshika Dubey**

### **2. Internship**

You will be an “Intern” of GSSPL. You shall not accept internship (or any other equivalent position) or employment, or any additional office or position, part time or otherwise, with or without remuneration, in any other entity during your Internship Term.

### **3. Date of Internship**

Your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022 and will terminate 8 weeks later subject to paragraph 8 below (“**Internship Term**”).

### **4. Stipend**

**4.1** During your Internship, you will be entitled to a stipend of INR 1,200,000 per annum, prorated for the actual number of days worked and less tax or other withholdings and applicable deductions as required by law or in accordance with our policy. This constitutes the entire payment due to you from GSSPL on account of your Internship pursuant to these Terms.

You understand, undertake and agree that your Internship is so as to help satisfy a component of your academic curriculum and will not in any way be deemed or construed as employment or an offer of employment from GSSPL, either during or post the Internship Term, and therefore will not entitle you to any employment wages, benefits, rights, incentives accruing to employees, including provident fund and other statutory benefits, which you understand and agree to opt-out of given your internship and also your stipend amount. This internship does not entitle you to claim any additional remuneration and/or benefits, whether statutory or otherwise, which is or may be enjoyed by employees of GSSPL.

**4.2** You agree as a condition of your Internship that GSSPL shall be entitled, at any time during your Internship, or in any event on termination, to deduct from the amounts due to you any monies due from you to GSSPL, including any deduction relating to leave taken in excess of entitlement or unauthorized leave of absence as at the date of the termination of Internship, applicable taxes, any deduction in respect of costs incurred by GSSPL or the cost of repairing damage to GSSPL’s property caused by you (and of recovering the same), etc.

### **5. Workplace**

**5.1** During your Internship you will be located at GSSPL’s office in Bengaluru.

**5.2** You are expected to work for at least forty (40) hours per week from Monday to Friday, both days inclusive, to satisfy your internship but you may be required to work additional hours, depending on business and internship needs.

### **6. Leave of Absence and Holidays**

**6.1** You will be entitled to twenty (20) days’ leave in a calendar year, pro-rated to your Internship Term. Such leave is provided in good faith at the discretion of the firm and cannot be accrued, carried forward or encashed at the end of your Internship Term. You are expected to intimate your designated manager in advance of your intention to avail of such leave, except in cases where it is not possible for you to provide advance intimation. In such a case, please inform your manager as soon as you are aware of the need to avail the leave and the expected duration of your leave.

**6.2** If you are absent due to sickness and provided that you comply with the notification procedures, you may be paid your stipend during the period of your sick leave. Additionally, GSSPL may require you to undergo a medical examination by its nominated doctor or consultant before you return to office. GSSPL may also elect, with your consent, to consult your own doctor.

**6.3** In addition, you will be entitled to public holidays on those days which are declared as holidays for GSSPL.

## **7. Termination of Internship and Notice**

**7.1** Subject to sub-paragraph 7.2 below, the minimum period of notice that GSSPL will give you to terminate your Internship is one (1) week or at its discretion, payment of stipend in lieu thereof. The minimum period of written notice of termination of the Internship that you are required to give GSSPL is one (1) week.

**7.2** Notwithstanding sub-paragraph 7.1, GSSPL reserves the right to terminate your Internship without any notice and with immediate effect if it has reasonable grounds to believe that you are in breach of GSSPL's applicable rules, regulations and policies or guilty of misconduct (which shall, without limitation, include any breach of any of the provisions of these Terms) or if you have provided misleading, false or inaccurate information or omitted a material fact in the information that you have provided to us, in which case no notice or pay in lieu of notice will be due.

**7.3** GSSPL reserves the right to require you to not come to office during part or all of any period of notice of termination of your Internship (whether given by you or GSSPL). For the avoidance of doubt, you will continue to be bound by your obligations to GSSPL until the end of the notice period.

## **8. Discipline and Grievance**

**8.1** GSSPL has detailed its disciplinary policy in a handbook, which is also applicable to you as an intern and can be accessed on GSSPL's intranet. Whilst the disciplinary process does not form part of these Terms, the disciplinary rules do. Disciplinary sanctions may include oral or written warnings and GSSPL reserves the right to impose a financial penalty, or in case of gross or serious misconduct, to terminate the Internship.

**8.2** If you are dissatisfied with a disciplinary decision taken against you, you should contact Human Capital Management, which will arrange for your concern to be raised with the appropriate person.

**8.3** If you have a grievance, you may raise the matter with your manager either in writing or in person or you may use GSSPL's formal grievance procedure, details of which are available on the intranet.

## **9. Confidential and Proprietary Information**

**9.1** In connection with your Internship, you may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, operating procedures, organisational responsibilities, marketing matters, and policies or procedures of GSSPL, its affiliates, their respective directors, employees, clients or other third parties; or the personal affairs of GSSPL's or its affiliates' directors or employees ("**Confidential and Proprietary Information and Materials**"). With respect to such Confidential and Proprietary Information and Materials, you agree that:

- Confidential and Proprietary Information and Materials shall be used only as authorised and only for the purposes intended by GSSPL; and
- You will hold all Confidential and Proprietary Information and Materials in strict confidence and, except for the above authorised uses, will not, nor will you permit any agent to give, disclose, copy, reproduce, sell, assign, license, market or transfer Confidential and Proprietary Information and Materials to any person, firm or corporation, including any director or employee of GSSPL who does not have a need to know or see the Confidential and Proprietary Information and Materials. This provision applies to authorised writings of any kind containing such information or materials, including books and articles; and
- Unless you have prior written authorisation from GSSPL, you will not publicise, disclose or allow disclosure of any information about GSSPL or its affiliates', their respective present or former directors, employees, agents or clients, its or their business and financial affairs, personnel matters, operating procedures, organisation responsibilities, marketing matters and policies or procedures, or any aspects of your Internship, candidacy for internship or your tenure as an intern of GSSPL or of the termination of such Internship, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicise or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any other kind, as well as film, videotape, audiotape or any other medium; and
- During your Internship Term and thereafter, you will not disclose or use without authorisation, any information concerning persons or entities other than GSSPL that is confidential or proprietary to them, nor will you use information in any manner that would constitute a violation of any undertaking or agreement with a prior employer or organization that you interned with (if any) or third party; and
- Upon the termination of your Internship (or earlier if requested by GSSPL), you will return to GSSPL all originals and copies of documents and other materials relating to GSSPL or containing or derived from Confidential and Proprietary Information and Materials that are in your possession or control,

accompanied, if requested, by a certificate signed by you and satisfactory to GSSPL to the effect that all such Confidential and Proprietary Information and Materials have been returned.

**9.2** You hereby irrevocably assign to GSSPL, its successors and assigns, and GSSPL shall have exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work, including, but not limited to, any invention, discoveries, concepts, ideas or information, conceived by you in the course of your Internship with GSSPL, and all documents, data and other information of any kind including, incorporating, based upon or derived from the foregoing, including reports and notes prepared by you. Such work will be the property of GSSPL, shall be considered a work made for hire and may not be used for any purposes other than the benefit of GSSPL. Any and all such property and material containing such property shall be delivered to GSSPL on request and in any event at the termination of your Internship, and no copies thereof shall be retained by you except with GSSPL's prior written consent. You will cooperate fully with GSSPL to establish, protect or confirm GSSPL's exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested, be provided to GSSPL.

**9.3** The obligations set out in this paragraph shall survive the termination of your Internship. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure GSSPL and its business in a manner inadequately compensable in damages, and that GSSPL may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

**9.4** The provisions of this Section 9 shall be supplemented by the non-disclosure agreement, set out in Annexure B hereto, which you are expected to sign and return along with the offer letter, the Terms and the Verification of Personal Details Form.

## **10. Compliance**

In addition to your compliance with the policies and procedures as outlined in the handbook, you will be expected to comply with the applicable policies published on the intranet that broadly affect and govern our business and personal conduct. You acknowledge that GSSPL including its affiliates maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees, interns and certain of vendors. You agree to comply with all such restrictions, made applicable to you.

## **11. No Promotion**

You agree that you shall not, without the prior written consent of GSSPL in each instance: (a) use in advertising, publicity or otherwise the name of GSSPL or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by GSSPL; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by GSSPL.

## **12. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

## **13. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

## **14. Dispute Resolution**

**14.1** If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Contract, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.

**14.2** In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "**Arbitration Act**") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been



nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.

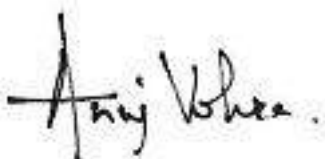
**14.3** The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Contract. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.

**14.4** Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Contract to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

**15. Jurisdiction and Governing Law**

These Terms together with the Offer Letter shall be subject to the jurisdiction of the Courts of Bengaluru, Karnataka, India and shall be subject to the laws applicable in India.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited**

**Agreed and Accepted by:**



\_\_\_\_\_  
Anshika Dubey

28/05/22  
\_\_\_\_\_  
(Date)

**ANNEXURE A**  
**VERIFICATION OF PERSONAL DETAILS AUTHORISATION**

In signing below I confirm that the information I will be providing in the on-line forms will be complete, accurate and true. I understand that this offer of internship is conditional upon the verification, to GSSPL's entire satisfaction, of any or all of the information I will be supplying and that if any of the information I provide is found to be misleading, false or otherwise inaccurate, GSSPL may in its sole discretion withdraw this offer or, if I have already commenced my internship with GSSPL, take disciplinary action (up to and including termination of the Internship) against me.

I understand that GSSPL and/or any persons or organisation acting on GSSPL's behalf (which may include third parties outside the Goldman Sachs group) (hereinafter, "you") may, to the extent permitted by law, procure, process and store information from any individual, company, institution or other body which you consider necessary or desirable for the assessment of my suitability for internship. I understand and agree that this will include the verification of the information I will be providing in the on-line forms and may well include the obtaining of documents and/or information covered by various data protection laws, of investigative and consumer credit reports which may contain information regarding my background, character, legal history, credit worthiness and personal reputation. I also understand and agree that you may perform reference checks of any prior employment I may have had (if any).

I also agree that, during the course of my internship with GSSPL, a consumer or investigative report may be procured in connection with subsequent decisions regarding my internship. I understand that you agree that you will not use or publish any such documents and/or information save as is reasonably required by GSSPL in respect of my application for internship. I authorise you to carry out all such investigations as are described above. I hereby explicitly consent to the processing by you of personal data (including sensitive personal data) and understand and accept that this data may be transferred to and processed outside the country. I understand that, upon my written request, I will be advised of the name and address of each consumer reporting agency from which a consumer report or investigative report may have been obtained.

I confirm that in carrying out such enquiries and investigations you are entitled to and will rely upon the consents and authorities I have given. I further agree that you and any person or entity supplying information shall incur no liability whatsoever in respect of any document or information supplied as a result of or obtained through such inquiries and investigations. This shall be the case whether the content of any such document obtained is accurate or inaccurate and/or any information is true or untrue.



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Anshika Dubey

28/05/22

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(Date)

**ANNEXURE B**  
**NON-DISCLOSURE AGREEMENT**

**1. Non-Disclosure**

In connection with services now or in the future performed by the undersigned for Goldman Sachs Services Private Limited ("GSSPL") or for any subsidiary, affiliate or indirect and direct holding/parent companies of GSSPL (collectively called "Goldman Sachs"), the undersigned may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, formulas; strategies; methods; processes; computer materials including source or object codes, data files, computer listings, computer programs, and other computer materials (regardless of the medium in which they are stored), operating procedures, organizational responsibilities, marketing matters, and other policies or procedures of Goldman Sachs or its partners, shareholders, clients, vendors, or other third parties, or the personal affairs of partners or employees ("Confidential Information"). With respect to such Confidential Information, the undersigned acknowledges and agrees to the terms of this non-disclosure agreement ("Agreement") as follows:

(a) Confidential Information shall be used only as authorized and only for the purposes intended by Goldman Sachs.

(b) The undersigned shall hold Confidential Information in strict confidence and, except for the above authorized uses, shall not, nor shall it permit any agent to, give, disclose, copy, reproduce, sell, assign, license, market, transfer or otherwise provide Confidential Information to any person, firm or corporation including any partner or employee of Goldman Sachs who does not have a need to know the Confidential Information. This provision applies to unauthorized writings of any kind containing such information or materials, including books and articles. The undersigned shall not publicize, disclose, or allow disclosure of any information about Goldman Sachs, its present or former partners or employees, agents, vendors or clients, or any aspect of the undersigned's work for Goldman Sachs, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicize or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any kind, as well as film, videotape, or any other medium.

(c) Upon the termination of the services to be performed by the undersigned (or earlier if requested by Goldman Sachs), the undersigned shall return to Goldman Sachs all originals and copies of documents and other materials relating to Goldman Sachs or obtained or developed in the course of performing services for Goldman Sachs, or containing or derived from Confidential Information which are in the undersigned's possession or control, together, if requested by Goldman Sachs, with a certificate signed by the undersigned, in form and substance satisfactory to Goldman Sachs, to the effect that all such Confidential Information has been returned.

(d) The undersigned hereby irrevocably assigns to Goldman Sachs, its successors and assigns, in perpetuity (irrespective of whether or not exercised by the Firm at any time after such assignment), and on a worldwide basis, and Goldman Sachs shall have, exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work produced by the undersigned including, but not limited to, any invention, discoveries, concepts, ideas or information conceived by the undersigned in the course of rendering services to Goldman Sachs and all documents, data and other information of any kind including information incorporating, based upon or derived from the foregoing, including reports and notes prepared by the undersigned. Such work produced shall be the property of Goldman Sachs, shall be considered a work made for hire and may not be used by the undersigned for any purposes other than the benefit of Goldman Sachs. Any and all such property and material containing such property shall be delivered forthwith to Goldman Sachs on request by Goldman Sachs and in any event at the termination of the undersigned's work for Goldman Sachs and no copies thereof shall be retained by the undersigned unless the prior written consent of Goldman Sachs is obtained with respect thereto. The undersigned shall cooperate fully with Goldman Sachs to establish, protect or confirm its exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested by Goldman Sachs, accompany such materials.

**2. Non-Promotion**

The undersigned agrees that the undersigned shall not, without the prior written consent of Goldman Sachs in each instance: (a) use in advertising, publicity or otherwise the name of Goldman Sachs or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by Goldman Sachs; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by Goldman Sachs.

### **3. No Infringement**

You affirm that you have all necessary rights, authorization or licenses to undertake this Internship and continue the Internship during the Internship Term and you are not in breach of any agreement by which you are bound or constitute an infringement of any patent or copyright or constitute an unauthorized use of proprietary information or trade secrets of a third party.

### **4. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

### **5. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

### **6. Regulatory Compliance Procedures**

The undersigned acknowledges that Goldman Sachs maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees and certain of vendors. The undersigned agrees to comply with all such restrictions, made applicable to him or her.

### **7. Governing Law and Dispute Resolution**

- (a) This Agreement shall be governed by and construed in accordance with the laws of India.
- (b) If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Agreement, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.
- (c) In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "Arbitration Act") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.
- (d) The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Agreement. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.
- (e) Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Agreement to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

### **8. Survival**

The obligations created by this Agreement shall survive the termination of the services of the undersigned and is enforceable directly against the undersigned individually. The undersigned acknowledges that any violation, breach or other failure on the undersigned's part to strictly comply with this Agreement could materially adversely affect Goldman Sachs and its business, thus giving rise to suit for monetary damages and/or injunctive relief for such violation, breach or other failure.



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Anshika Dubey

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28/05/22

(Date)



May 24, 2022

Esha Jugade

Cummins College of Engineering for Women, Pune  
Karve Nagar  
Pune  
Maharashtra  
India  
411052

Dear Esha,

We are delighted to offer you an internship with Goldman Sachs Services Private Limited ("GSSPL") for a period of 8 weeks as an "Intern" in the Asset Management Division in Bengaluru (the "**Internship**"). We understand that such internship is a component/requirement of your academic curriculum.

The enclosed Statement of Terms and Conditions of Internship (the "**Terms**") sets out the particulars of your internship with GSSPL, which will apply to you during your Internship term.

During your Internship, you shall comply with all applicable GSSPL's rules, regulations and policies including such matters as GSSPL's security measures.

#### **Offer**

Your offer of Internship as set forth herein, and any extension of your Internship with GSSPL is conditional upon:

- your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022
- satisfactory results of background checks, reference, criminal, credit, education checks and other necessary checks; including providing accurate and complete information for the same
- you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake the internship with GSSPL; and
- your eligibility to undertake the internship and work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their Internship commences

#### **Immigration**

When you accept this offer, please confirm whether you will need to obtain an employment visa for your internship. If you are an Indian national, for administrative purposes it would be useful if you could provide a copy of the first page of your passport and any other relevant stamped pages with the signed copy of this letter.

We will assist you in applying for an employment visa, although we cannot guarantee the outcome of the application.

#### **Accepting this offer**

We hope that you will accept our internship offer, in which case please do the following: page 1 of 9

- signify your acceptance of this offer, your Terms and the Verification of Personal Details Authorisation

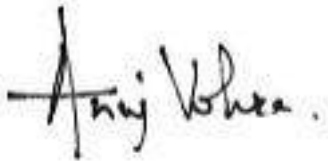
(enclosed as **Annexure A**) by signing this offer letter;

- complete on-line forms. Details as to how to access the appropriate website will be sent to you upon receipt of your signed offer letter, Terms and Verification of Personal Details Authorisation. If you do not complete the on-line forms before you start your Internship, your first Internship stipend payment will be delayed. **GSSPL's background checks will include verification of the information given on the on-line forms and so it is essential that the information is complete and accurate.** The provision of misleading, false or inaccurate information, or the omission of a material fact, may be legitimate cause for the immediate withdrawal of this offer or, once you have started your Internship, for immediate termination of your Internship without notice or Internship stipend payment. In signing this letter, you accept the statements and agree to the authorities given by you as set out in the Verification of Personal Details Authorisation; and
- if you need an employment visa, please contact Aavya Mathur at +1 332 245-5276

Once you have completed and signed all these documents, please return them to Human Capital Management in the envelope provided. This offer is valid until fourteen calendar days from the date of issue of this letter, after which unless already accepted it will lapse.


If you have any questions about this letter or the Terms, please contact your internship co-ordinator.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited**

**Agreed and Accepted by:**



Esha Jugade

28/05/22

(Date)

Are you legally authorized to work in India? Yes [ yes]; No [ ];

Do you need to obtain a visa to commence your internship with Goldman Sachs? Yes [ ]; No [yes ];

Before you commence internship we would prefer to correspond with you via e-mail. Please insert your preferred e-mail address for communication here.

Email address: [esha.jugade@cumminscollege.in](mailto:esha.jugade@cumminscollege.in)

## **Terms and Conditions**

This statement (the “**Terms**”) sets out the terms and conditions of your internship with Goldman Sachs Services Private Limited (“**GSSPL**”) (“**Internship**”). This statement, together with your offer letter and the non-disclosure agreement, constitutes your internship contract with GSSPL (the “**Contract**”). In addition, you will be expected to comply with GSSPL’s policies and procedures as notified to you from time to time. These Terms replace and supersede all other agreements, written or oral, with respect to your Internship. GSSPL reserves the right to amend these Terms if necessary to comply with applicable law.

### **1. Intern: Esha Jugade**

### **2. Internship**

You will be an “Intern” of GSSPL. You shall not accept internship (or any other equivalent position) or employment, or any additional office or position, part time or otherwise, with or without remuneration, in any other entity during your Internship Term.

### **3. Date of Internship**

Your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022 and will terminate 8 weeks later subject to paragraph 8 below (“**Internship Term**”).

### **4. Stipend**

**4.1** During your Internship, you will be entitled to a stipend of INR 1,200,000 per annum, prorated for the actual number of days worked and less tax or other withholdings and applicable deductions as required by law or in accordance with our policy. This constitutes the entire payment due to you from GSSPL on account of your Internship pursuant to these Terms.

You understand, undertake and agree that your Internship is so as to help satisfy a component of your academic curriculum and will not in any way be deemed or construed as employment or an offer of employment from GSSPL, either during or post the Internship Term, and therefore will not entitle you to any employment wages, benefits, rights, incentives accruing to employees, including provident fund and other statutory benefits, which you understand and agree to opt-out of given your internship and also your stipend amount. This internship does not entitle you to claim any additional remuneration and/or benefits, whether statutory or otherwise, which is or may be enjoyed by employees of GSSPL.

**4.2** You agree as a condition of your Internship that GSSPL shall be entitled, at any time during your Internship, or in any event on termination, to deduct from the amounts due to you any monies due from you to GSSPL, including any deduction relating to leave taken in excess of entitlement or unauthorized leave of absence as at the date of the termination of Internship, applicable taxes, any deduction in respect of costs incurred by GSSPL or the cost of repairing damage to GSSPL’s property caused by you (and of recovering the same), etc.

### **5. Workplace**

**5.1** During your Internship you will be located at GSSPL’s office in Bengaluru.

**5.2** You are expected to work for at least forty (40) hours per week from Monday to Friday, both days inclusive, to satisfy your internship but you may be required to work additional hours, depending on business and internship needs.

### **6. Leave of Absence and Holidays**

**6.1** You will be entitled to twenty (20) days’ leave in a calendar year, pro-rated to your Internship Term. Such leave is provided in good faith at the discretion of the firm and cannot be accrued, carried forward or encashed at the end of your Internship Term. You are expected to intimate your designated manager in advance of your intention to avail of such leave, except in cases where it is not possible for you to provide advance intimation. In such a case, please inform your manager as soon as you are aware of the need to avail the leave and the expected duration of your leave.

**6.2** If you are absent due to sickness and provided that you comply with the notification procedures, you may be paid your stipend during the period of your sick leave. Additionally, GSSPL may require you to undergo a medical examination by its nominated doctor or consultant before you return to office. GSSPL may also elect, with your consent, to consult your own doctor.

**6.3** In addition, you will be entitled to public holidays on those days which are declared as holidays for

GSSPL. page 3 of 9

## **7. Termination of Internship and Notice**

**7.1** Subject to sub-paragraph 7.2 below, the minimum period of notice that GSSPL will give you to terminate your Internship is one (1) week or at its discretion, payment of stipend in lieu thereof. The minimum period of written notice of termination of the Internship that you are required to give GSSPL is one (1) week.

**7.2** Notwithstanding sub-paragraph 7.1, GSSPL reserves the right to terminate your Internship without any notice and with immediate effect if it has reasonable grounds to believe that you are in breach of GSSPL's applicable rules, regulations and policies or guilty of misconduct (which shall, without limitation, include any breach of any of the provisions of these Terms) or if you have provided misleading, false or inaccurate information or omitted a material fact in the information that you have provided to us, in which case no notice or pay in lieu of notice will be due.

**7.3** GSSPL reserves the right to require you to not come to office during part or all of any period of notice of termination of your Internship (whether given by you or GSSPL). For the avoidance of doubt, you will continue to be bound by your obligations to GSSPL until the end of the notice period.

## **8. Discipline and Grievance**

**8.1** GSSPL has detailed its disciplinary policy in a handbook, which is also applicable to you as an intern and can be accessed on GSSPL's intranet. Whilst the disciplinary process does not form part of these Terms, the disciplinary rules do. Disciplinary sanctions may include oral or written warnings and GSSPL reserves the right to impose a financial penalty, or in case of gross or serious misconduct, to terminate the Internship.

**8.2** If you are dissatisfied with a disciplinary decision taken against you, you should contact Human Capital Management, which will arrange for your concern to be raised with the appropriate person.

**8.3** If you have a grievance, you may raise the matter with your manager either in writing or in person or you may use GSSPL's formal grievance procedure, details of which are available on the intranet.

## **9. Confidential and Proprietary Information**

**9.1** In connection with your Internship, you may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, operating procedures, organisational responsibilities, marketing matters, and policies or procedures of GSSPL, its affiliates, their respective directors, employees, clients or other third parties; or the personal affairs of GSSPL's or its affiliates' directors or employees ("**Confidential and Proprietary Information and Materials**"). With respect to such Confidential and Proprietary Information and Materials, you agree that:

- Confidential and Proprietary Information and Materials shall be used only as authorised and only for the purposes intended by GSSPL; and
- You will hold all Confidential and Proprietary Information and Materials in strict confidence and, except for the above authorised uses, will not, nor will you permit any agent to give, disclose, copy, reproduce, sell, assign, license, market or transfer Confidential and Proprietary Information and Materials to any person, firm or corporation, including any director or employee of GSSPL who does not have a need to know or see the Confidential and Proprietary Information and Materials. This provision applies to authorised writings of any kind containing such information or materials, including books and articles; and
- Unless you have prior written authorisation from GSSPL, you will not publicise, disclose or allow disclosure of any information about GSSPL or its affiliates', their respective present or former directors, employees, agents or clients, its or their business and financial affairs, personnel matters, operating procedures, organisation responsibilities, marketing matters and policies or procedures, or any aspects of your Internship, candidacy for internship or your tenure as an intern of GSSPL or of the termination of such Internship, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicise or disclose any such information in any way likely to result in



such information being made available to the general public in any form, including books, articles or writings of any other kind, as well as film, videotape, audiotape or any other medium; and

- During your Internship Term and thereafter, you will not disclose or use without authorisation, any information concerning persons or entities other than GSSPL that is confidential or proprietary to them, nor will you use information in any manner that would constitute a violation of any undertaking or agreement with a prior employer or organization that you interned with (if any) or third party; and
- Upon the termination of your Internship (or earlier if requested by GSSPL), you will return to GSSPL all originals and copies of documents and other materials relating to GSSPL or containing or derived from Confidential and Proprietary Information and Materials that are in your possession or control,

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accompanied, if requested, by a certificate signed by you and satisfactory to GSSPL to the effect that all such Confidential and Proprietary Information and Materials have been returned.

**9.2** You hereby irrevocably assign to GSSPL, its successors and assigns, and GSSPL shall have exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work, including, but not limited to, any invention, discoveries, concepts, ideas or information, conceived by you in the course of your Internship with GSSPL, and all documents, data and other information of any kind including, incorporating, based upon or derived from the foregoing, including reports and notes prepared by you. Such work will be the property of GSSPL, shall be considered a work made for hire and may not be used for any purposes other than the benefit of GSSPL. Any and all such property and material containing such property shall be delivered to GSSPL on request and in any event at the termination of your Internship, and no copies thereof shall be retained by you except with GSSPL's prior written consent. You will cooperate fully with GSSPL to establish, protect or confirm GSSPL's exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested, be provided to GSSPL.

**9.3** The obligations set out in this paragraph shall survive the termination of your Internship. You hereby acknowledge that any violation, breach or other failure on your part to comply with these obligations could materially and irreparably injure GSSPL and its business in a manner inadequately compensable in damages, and that GSSPL may seek and obtain injunctive relief against the breach or threatened breach of these obligations in addition to any other legal remedies that may be available.

**9.4** The provisions of this Section 9 shall be supplemented by the non-disclosure agreement, set out in Annexure B hereto, which you are expected to sign and return along with the offer letter, the Terms and the Verification of Personal Details Form.

## **10. Compliance**

In addition to your compliance with the policies and procedures as outlined in the handbook, you will be expected to comply with the applicable policies published on the intranet that broadly affect and govern our business and personal conduct. You acknowledge that GSSPL including its affiliates maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees, interns and certain of vendors. You agree to comply with all such restrictions, made applicable to you.

## **11. No Promotion**

You agree that you shall not, without the prior written consent of GSSPL in each instance: (a) use in advertising, publicity or otherwise the name of GSSPL or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by GSSPL; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by GSSPL.

## **12. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

## **13. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

#### **14. Dispute Resolution**

**14.1** If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Contract, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.

**14.2** In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "**Arbitration Act**") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been

page 5 of 9

nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.

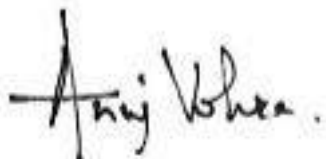
**14.3** The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not postpone or delay the performance by the parties of their respective obligations pursuant to this Contract. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.

**14.4** Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Contract to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

#### **15. Jurisdiction and Governing Law**

These Terms together with the Offer Letter shall be subject to the jurisdiction of the Courts of Bengaluru, Karnataka, India and shall be subject to the laws applicable in India.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited**

**Agreed and Accepted by:**



Esha Jugade

28/05/22  
(Date)

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**ANNEXURE A**  
**VERIFICATION OF PERSONAL DETAILS AUTHORISATION**

In signing below I confirm that the information I will be providing in the on-line forms will be complete, accurate and true. I understand that this offer of internship is conditional upon the verification, to GSSPL's entire satisfaction, of any or all of the information I will be supplying and that if any of the information I provide is found to be misleading, false or otherwise inaccurate, GSSPL may in its sole discretion withdraw this offer or, if I have already commenced my internship with GSSPL, take disciplinary action (up to and including termination of the Internship) against me.

I understand that GSSPL and/or any persons or organisation acting on GSSPL's behalf (which may include third parties outside the Goldman Sachs group) (hereinafter, "you") may, to the extent permitted by law, procure, process and store information from any individual, company, institution or other body which you consider necessary or desirable for the assessment of my suitability for internship. I understand and agree that this will include the verification of the information I will be providing in the on-line forms and may well include the obtaining of documents and/or information covered by various data protection laws, of investigative and consumer credit reports which may contain information regarding my background, character, legal history, credit worthiness and personal reputation. I also understand and agree that you may perform reference checks of any prior employment I may have had (if any).

I also agree that, during the course of my internship with GSSPL, a consumer or investigative report may be procured in connection with subsequent decisions regarding my internship. I understand that you agree that you will not use or publish any such documents and/or information save as is reasonably required by GSSPL in respect of my application for internship. I authorise you to carry out all such investigations as are described above. I hereby explicitly consent to the processing by you of personal data (including sensitive personal data) and understand and accept that this data may be transferred to and processed outside the country. I understand that, upon my written request, I will be advised of the name and address of each consumer reporting agency from which a consumer report or investigative report may have been obtained.

I confirm that in carrying out such enquiries and investigations you are entitled to and will rely upon the consents and authorities I have given. I further agree that you and any person or entity supplying information shall incur no liability whatsoever in respect of any document or information supplied as a result of or obtained through such inquiries and investigations. This shall be the case whether the content of any such document obtained is accurate or inaccurate and/or any information is true or untrue.

*Esha Jugade*

Esha Jugade

28/05/22  
(Date)

**ANNEXURE B**  
**NON-DISCLOSURE AGREEMENT**

**1. Non-Disclosure**

In connection with services now or in the future performed by the undersigned for Goldman Sachs Services Private Limited ("GSSPL") or for any subsidiary, affiliate or indirect and direct holding/parent companies of GSSPL (collectively called "Goldman Sachs"), the undersigned may have access to non-public information and materials, including but not limited to information and materials describing or relating to the business and financial affairs, personnel matters, formulas; strategies; methods; processes; computer materials including source or object codes, data files, computer listings, computer programs, and other computer materials (regardless of the medium in which they are stored), operating procedures, organizational responsibilities, marketing matters, and other policies or procedures of Goldman Sachs or its partners, shareholders, clients, vendors, or other third parties, or the personal affairs of partners or employees ("Confidential Information"). With respect to such Confidential Information, the undersigned acknowledges and agrees to the terms of this non-disclosure agreement ("Agreement") as follows:

(a) Confidential Information shall be used only as authorized and only for the purposes intended by Goldman Sachs.

(b) The undersigned shall hold Confidential Information in strict confidence and, except for the above authorized uses, shall not, nor shall it permit any agent to, give, disclose, copy, reproduce, sell, assign, license, market, transfer or otherwise provide Confidential Information to any person, firm or corporation including any partner or employee of Goldman Sachs who does not have a need to know the Confidential Information. This provision applies to unauthorized writings of any kind containing such information or materials, including books and articles. The undersigned shall not publicize, disclose, or allow disclosure of any information about Goldman Sachs, its present or former partners or employees, agents, vendors or clients, or any aspect of the undersigned's work for Goldman Sachs, with any reporter, author, producer or similar person or entity, or take any other action seeking to publicize or disclose any such information in any way likely to result in such information being made available to the general public in any form, including books, articles or writings of any kind, as well as film, videotape, or any other medium.

(c) Upon the termination of the services to be performed by the undersigned (or earlier if requested by Goldman Sachs), the undersigned shall return to Goldman Sachs all originals and copies of documents and other materials relating to Goldman Sachs or obtained or developed in the course of performing services for Goldman Sachs, or containing or derived from Confidential Information which are in the undersigned's possession or control, together, if requested by Goldman Sachs, with a certificate signed by the undersigned, in form and substance satisfactory to Goldman Sachs, to the effect that all such Confidential Information has been returned.

(d) The undersigned hereby irrevocably assigns to Goldman Sachs, its successors and assigns, in perpetuity (irrespective of whether or not exercised by the Firm at any time after such assignment), and on a worldwide basis, and Goldman Sachs shall have, exclusive ownership rights, including, without limitation, all patent, copyright and trade secret rights, with respect to any work produced by the undersigned including, but not limited to, any invention, discoveries, concepts, ideas or information conceived by the undersigned in the course of rendering services to Goldman Sachs and all documents, data and other information of any kind including information incorporating, based upon or derived from the foregoing, including reports and notes prepared by the undersigned. Such work produced shall be the property of Goldman Sachs, shall be considered a work made for hire and may not be used by the undersigned for any purposes other than the benefit of Goldman Sachs. Any and all such property and material containing such property shall be delivered forthwith to Goldman Sachs on request by Goldman Sachs and in any event at the termination of the undersigned's work for Goldman Sachs and no copies thereof shall be retained by the undersigned unless the prior written consent of Goldman Sachs is obtained with respect thereto. The undersigned shall cooperate fully with Goldman Sachs to establish, protect or confirm its exclusive rights in such work or to enable it to transfer legal title together with any patents that may be issued. A certificate evidencing compliance with this provision shall, if requested by Goldman Sachs, accompany such materials.

**2. Non-Promotion**

The undersigned agrees that the undersigned shall not, without the prior written consent of Goldman Sachs in each instance: (a) use in advertising, publicity or otherwise the name of Goldman Sachs or any trade name, trademark, trade device, service mark, symbol or any abbreviation, contraction or simulation thereof owned by Goldman Sachs; or (b) represent, directly or indirectly, that any product or any service provided by the undersigned has been approved or endorsed by Goldman Sachs.

### **3. No Infringement**

You affirm that you have all necessary rights, authorization or licenses to undertake this Internship and continue the Internship during the Internship Term and you are not in breach of any agreement by which you are bound or constitute an infringement of any patent or copyright or constitute an unauthorized use of proprietary information or trade secrets of a third party.

### **4. Non-Employment**

You affirm that you are not an employee of GSSPL for any purpose and that you are not entitled to exercise any rights, or seek any benefit, accruing to the regular employees of GSSPL by virtue of this Internship. You agree to provide any assistance necessary to GSSPL in investigating any illegal or fraudulent activities, security breaches or similar situations.

### **5. Background Check and Testing**

You agree that in connection with this Agreement, you may be subject to a background check, including employers, education, credit, criminal public record, drug screen, fingerprinting or other checking or testing, and the undersigned consents to the foregoing. You hereby release GSSPL, its employees and agents from any and all liability or claims arising from such checking and testing and the use and reporting of the results thereof.

### **6. Regulatory Compliance Procedures**

The undersigned acknowledges that Goldman Sachs maintains restrictions regarding the personal securities and commodities transactions, private investments and outside business activities of employees and certain of vendors. The undersigned agrees to comply with all such restrictions, made applicable to him or her.

### **7. Governing Law and Dispute Resolution**

(a) This Agreement shall be governed by and construed in accordance with the laws of India.

(b) If any dispute or difference of any kind whatsoever shall arise between the parties in connection with or arising out of this Agreement, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement.

(c) In the event no amicable resolution or settlement is reached between the parties within a period of fifteen (15) days from the date on which the dispute arose, such dispute shall be referred to and finally settled by arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (the "Arbitration Act") as amended from time to time. The arbitration shall be before a mutually acceptable single arbitrator or, upon the failure of the parties to agree upon a single arbitrator, within a period of ten (10) days thereupon, each party shall appoint one arbitrator and the two appointed arbitrators shall appoint a third arbitrator, who shall act as the presiding arbitrator. Provided, that if the third arbitrator has not been nominated within thirty (30) days of their appointment, such third arbitrator shall be appointed by the Court (as defined in the Act), as provided under the Act. The award of the arbitrators shall be final, and judgment upon the award rendered may be entered in any court, having jurisdiction. The arbitration proceedings shall be held in Bengaluru and the language of the arbitration shall be English.

(d) The existence of any dispute or the initiation or continuance of the arbitration proceedings shall not post pone or delay the performance by the parties of their respective obligations pursuant to this Agreement. It is agreed that the arbitrators shall also determine and make an award as to the costs of the arbitration proceedings.

(e) Notwithstanding anything contained herein, the parties shall have a right to institute legal proceedings to prevent any continuing breach of the provisions of this Agreement to seek an injunctive or any other specific relief in the courts of competent jurisdiction.

### **8. Survival**

The obligations created by this Agreement shall survive the termination of the services of the undersigned and is enforceable directly against the undersigned individually. The undersigned acknowledges that any violation, breach or other failure on the undersigned's part to strictly comply with this Agreement could materially adversely affect Goldman Sachs and its business, thus giving rise to suit for monetary damages and/or injunctive relief for such violation, breach or other failure.

*Esha Jugade*

Esha Jugade

28/05/22

(Date)

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May 24, 2022

Grishma Deshmukh

Cummins College of Engineering for Women, Pune  
Karve Nagar  
Pune  
Maharashtra  
India  
411052

Dear Grishma,

We are delighted to offer you an internship with Goldman Sachs Services Private Limited ("GSSPL") for a period of 8 weeks as an "Intern" in the Global Compliance Division in Bengaluru (the "Internship"). We understand that such internship is a component/requirement of your academic curriculum.

The enclosed Statement of Terms and Conditions of Internship (the "Terms") sets out the particulars of your internship with GSSPL, which will apply to you during your Internship term.

During your Internship, you shall comply with all applicable GSSPL's rules, regulations and policies including such matters as GSSPL's security measures.

#### **Offer**

Your offer of Internship as set forth herein, and any extension of your Internship with GSSPL is conditional upon:

- your Internship start date with GSSPL will be communicated to you in writing by the firm. The start date shall not be later than July 22, 2022
- satisfactory results of background checks, reference, criminal, credit, education checks and other necessary checks; including providing accurate and complete information for the same
- you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake the internship with GSSPL; and
- your eligibility to undertake the internship and work in India. Under Indian Immigration laws, foreign nationals must have appropriate employment visas before their Internship commences

#### **Immigration**

When you accept this offer, please confirm whether you will need to obtain an employment visa for your internship. If you are an Indian national, for administrative purposes it would be useful if you could provide a copy of the first page of your passport and any other relevant stamped pages with the signed copy of this letter.

We will assist you in applying for an employment visa, although we cannot guarantee the outcome of the application.

#### **Accepting this offer**

We hope that you will accept our internship offer, in which case please do the following:

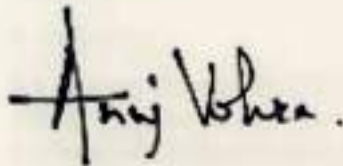
- signify your acceptance of this offer, your Terms and the Verification of Personal Details Authorisation (enclosed as **Annexure A**) by signing this offer letter;

- complete on-line forms. Details as to how to access the appropriate website will be sent to you upon receipt of your signed offer letter, Terms and Verification of Personal Details Authorisation. If you do not complete the on-line forms before you start your Internship, your first Internship stipend payment will be delayed. **GSSPL's background checks will include verification of the information given on the on-line forms and so it is essential that the information is complete and accurate.** The provision of misleading, false or inaccurate information, or the omission of a material fact, may be legitimate cause for the immediate withdrawal of this offer or, once you have started your Internship, for immediate termination of your Internship without notice or Internship stipend payment. In signing this letter, you accept the statements and agree to the authorities given by you as set out in the Verification of Personal Details Authorisation; and
- if you need an employment visa, please contact Aavya Mathur at +1 332 245-5276

Once you have completed and signed all these documents, please return them to Human Capital Management in the envelope provided. This offer is valid until fourteen calendar days from the date of issue of this letter, after which unless already accepted it will lapse.

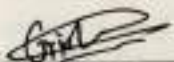
If you have any questions about this letter or the Terms, please contact your internship co-ordinator.

Yours sincerely,



**Anuj Vohra**  
**Vice President**  
**Human Capital Management**  
**For and on behalf of Goldman Sachs Services Private Limited**

**Agreed and Accepted by:**



Grishma Deshmukh

06/06/2022

(Date)

Are you legally authorized to work in India? Yes  No

Do you need to obtain a visa to commence your internship with Goldman Sachs? Yes  No

Before you commence internship we would prefer to correspond with you via e-mail. Please insert your preferred e-mail address for communication here.

Email address: grishma.deshmukh@cumminscollege.in



HAL, Aircraft Division Nasik  
(Training & Development Institute)

To,  
DGM  
Training & Skill Development Institute,  
HAL Nasik

Date 15/06/2022

Sub: - Joining Report of internship trainee

With reference to joining of internship trainee Mr /Ms Vaishnavi Anil Borse

College name Mkss's Cummins College of Engineering, Pune course B Tech discipline Computer

Application No. PR/22/108 has joined the dept. no. IT w.e.f. 15.06.22 to \_\_\_\_\_

Project work title: Study of IS ERP ITAM module

Details of Reporting Officer, Head of department

| Authority         | Name                | PB. No       | Designation    | Max. No     | LAN ID       |
|-------------------|---------------------|--------------|----------------|-------------|--------------|
| Reporting Officer | <u>Deepa Prasad</u> | <u>12495</u> | <u>SA(II)</u>  | <u>2899</u> | <u>12495</u> |
| Head of the Dept. | <u>Rajesh Borse</u> | <u>12497</u> | <u>COM(II)</u> | <u>2405</u> | <u>12497</u> |



15/06/22  
Authorized Signature  
with Stamp



**Private and Confidential**

Date: June 06, 2022

**Ms. Nehal Vivek Sonawane,  
J-10, Dhanraj Cooperative Housing Society, 1124, Apte Road , Pune-411004.**

**Dear Ms. Nehal Vivek Sonawane,**

We would like to confirm that your application for an internship for the position of “**Summer Intern**” in the Development Department has been accepted. Here are the terms of internship while working with the Company:

1. This position is scheduled to begin on June 06, 2022 and will be a 10-week paid internship opportunity ending on August 12, 2022.
2. You will be designated as a “Summer Intern” and will be entitled to a stipend of Rs 20,000 for 10 weeks. as per Company’s Policy.
3. You will not be entitled or any other benefits from the company during this tenure.
4. During the internship, you are expected to abide Code of Conduct prescribed by the Company for all the employees
5. During your temporary employment with Heera Software Pvt Ltd (HSPL, you may have access to trade secrets and confidential or proprietary business information belonging to HSPL. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of HSPL. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand

participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from HSPL.

Navale Prestige S No 1/7a/1, Village Narhe, Above Union Bank, Near Navale Lawns, Mumbai – Bangalore Bypass Highway, Pune 411041. Contact No: 020 66478200/01. Maharashtra. India



You are requested to submit your acceptance to the terms mentioned above as confirmation of your internship. After receiving your acceptance, we shall send your appointment letter for the same. Please feel free to contact us in case of further details. Wishing you good luck for your future endeavors.

**Joining date: 06.06.2022**

**Heera Software Private limited,**

**For. Heera Software Pvt. Ltd.**

**Ms. Sonali Salave**

A handwritten signature in black ink, appearing to read "S.S.", with a horizontal line underneath.

**Ms. Sonali Salave**

**Date: 02.06.2022**

**HR Manager**

### **List of documents to be produced at time of joining**

1. Aadhaar (As per government notification, it is mandatory to produce it. It will be linked to your PF account. If not submitted, it will not be possible to complete the joining formalities.)
2. Date of Birth Certificate
3. Xth Marksheet and certificate
4. XIIth Marksheet and certificate
5. Copies of your Academic Degree/ Certificate/ Mark sheet **(all semesters)**. Post-Graduation documents **(all semesters)** also to be provided in case you are a PG Degree holder.
6. Appointment Letter and Relieving letter / experience certificate(s) from all employers along with last three month' salary slip.
7. Statement of taxable income/Provisional Form 16.
8. Copy of your passport.
9. Copy of PAN card.
10. Current address proof (Rent Agreement/Utility Bills/Affidavit etc).
11. Permanent address proof.
12. latest passport size photograph.



**Private and Confidential**

Date: June 06, 2022

**Ms. Apurva Ashok Sonawane,  
06, Mahalaxmi Nagar, Near Neva Hospital, Makhmalabad Road,  
Nashik – 422003.**

**Dear Ms. Apurva Ashok Sonawane,**

We would like to confirm that your application for an internship for the position of “**Summer Intern**” in the Development Department has been accepted. Here are the terms of internship while working with the Company:

1. This position is scheduled to begin on June 06, 2022 and will be a 10-week paid internship opportunity ending on August 12, 2022.
2. You will be designated as a “Summer Intern” and will be entitled to a stipend of Rs 20,000 for 10 weeks. as per Company’s Policy.
3. You will not be entitled or any other benefits from the company during this tenure.
4. During the internship, you are expected to abide Code of Conduct prescribed by the Company for all the employees
5. During your temporary employment with Heera Software Pvt Ltd (HSPL, you may have access to trade secrets and confidential or proprietary business information belonging to HSPL. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of HSPL. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand



participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from HSPL.

You are requested to submit your acceptance to the terms mentioned above as confirmation of your internship. After receiving your acceptance, we shall send your appointment letter for the same. Please feel free to contact us in case of further details. Wishing you good luck for your future endeavors.

**Joining date: 06.06.2022**

**Heera Software Private limited,**

**For. Heera Software Pvt. Ltd.**

**Ms. Sonali Salave**

A handwritten signature in black ink, appearing to read "Sal", with a horizontal line underneath.

**Ms. Sonali Salave**

**Date: 02.06.2022**

**HR Manager**

**List of documents to be produced at time of joining**

1. Aadhaar (As per government notification, it is mandatory to produce it. It will be linked to your PF account. If not submitted, it will not be possible to complete the joining formalities.)
2. Date of Birth Certificate
3. Xth Marksheet and certificate
4. XIIth Marksheet and certificate
5. Copies of your Academic Degree/ Certificate/ Mark sheet (**all semesters**). Post-Graduation documents (**all semesters**) also to be provided in case you are a PG Degree holder.
6. Appointment Letter and Relieving letter / experience certificate(s) from all employers along with last three month' salary slip.
7. Statement of taxable income/Provisional Form 16.
8. Copy of your passport.
9. Copy of PAN card.
10. Current address proof (Rent Agreement/Utility Bills/Affidavit etc).
11. Permanent address proof.
12. latest passport size photograph.



Date: 10<sup>th</sup> June, 2022

To,  
Gouri Lonkar,  
Pune

Dear Gouri,

Hexanika Research Private Limited is pleased to offer you the position of **Data Science Intern** reporting to **Bhaskar Mondal**. We are excited about the possibility of you interning with us from **June 6<sup>th</sup> to 29<sup>th</sup> July, 2022**.

You will be working for maximum **40 hours a week**.

You will be working from home with your own laptop/machine considering current pandemic situation.

**Internship completion letter will be provided only if the reporting manager approves the deliverables/output on completion of the agreed internship period.**

As an intern at **Hexanika Research Private Limited** you will be required to follow all company policies, especially those that prohibit any employee from bringing with them from any prior employer any proprietary information, trade secrets, proprietary materials, or processes of such former employers. (You must agree to the provisions in the attached non-disclosure agreement and indicate this with your signature on the attached document.)

On your first day of work, please bring with you all the documents that establish your identity and employment eligibility.

You should be aware that your employment at **Hexanika Research Private Ltd** is part of an internship program and is expected to last no longer than the dates indicated above. Nothing herein, however, modifies your status as an express "at-will" employee. If the candidate resigns before the expire of the agreed time period by giving resignation to the Company; Hexanika shall not be liable to issue 'Internship Completion Certificate' to such candidate. The Company is free to conclude its employment with you at any time. The "atwill" employment status cannot be modified or amended except by written agreement signed by both you and a representative of the Company.

Unless otherwise notified by the Company, this offer for an internship is effective for 8 days from the date of this letter. If the terms of this letter are satisfactory to you, please sign and return a copy of this letter, accompanied by the enclosed form[s]:

· Non-Disclosure Agreement



Address: HEXNIKA Research Pvt. Ltd, 1187/10, Krupa Bungalow, Off Ghole Road, Shivajinagar, Pune-411005, Tel: 02029706860

We look forward to having you join with us at Hexanika Research Private Limited.

Sincerely,

Accepted & Agreed



**Yogesh Pandit**  
CEO AND FOUNDER  
HEXANIKA – SUCCEED WITH DATA  
10<sup>th</sup> June, 2022

**Gouri Lonkar**  
Intern

10<sup>th</sup> June, 2022

**Address: HEXNIKA Research Pvt. Ltd,1187/10, Krupa Bungalow, Off Ghole Road, Shivajinagar, Pune-411005, Tel: 02029706860**

**Gmail**

Compose

Mail (99)

Chat

Spams

Meet

**Inbox** 4,614

Starred

Snoozed

Sent

Drafts

More

LABELS +

Search in mail

Away

2 of 4

### Internship Letter - Saavi Nikhil Joshi External Inbox X

**Monica Singh** [redacted]@icertis.com  
to me, Pojja


Wed, Mar 9, 8:37 PM

Hi Saavi,  
All of us have really enjoyed interacting with you. We have been impressed with your background and approach, and would like to formally extend you an Internship at Icertis - please find attached the Internship letter.  
Your joining date would be on Monday, 01<sup>st</sup> June 2022. Please send in your acceptance through an email agreeing to the terms and conditions mentioned in the letter. Request you to please share the below documents along with the signed internship letter.

- Cancelled Cheque
- Pan card Copy

Feel free to reach out to me on [redacted] for any queries.  
Once again, a warm welcome from the Icertis team and look forward to meeting you soon!

Regards,  
Monica Singh



**3355\_Saavi\_Joshi** - saavi.joshi@cummiscollege.in  
to Monica, Pojja

Thu, Mar 10, 9:45 PM

**Kanchan Sabale****JUNE 06, 2022****Laxmi Garden-501,Phase****1,Wing A,5th floor,Shivane,****Tal-Haveli,Dist- Pune,411023****Greetings!**

We are pleased to offer you an internship at our company in the Development department as Full stack Developer. in Online Mode at Nanded office. Your internship shall commence on 06-06-2022 and shall end on 06-08-2022 ("Term"). The terms and conditions of your internship with the Company 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 internship.
- 2.You are eligible for a stipend of \$200 during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
- 3.Your timings will be from 06-06-2022 to 06-08-2022, Monday to Friday. Please email your Resume,Pancard,Aadhar & Bank Account details documents with us to complete your profile.
- 4.You will sign a confidentiality agreement with the company before you commence your internship.
- 5.The internship cannot be construed as an employment or an offer of employment with Mukhedsoft

Please confirm your acceptance of the terms of this offer by 06-06-2022 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

**Sincerely,****Dipak Mekwad | HR**



**Vidhya Waghmare**  
**At. Nila, post. Sonekhed, tq.**  
**Loha, dist. Nanded**

**JUNE 06, 2022**

### **Greetings!**

We are pleased to offer you an internship at our company in the Marketing department as Product Manager in Online Mode at Nanded office. Your internship shall commence on 06-06-2022 and shall end on 06-08-2022 ("Term"). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained here in, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
2. You are eligible for a stipend in Between \$100-\$200 during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
3. Your timings will be from 06-06-2022 to 06-08-2022, Monday to Friday. Please email your Resume, Pancard, Aadhar & Bank Account details documents with us to complete your profile.
4. You will sign a confidentiality agreement with the company before you commence your internship.
5. The internship cannot be construed as an employment or an offer of employment with Mukhedsoft

Please confirm your acceptance of the terms of this offer by 06-06-2022 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

**Sincerely,**  
**Dipak Mekwad | HR**



**Vikusunuo Natso**  
**DDK Kohima, Jotsoma,**  
**Nagaland, 797002.**

**JUNE 06, 2022**

## **Greetings!**

We are pleased to offer you an internship at our company in the Marketing department as SEO Manager in Online Mode at Nanded office. Your internship shall commence on 06-06-2022 and shall end on 06-08-2022 ("Term"). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained here in, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
2. You are eligible for a stipend in Between \$100-200 during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
3. Your timings will be from 06-06-2022 to 06-08-2022, Monday to Friday. Please email your Resume, Pancard, Aadhar & Bank Account details documents with us to complete your profile.
4. You will sign a confidentiality agreement with the company before you commence your internship.
5. The internship cannot be construed as an employment or an offer of employment with Mukhedsoft

Please confirm your acceptance of the terms of this offer by 06-06-2022 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

**Sincerely,**  
**Dipak Mekwad | HR**



**Rashmi Gajbhiye**  
**32, New Kashi Nagar, Rameshwari**  
**Nagpur, Maharashtra-440027**

**JUNE 06, 2022**

## Greetings!

We are pleased to offer you an internship at our company in the Marketing department as Digital Marketing Analyst in Online Mode at Nanded office. Your internship shall commence on 06-06-2022 and shall end on 06-08-2022 ("Term"). The terms and conditions of your internship with the Company 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 internship.
2. You are eligible for a stipend in between \$100-\$200 during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
3. Your timings will be from 06-06-2022 to 06-08-2022, Monday to Friday. Please email your Resume, Pancard, Aadhar & Bank Account details documents with us to complete your profile.
4. You will sign a confidentiality agreement with the company before you commence your internship.
5. The internship cannot be construed as an employment or an offer of employment with Mukhedsoft

Please confirm your acceptance of the terms of this offer by 06-06-2022 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

**Sincerely,**  
**Dipak Mekwad | HR**



**Sonali Pramod Ingle**  
**At.Post.Degaon, Ta.Balapur,**  
**Dist.Akola - 444502**

**JUNE 06, 2022**

## **Greetings!**

We are pleased to offer you an internship at our company in the Marketing department as Digital Marketing Manager. in Online Mode at Nanded office. Your internship shall commence on 06-06-2022 and shall end on 06-08-2022 ("Term"). The terms and conditions of your internship with the Company 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 internship.
- 2.You are eligible for a stipend in between \$100-\$200 during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
- 3.Your timings will be from 06-06-2022 to 06-08-2022, Monday to Friday. Please email your Resume,Pancard,Aadhar & Bank Account details documents with us to complete your profile.
- 4.You will sign a confidentiality agreement with the company before you commence your internship.
- 5.The internship cannot be construed as an employment or an offer of employment with Mukhedsoft

Please confirm your acceptance of the terms of this offer by 06-06-2022 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

**Sincerely,**  
**Dipak Mekwad | HR**



# Infolead

407, BALAJI ENCLAVE, KATRAJ, PUNE  
MAHARASHTRA - 411 046

TEL : +91 9595 794 007

www.infolead.in

Date: 25-05-2022

## Internship Offer Letter

Ms. Poorva Kundan Darade  
+91 7720857062,  
Flat no. 07, Jayshree Apt, MIDC,  
Baramati, Pune413 133.

Dear Poorva,

We are pleased to offer you the position of 'Intern' at Infolead starting **June 06, 2021**, contingent upon a background check. Mr. Viraj Yadav at Infolead will be your primary contact. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will co-ordinate, build, website, Web Applications of the real-time project (of our client). You will get proper guidance from your team leader, and you will be responsible for timely deliveries of assigned work.

Your Internship with Infolead will be on contract basis for a period of 2 months. During the period of your internship in company, the management will consistently supervise you. On special circumstances, the management holds authority to act on shortcomings based on disciplinary and quality contingencies of the project or work deliveries. You will not terminate the offer at any time before 2 months.

By signing and returning this letter, you will confirm your acceptance of the offer.

Sincerely,



Mr. Ravi Pandey  
Chief Executive Officer

A handwritten signature in blue ink that reads 'PKDarade'.

Ms. Poorva Kundan Darade  
Intern

# Infolead

407, BALAJI ENCLAVE, KATRAJ, PUNE  
MAHARASHTRA - 411 046

TEL : +91 9595 794 007

www.infolead.in

Date: 25-05-2022

## Internship Offer Letter

Ms. Harshada Ravindra Chavan  
+91 7262081250,  
MIDC Suryanagri, Swapnapurti  
Banglow, Baramati Pune 413133.

Dear Harshada,

We are pleased to offer you the position of 'Intern' at Infolead starting June 06, 2021, contingent upon a background check. Mr. Viraj Yadav at Infolead will be your primary contact. It is in our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will co-ordinate, build, website, Web Applications of the real-time project (of our client). You will get proper guidance from your team leader, and you will be responsible for timely deliveries of assigned work.

Your Internship with Infolead will be on contract basis for a period of 2 months. During the period of your internship in company, the management will consistently supervise you. On special circumstances, the management holds authority to act on shortcomings based on disciplinary and quality contingencies of the project or work deliveries. You will not terminate the offer at any time before 2 months.

By signing and returning this letter, you will confirm your acceptance of the offer.

Sincerely,



Mr. Ravi Pandey  
Chief Executive Officer

A handwritten signature in blue ink that reads 'H. Chavan'.

Ms. Harshada Ravindra Chavan  
Intern

Office No. 3/4 ,615 Pulachi Wadi, Amondikar Complex, Behind Sai Service Petrol Pump,  
J.M.Road, Deccan Gymkhana, Shivaji Nagar,Pune-411 004 ,Maharashtra India.  
Phone No : +91 9657 82 6868 /+ 91 9657 45 2349 Email : innovatus.in@gmail.com

Date :1<sup>st</sup> June 2022

Place : **Pune**

**SUBJECT:** LETTER OF OFFER OF EMPLOYMENT for the position of **Jr. Program Analyst & Intern Fellow**

Dear **Miss. Kshitija Sudam Gadade**

Following our recent discussions, we are delighted to offer you the position of **Program Analyst & Intern Fellow** with Our Organization. We are known for our expertise in academic research projects and customized software solutions in java technology based in Pune city. On joining us you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member team **Innovatus**, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

**Title:** Program Analyst & Intern Fellow

# Innovatus Technologies

Implementing Ideas...

Office No. 3/4 ,615 Pulachi Wadi, Amondikar Complex, Behind Sai Service Petrol Pump,  
J.M.Road, Deccan Gymkhana, Shivaji Nagar,Pune-411 004 ,Maharashtra India.  
Phone No : +91 9657 82 6868 /+ 91 9657 45 2349 Email : innovatus.in@gmail.com

**Job description:** Analyzing the Code in JAVA technology, Developing Moderate modules.

**Joining Date:**1<sup>st</sup> June 2022

**Salary:** No Salary or Stipend.

**Vacation:** 12 Leaves per annum

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by prior intimation of one month either by Email or written application by both the parties.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,



( Dilip Singh)

(CEO)

[ NOTE :This Letter has been forwarded through the Official Email ID of the company, So it is secured and no authentication is required ]



Recruitment Team 4 days ago

to me ▾



Hi Vaishnavi,

Subsequent to our meetings and on behalf of BOT Shreyasi, we are pleased to offer you the position of **Quality Analyst** Part-time Internship at **work from home**.

Please find enclosed information about the company, data protection, and performance management process. This offer is contingent upon the receipt of references satisfactory and medical (if requested). In the event that you start work with us prior to receipt of all references, your continued Employee with Passivereferral.com will remain subject to receiving references, which are satisfactory to us.

Kindly revert your acceptance of the offer letter via mail reply. We welcome you to our organization and wish you a successful career journey with us.

List of Required Documents:

| S.no | Document Name           | Document Specification                               |
|------|-------------------------|--|
| 1.   | 2 Passport Size photo   | 1 for Id Card, 1 for Internal Records                |
| 2.   | Pan card (Photocopy)    | Pan card is mandatory or proof of application of Pan |
| 3.   | Address proof (Current) | Passport/Driving License/Bank statement/telephone    |

|    |   |  |
|----|---|--|
| 3. | Address proof<br>(Current)                    | Passport/Driving<br>License/Bank<br>statement/telephone<br>bill/ Voter ID / Mobile<br>Bill       |
| 4. | Address<br>Proof<br>(Permanent)               | Passport/Driving<br>License/Bank<br>statement/telephone<br>bill/ Voter ID/ Mobile<br>Bill        |
| 5. | Previous<br>Employment<br>Details<br>(if any) | Offer letter /<br>Relieving letter / salary<br>slips (last three<br>months)/<br>appraisal letter |

Original Documents are mandatory on the date of joining and should mail to HR prior to the joining date.

Welcome Aboard!

***Thank you & Best Regards***

***Shalu Nagar***

***HR***

***Contact: 6378655867***

***Email: [hr@passivereferral.com](mailto:hr@passivereferral.com)***

# JPMORGAN CHASE & Co.

---

## Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune's* Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

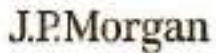
During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.

A handwritten signature in black ink, appearing to read "Jamie", with a large, stylized flourish above it.



11-Jan-2022

Gargi Joshi  
12, Old Postal Colony, Jalgaon  
-425001  
JALGAON  
Maharashtra  
INDIA

Dear Gargi,

**Your Internship by J.P. Morgan**

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 15-Jan-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

\*This is a computer generated communication and does not have a signature.



## **Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS**

### **A1. Title/Category**

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Bengaluru, India.

### **A2. Internship Commencement Date**

Your internship shall begin on 06-Jun-2022 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 29-Jul-2022 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

### **A3. Working Hours**

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

### **A4. Stipend**

Your stipend will be INR50,000/- per month.

### **A5. Probationary Period**

Your internship will not be subject to a probationary period.

### **A6. Leave Entitlement**

#### **A6.1 Annual Leave**

You will not be entitled to any annual leave, given the short length of your fixed-term contract.

#### **A6.2 Other Leave**

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

### **A7. Benefits**

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

### **A8. Retirement Scheme**

You are not eligible for retirement benefits.

#### **A9. Notice Period**

Either party can terminate the employment by giving the other party 15 days' written notice (or such longer notice period as may be prescribed by applicable law) or by the Company making a payment in lieu of notice period.

### **APPENDIX B – GENERAL INTERNSHIP TERMS AND CONDITIONS**

#### **B1. Internship**

B1.1 Your internship is subject to:

- a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Bengaluru, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.
- b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and
- c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:
  - i) by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;
  - ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel

and work in different locations within and outside your hiring location.

- B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

## **B2. Remuneration**

- B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.
- B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

## **B3. Incentive Compensation**

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

## **B4. Termination**

- B4.1 Your internship may be terminated as follows:
- a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
    - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
    - ii) seriously breach the Code of Conduct and any other Company policies;
    - iii) disobey the Company's lawful and reasonable instructions/requirements;
    - iv) habitually neglect your duties; or

- v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

- (a) suspend you from the performance of any duties or assign you alternative duties;
- (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
- (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
- (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
- (e) remove your access to the Company premises and computer systems;
- (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix
- (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.4 During any Notice Period:

- (a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- (b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

## **B5. Leave**

B5.1 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and the Company's internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your internship.

B5.2 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

#### **B6. Confidentiality**

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

#### **B7. Return of Company Property**

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

#### **B8. Post internship Restrictions**

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or

any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
  - iii) but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.
- d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the

- jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.
  - v. that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
  - vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
  - vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
  - viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
    - i. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

## **B9. Code of Conduct and Staff Regulations and Affirmation**

- B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:
- (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and

procedures for the line of business in which you are to undertake work.

- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

**B10. Working Hours**

- B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working hours may be revised at the discretion of the Company.

**B11. Retirement Benefits**

You are not eligible for retirement benefits.

**B12. Contract Execution**

- B12.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

**B13. Governing Law and Jurisdiction**

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

**APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT**



## **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

## **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

### **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

### **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

**Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:**

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited  
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West),  
Mumbai - 400 104, India  
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000



# J2K TECHNOLOGIES PVT. LTD.

6&7, Ashirwad Apts, Plot no 25, United Western Society, Karve Nagar, Pune 411052, MH., India  
CIN: U72900PN2021PTC206670

Date: April 14, 2021.

Ref.: J2KPL/2022-23/INT/0014

To,

**Ms. Shivani Umesh Joshi,**

26/1340, Renuka Sadan, Post Colony.

Waruda Road,

Osmanabad. 413501.

**Subject – Approval to your application as an intern.**

Dear Ms. Shivani,

This has reference to your application for internship in our company.

Your application is considered for the internship and you are eligible to work as intern in our company from 1 June, 2022 to 31 July, 2022.

You have to follow the rules and regulations of the company during the course of internship. This letter is intended to appoint you as an intern and the company has no binding to offer you any permanent employment. The company reserves the right to terminate or revoke the appointment and the decision will remain binding to you.

You will work as an assistant in core team while working as intern and no remuneration will be provided for the same.

Regards,

For J2K Technologies Pvt. Ltd.

Sujit D. Joshi, Director

# JPMORGAN CHASE & Co.

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## Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune's* Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

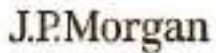
During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.

A handwritten signature in black ink, appearing to read "Jamie", with a large, stylized flourish above it.



11-Jan-2022

Samruddhi Deode  
E-904 Indradhanu society  
Paud Road, Kothrud Pune  
-411038  
PUNE  
Maharashtra  
INDIA

Dear Samruddhi,

**Your Internship by J.P. Morgan**

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 15-Jan-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

\*This is a computer generated communication and does not have a signature.

## **Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS**

### **A1. Title/Category**

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Bengaluru, India.

### **A2. Internship Commencement Date**

Your internship shall begin on 06-Jun-2022 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 29-Jul-2022 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

### **A3. Working Hours**

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

### **A4. Stipend**

Your stipend will be INR50,000/- per month.

### **A5. Probationary Period**

Your internship will not be subject to a probationary period.

### **A6. Leave Entitlement**

#### **A6.1 Annual Leave**

You will not be entitled to any annual leave, given the short length of your fixed-term contract.

#### **A6.2 Other Leave**

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

### **A7. Benefits**

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

### **A8. Retirement Scheme**

You are not eligible for retirement benefits.

#### **A9. Notice Period**

Either party can terminate the employment by giving the other party 15 days' written notice (or such longer notice period as may be prescribed by applicable law) or by the Company making a payment in lieu of notice period.

### **APPENDIX B – GENERAL INTERNSHIP TERMS AND CONDITIONS**

#### **B1. Internship**

B1.1 Your internship is subject to:

- a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Bengaluru, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.
- b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and
- c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:
  - i) by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;
  - ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel



and work in different locations within and outside your hiring location.

- B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

## **B2. Remuneration**

- B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.
- B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

## **B3. Incentive Compensation**

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

## **B4. Termination**

- B4.1 Your internship may be terminated as follows:
- a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
    - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
    - ii) seriously breach the Code of Conduct and any other Company policies;
    - iii) disobey the Company's lawful and reasonable instructions/requirements;
    - iv) habitually neglect your duties; or

- v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

- (a) suspend you from the performance of any duties or assign you alternative duties;
- (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
- (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
- (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
- (e) remove your access to the Company premises and computer systems;
- (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix
- (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.4 During any Notice Period:

- (a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- (b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

## **B5. Leave**

B5.1 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and the Company's internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your internship.

B5.2 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

**B6. Confidentiality**

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

**B7. Return of Company Property**

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

**B8. Post internship Restrictions**

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or

any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
  - iii) but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.
- d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the

- jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.
  - v. that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
  - vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
  - vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
  - viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
    - i. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

## **B9. Code of Conduct and Staff Regulations and Affirmation**

- B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:
- (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and

procedures for the line of business in which you are to undertake work.

- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

#### **B10. Working Hours**

- B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working hours may be revised at the discretion of the Company.

#### **B11. Retirement Benefits**

You are not eligible for retirement benefits.

#### **B12. Contract Execution**

- B12.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

#### **B13. Governing Law and Jurisdiction**

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

### **APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT**

## **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

## **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

### **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

### **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above.



I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

**Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:**

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited  
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West),  
Mumbai - 400 104, India  
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000

# JPMORGAN CHASE & Co.

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## Message from Jamie Dimon, Chairman and CEO

Welcome to JPMorgan Chase. We are pleased that you will be starting your career at an exceptional company – one of the world's oldest, largest and best-known financial institutions.

Across our businesses, we continue to deliver record results, innovative products and services for our customers, and great experiences for our employees. Named #1 in *Fortune's* Change the World list, we are focused on helping communities large and small grow around the world. It's an exciting time to join JPMorgan Chase, and now – with your skills, experience and creative ideas – you'll help us continue to drive change.

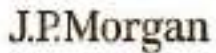
During your time here, you will have opportunities to learn and grow in a supportive, respectful and inclusive environment. Do your best to contribute and excel in everything you do. By building strong relationships and doing the right thing – at all times – we have made this a company of which we can all be proud. It's how we do business. And, it is what has made us a top employer and a great business partner.

As you begin your career with JPMorgan Chase, I offer you an essential piece of advice: do your job well, and earn the trust and respect of the people around you. Throughout your employment, you will hear advice like this from our senior leaders – and we encourage you to put it into practice every day.

I hope you enjoy working here as much as I do, and I look forward to meeting many of you.

Best of luck in what I am sure will be a rewarding experience.

A handwritten signature in black ink, appearing to read "Jamie", with a large, stylized flourish above it.



14-Jan-2022

Sakshi Ingale  
Flat no.8, building C1, Hariprasad society, Vishrantwadi, Pune  
-411015  
PUNE  
Maharashtra  
INDIA

Dear Sakshi,

**Your Internship by J.P. Morgan**

Congratulations on joining the J.P. Morgan family. We are pleased to confirm your internship with J.P. Morgan Services India Private Limited (the "Company").

You will find your personal internship terms outlined in Appendix A with general internship terms and conditions in Appendix B. Please note these terms and conditions supersede any verbal discussions you may have previously had with any JPMorgan Chase employee with regards to your internship arrangements.

A number of important policies will apply to your internship with the Company, including the Personal Account Dealing Policy and the Code of Conduct. We provide more information about these policies in Appendix C and it is essential that you carefully read and understand their requirements. By signing this letter, you confirm that you have read, understood and agree to be bound by these policies. In addition, you will be required to abide by all other Company policies and regulations (including JPMorgan Chase group of companies (the "Group") policies) and with applicable law.

Should you have queries in relation to your employment terms, your benefits or Company policies, please contact our HR Answers hotline at 000 800 440 5210 (local toll free) or +1 212-552-5100 (international).

Please be reminded your internship terms should be treated with the strictest confidence. To accept this offer of internship, please click on the 'Accept' button at the bottom of this page on or before 15-Jan-2022.

We are excited to welcome you to our Company and take this opportunity to wish you every success in taking this next step of your career with us.

\*This is a computer generated communication and does not have a signature.

## **Appendix A – PERSONAL INTERNSHIP TERMS AND CONDITIONS**

### **A1. Title/Category**

You will join us as an intern in the Software Engineer Program at JPMorgan Chase & Co., and will carry out your role while physically present in the J.P. Morgan offices in Mumbai, India.

### **A2. Internship Commencement Date**

Your internship shall begin on 06-Jun-2022 ("Start Date") and shall continue, subject to the remaining terms of this agreement, until it terminates on 29-Jul-2022 ("End Date") without the need for notice, unless previously terminated by either party pursuant to paragraph 4 of Appendix B.

In addition to the conditions set out in paragraph 1 of Appendix B, your offer is subject to you successfully meeting the educational criteria that has already been communicated to you in writing.

### **A3. Working Hours**

Your manager will assign you specific working hours, often during the Company's normal office hours. Depending on the needs of your department, however, you may be required to work outside the official hours to fulfill your duties.

### **A4. Stipend**

Your stipend will be INR50,000/- per month.

### **A5. Probationary Period**

Your internship will not be subject to a probationary period.

### **A6. Leave Entitlement**

#### **A6.1 Annual Leave**

You will not be entitled to any annual leave, given the short length of your fixed-term contract.

#### **A6.2 Other Leave**

You can find further details of other leave entitlements in paragraph 5 of Appendix B.

### **A7. Benefits**

You will not be entitled to join the Company's benefits programs, given the short length of your fixed-term contract.

### **A8. Retirement Scheme**

You are not eligible for retirement benefits.

#### **A9. Notice Period**

Either party can terminate the employment by giving the other party 15 days' written notice (or such longer notice period as may be prescribed by applicable law) or by the Company making a payment in lieu of notice period.

### **APPENDIX B – GENERAL INTERNSHIP TERMS AND CONDITIONS**

#### **B1. Internship**

B1.1 Your internship is subject to:

- a) you being able to carry out your role in India while being able to be physically present in an JPMC office in Mumbai, India and obtaining and maintaining throughout your entire period of internship a valid work permit and such other permission, license or registration as may from time to time be necessary to enable you to carry out your duties and continue your internship.
- b) the completion of all pre-employment screening processes to the satisfaction of the Company, including obtaining education verification, background references and checks as sought and the execution of any other forms necessary for internship, etc.; and
- c) you being legally able to work with the Company. You undertake to disclose any internship or contractual post-internship restraints to which you are subject and which may, and will continue to, affect your internship with us and represent and warrant that:
  - i) by entering into internship with the Company and performing the duties set out in this letter, you will not be in breach of any express or implied term of any internship or other agreement or arrangement to which you are party;
  - ii) you have not taken or otherwise misappropriated and you do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers, or any third party providing services to your prior employer, or connected with or derived from your services to prior employers and you have returned to all prior employers any and all such confidential or proprietary information; and
  - iii) you are not subject to any other internship, including being subject to garden leave or any contractual post-internship restraints.

You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the warranties in this paragraph B1.

B1.2 Whilst you and/or the Company may have agreed a tentative date of commencement of internship with the Company, you will not, unless the Company decides otherwise, be able to commence internship with the Company without our receipt of completed and satisfactory results from our pre-employment screening process.

B1.3 You may be required to provide services for other members of the Group throughout your internship. When providing these services, you may from time to time be required to travel

and work in different locations within and outside your hiring location.

- B1.4 You will not undertake outside employment or activities with or without remuneration, unless you have the prior written approval of senior management of the Company or its delegate. Outside activities may include (but are not limited to) activities as a director, officer, partner, sole proprietor, consultant or controlling stockholder of any business. If your request to undertake outside activity is not approved by management and you decide to engage in the activity, your internship may be terminated without any notice or compensation.

## **B2. Remuneration**

- B2.1 We will deposit your stipend (paragraph 4 of Appendix A) on or around the 30th of each month.
- B2.2 You will be responsible for all tax liabilities world-wide arising out of payments pursuant to your internship with the Company.
- B2.3 Any payment of salary or bonus by, or other sum due to you from the Company shall be subject to any and all withholding or deduction (for, including but not limited to, any taxes, contributions, repayments or other sums which you have agreed that the Company may withhold/deduct or which the Company is obliged or entitled to withhold/deduct from time to time under any applicable law), and the Company shall in such case be entitled to withhold, deduct or retain the amount of such tax, withholding or deduction from any sum payable to you.

## **B3. Incentive Compensation**

For this position, you won't be eligible for incentive awards under the JPMorgan Chase Performance-Based Incentive Compensation Plan or any other non-annual incentive compensation plan.

## **B4. Termination**

- B4.1 Your internship may be terminated as follows:
- a) By either party giving to the other prior written notice of at least the period specified, as applicable, in paragraph 9 in Appendix A (the "Notice Period"), or by the Company making a payment in lieu of notice for all or part of such Notice Period of an amount equal to basic salary you would have been entitled to receive during the Notice period or part of the Notice Period.
  - b) By the Company at any time without notice or compensation if you:
    - i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
    - ii) seriously breach the Code of Conduct and any other Company policies;
    - iii) disobey the Company's lawful and reasonable instructions/requirements;
    - iv) habitually neglect your duties; or

- v) otherwise commit a material or repeated breach of your internship terms or any of the Company's or Group's policies.

B4.2 During any Notice Period, the Company may put you on "garden leave" and may, amongst other things, do any or a combination of the following:

- (a) suspend you from the performance of any duties or assign you alternative duties;
- (b) exclude you from any premises of the Company or any of the Group companies and/or require you to work from another location;
- (c) require that you have no or limited contact or communication, other than purely social contact, with any employees, officers, directors, agents or consultants of the Company or any other member of the Group;
- (d) require that you have no or limited contact or communication with any customer or client of the Company or any other member of the Group;
- (e) remove your access to the Company premises and computer systems;
- (f) require that you return any property belonging to the Company under paragraph 7 in this Appendix
- (g) require you not to do any act or thing, or make or cause to be made, any statement reasonably likely to damage the business or reputation of the Company or the Group.

B4.3 All your duties (whether express or implied) under your internship and this letter, including without limitation your duty of fidelity, good faith, exclusive service and duties in relation to the Group's confidential information shall continue throughout the Notice Period including any period that you are on garden leave.

B4.4 During any Notice Period:

- (a) you will provide such assistance as the Company may require to effect an orderly handover of your duties and responsibilities to any individual appointed by the Company or any of the Group Companies to take over your role or responsibilities; and
- (b) you shall make yourself available to deal with requests for information, provide assistance, be available for meetings and to advise on matters relating to work.

## **B5. Leave**

B5.1 Sick Leave

Any sick leave entitlement will be subject to relevant legislation and the Company's internal policies that are in force and amended from time to time. More details are set out in the me@jpmc website, which will be accessible to you upon commencement of your internship.

B5.2 Suspension Leave

The Company has the right to suspend you from your work duties with full pay when it considers it necessary to investigate any allegation of misconduct or impropriety on your part. The Company can exercise this right at its sole discretion, acting in good faith.

#### **B6. Confidentiality**

You acknowledge that a vast amount of privileged and confidential information will be disclosed to you in course of your internship with the Company and during your internship with the Company and thereafter, you shall keep secret and shall not at any time (whether during or after the period of your internship) use for your own or another's advantage, or reveal to any person, firm or company, any of the trade secrets, business methods and plans, financial matters, client lists, investments, marketing plans, personnel matters or other information which you knew or reasonably ought to have known to be confidential concerning the business or affairs of the Company or any other member of the Group or any of their related companies, clients or suppliers.

You agree to abide by the specific provisions on the use of confidential information in the Company's policies and Group code of conduct.

The restriction contained in this paragraph shall not apply to any disclosure or use authorised by the Company or required by law.

#### **B7. Return of Company Property**

You acknowledge that any privileged or confidential information disclosed to you in the course of your internship with the Company remains the exclusive property of the Company and whenever requested by the Company and/or Group and in any event upon the termination of your internship, you will promptly deliver to the Company and/or Group all documents and other materials (whether originals or copies or in hard copy or electronic form) concerning the Company and/or Group or their respective clients and suppliers, which may have been prepared by you or have come into your possession, custody or control in the course of your internship with the Company. This includes, without limitation, any confidential information, lists of clients or suppliers, correspondence, electronic equipment, computer software or hardware, staff identity cards card and other property used in connection with the operations of the Company and/or Group. You will not be entitled to, and will not retain, any copies, title and copyright in such correspondence and other documents, papers, records and property are vested in the Company and/or Group.

#### **B8. Post internship Restrictions**

- B8.1 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company any Critical Person.
- B8.2 For a period of three months commencing on the Relevant Date, you shall not directly or indirectly (whether on your own account, for or with any other person, firm or company) solicit or endeavor to entice away from the Company or any other Group Company the business or custom of any Restricted Client.
- B8.3 The duration of the restrictions will be reduced by any period of notice that you work out or



any period of garden leave as provided in this offer letter.

B8.4 In this paragraph B8:

- a) "Critical Person" means any person who was an employee or director of the Company or any other Group Company at any time within one year prior to the Relevant Date who had access to trade secrets or confidential information of the Company or any other Group Company. This includes knowledge of, involvement with or influence over suppliers or clients of the Company or any other Group Company with whom you worked at any time during that period.
- b) "Group Company" means the Company, its ultimate holding company, any subsidiary of the Company and any holding company from time to time. "Subsidiary" and "holding company" shall have the same meaning as in the relevant companies' legislation.
- c) "Restricted Client" means any person:
  - i) who in the one year before the Relevant Date was a client of, or has dealt with, the Company or any other Group Company; and
  - ii) with whose custom or business you, or persons reporting to you, were personally involved with during the period of one year prior to the Relevant Date
  - iii) but does not include publicly known institutional clients which you serve subsequent to your internship with the Company without the use of confidential or proprietary information of the Company and the Group.
- d) "Relevant Date" means the date your internship with the Company or the Group terminates for whatever reason.

B8.5 You acknowledge and agree:

- i. that each of the foregoing paragraphs constitutes an entirely separate and independent restriction on you;
- ii. that the duration, extent and application of each restrictions, obligations and undertakings are reasonable and necessary to protect legitimate interests of the Company and the Group, considering, among other things, that the Company has commercial dealings with business partners throughout the world and that you will regularly be dealing with such partners as part of your duties and you understand that it does not by any means prevent you from earning a living in a satisfactory way;
- iii. that, if any such restriction (or parts of a restriction) shall be adjudged by any court of competent jurisdiction to be void or unenforceable, the validity or enforceability of the remaining restrictions (or parts of a restriction) shall remain in full force and effect as if the unenforceable parts had been deleted. Damages may be an inadequate compensation for breach of any of the restrictions in this paragraph and, subject to a court's discretion, in the event of any actual or threatened breach of any provision of this paragraph, you agree that the Company shall be entitled to (on behalf of itself and on behalf of any other Group Company) restrain, by injunction, equitable relief or similar remedy, any conduct or threatened conduct by you. You expressly submit to the

- jurisdiction of any court of competent jurisdiction for this purpose, and in the event you receive from any person an offer of employment (whether oral or in writing and whether accepted or not), either during your internship or the continuation in force of all or any of the restrictions applicable to you, whether pursuant to this letter or the Code of Conduct, you shall provide to the person making such an offer of employment a full and accurate copy of the then current restrictions applicable to you.
- iv. that any benefit given or deemed to be given by you to the Group under the terms of this paragraph is received and held on trust by the Company for the relevant Group Company. You will enter into appropriate restrictive covenants directly with other Group Companies if asked to do so by the Company.
  - v. that your internship with the Company and the compensation paid and/or payable to you by the Company shall be sufficient consideration for the purposes of this clause. You further agree and acknowledge that the limitations as to time and the character or nature placed in this clause are reasonable and fair and will not preclude you from earning a livelihood, nor will they unreasonably impose limitations on your ability to earn a living.
  - vi. that this offer letter constitutes a valid, legally binding and enforceable obligation on you and this document is not in violation of any applicable law.
  - vii. that any breach or threat of breach on your part of any one of such obligations and/or undertakings would cause serious harm to the Company or the Group which may then institute any legal recourse against you that is deemed appropriate and/or recourse in damages, without further notice or delay.
  - viii. that you shall not assign this offer letter or the rights and/or obligations hereunder. The Company may assign its rights and obligations herein in all circumstances without your consent, including in connection with any sale, transfer or disposition of all or substantially all of its business and operations and its assets, in which case the Company's rights and obligations shall vest to the successor.
    - i. in addition, you agree and acknowledge that the potential harm to the Company of the non-enforcement of this clause outweighs any potential harm to you and that you have given careful consideration to the restraints imposed upon you by this clause and that you are in full agreement as to their necessity for the reasonable and proper protection of the Company's interests. You expressly acknowledge and agree that each and every restraint imposed by this clause is reasonable with respect to subject matter, time period and geographical area.

## **B9. Code of Conduct and Staff Regulations and Affirmation**

- B9.1 It is a condition of your continuing internship and it is your obligation that you comply with:
- (a) the Code of Conduct (as amended from time to time or superseded). At the time of acceptance of the offer of internship and on a periodic basis, you will be required to sign an affirmation (or reaffirmation) confirming your understanding and compliance with the provisions of the Code of Conduct; and
  - (b) the Company's other internal policies and procedures and all relevant policies and

procedures for the line of business in which you are to undertake work.

- B9.2 The Company shall be entitled at any time to amend the Company's internal policies and procedures (including but not limited to the Code of Conduct), the benefits set out in the Appendices and other staff regulations, as well as to put in place new policies as the Company sees fit. Any such amendments shall be notified in writing to each employee and shall on provision of such notice, become legally binding.
- B9.3 The Company's Human Resources work policies are set out in the me@jpmc website, as amended from time to time. Please take time to familiarise yourself with these policies when you begin your internship.
- B9.4 To the extent that the contents of policies or procedures refer to obligations on the Company, you agree that they are guides only and are not contractual terms, conditions or representations on which you rely.

**B10. Working Hours**

- B10.1 Your total working hours (including break(s)) is 40 hours per working week during the tenure of your internship and you should attend office 5 days every working week. Your working hours may be revised at the discretion of the Company.

**B11. Retirement Benefits**

You are not eligible for retirement benefits.

**B12. Contract Execution**

- B12.1 You acknowledge and agree that:

- (a) This letter may be delivered in a digital or physical format. Subject to any applicable law, where the letter is provided in a digital format, you acknowledge and agree that it is being executed electronically and that it is enforceable.
- (b) You have read and understood the terms of this letter and have been provided with an opportunity to review and discuss the terms of it with advisors, if you so desire.
- (c) Should any further assurances be required or sought by the Company, you shall in good faith perform such further actions (including executing a physical copy of this letter)

**B13. Governing Law and Jurisdiction**

This letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India. You and the Company submit to the non-exclusive jurisdiction of the Mumbai, Maharashtra courts in relation to any dispute arising in connection with your internship and this letter.

**APPENDIX C - SYSTEMS MONITORING ACTIVITIES AND CROSS-BORDER TRANSFERS, PERSONAL ACCOUNT DEALING POLICY, AND CODE OF CONDUCT**

## **Appendix: Systems Monitoring Activities and Cross-Border Transfers:**

The following provides a summary of how JPMorgan Chase & Co., its affiliates and its subsidiaries and the entity that employs you, or for which you provide services (collectively, "JPMC"), conducts Systems monitoring. JPMC may conduct monitoring to the extent permitted by applicable law.

JPMC conducts monitoring of JPMC's physical facilities and its equipment and systems (collectively, the "Systems"). System monitoring applies to your JPMC equipment, your personal equipment when accessing the Systems, and the communications, information, and materials conveyed or accessed using the Systems. Monitoring activities may include the monitoring and logging of traffic and usage data of all electronic communications; monitoring of telephone calls to or from JPMC work telephones as permitted by applicable laws and subject to any required notices; monitoring of the contents of electronic communications, files, databases, applications, and internet usage; and logging hours worked and physical presence at JPMC's facilities if applicable. JPMC may at all times monitor, access, retrieve, record and review information obtained from the monitoring activities for various purposes, such as preventing and investigating activities that may violate JPMC's policies and ensuring compliance with legal or regulatory obligations. While conducting monitoring activities, JPMC may obtain and process personal information about you and others that may reside on the Systems.

The monitoring activities (including JPMC's collection and processing of personal or other information) are required for purposes of your employment or work assignment to promote adherence to applicable policies and regulations. Subject to applicable laws and regulations, if you object to this processing, JPMC may prohibit you from using the Systems; terminate offers of employment or work assignment; and, for employees, take disciplinary action against you, up to and including termination of your employment with JPMC.

JPMC may disclose the information it obtains in connection with monitoring activities to JPMC affiliates and to third parties, service providers, regulators, supervisory bodies, law enforcement and other government agencies. Information obtained from the monitoring activities may be used as the basis to take disciplinary actions, up to and including termination or other legal action, for violations of JPMC's policies or applicable laws.

In addition to the monitoring activities discussed above, JPMC may obtain and store other information related to your employment or other working relationship, such as your compensation information, performance information, benefits information and other workplace-related data. JPMC may transfer such information, and the information it obtains in connection with monitoring activities, to countries other than the country in which the information originally was collected, including to the United States.

## **Understanding Obligations under the Firm's Personal Account Dealing Policy (PAD):**

The Personal Account Dealing Policy (Policy) of JPMorgan Chase & Co. (firm or JPMC) is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities.

PAD Compliance will notify you if the position you are being offered is considered to be subject to the Policy. You will remain subject for the duration of your time working in a subject group, unless notified otherwise of a change in subject status. Unless otherwise notified, you will continue to be subject to the provisions of the Policy even during leaves of absence from the firm, including, but not limited to, garden leave or medical leave.

You as well as your Connected Persons are subject to the provisions of this Policy and will need to be familiar with the obligations set forth in this policy. Connected Persons includes your spouse, domestic partner or minor children (even if financially independent) as well as anyone to whom you provide significant financial support or for which you, or anyone listed above, has or shares the power, directly or indirectly, to make investment decisions.

Once subject to the Policy, you must disclose and certify your Covered Accounts (which include accounts of your Connected Persons). You will be required to maintain your self-directed Covered Accounts with one of the firm's Approved Brokers and preclear all purchases, sales, pledges and gifts (received and given) of publicly traded and privately held financial instruments, unless listed as specifically exempt. Pre-approval confirmations must be received prior to executing the trade or investment. The firm may impose periodic restrictions on personal trading in certain financial securities. These restrictions can apply to all firm subject Workforce Members and their Connected Persons or may be limited to certain groups. Subject Workforce Members and their Connected Persons are not permitted to recommend or transact in the financial instruments of an issuer while in the possession of material non-public information (MNPI) regarding that issuer.

If you are a seasonal or short term employee the following requirements will apply:

JPMorgan Chase requires that seasonal workers refrain from trading in Covered Accounts for the time period that you are employed in a short term training program. Please verify that you will comply with the following personal trading requirements:

1. For the duration of the short term program I am joining I will not trade in any of my Covered Accounts
2. I understand that the Firm has the right to request account information for any of my Covered Accounts
3. If there is an extenuating circumstance that would compel me to place a trade in my Covered Accounts, I will obtain pre-approval of the trade by the Personal Account Dealing Group and I would be responsible for supplying all confirmations and statements to the Personal Account Dealing Group for that trade

\*The term Covered Accounts refers to any securities accounts no matter where they are located and includes, but is not limited to, those accounts that are established, maintained or controlled (either directly or indirectly) by you, your spouse, domestic partner or minor children (even if financially independent), anyone to whom you provide significant financial support, and in which the employee has a direct or indirect financial interest.

### **Global Personal Trading Policy:**

The Personal Account Dealing of JPMorgan Chase & Co. is designed to help prevent and detect violations of securities laws and industry conduct standards and to minimize actual or perceived conflicts of interest that could arise due to personal investing activities. This Policy includes requirements for disclosing Covered Accounts, maintaining certain accounts at one of the firm's Approved Brokers, preclearing trades, and restrictions and prohibitions on certain types of trading activity. This Policy is subject to any applicable local laws and rules and should be read in conjunction with Supplements (regional/LOB) as well as the firm's Code of Conduct.

### **Acceptance and Code Affirmation:**

Upon signing this letter I accept the terms and conditions described above.

I hereby affirm that I have read, understand, and am in compliance with the JPMorgan Chase ("JPMC") Code of Conduct and all internal JPMC policies that apply to me. I agree, as a condition of my employment, to remain in compliance with the Code of Conduct and all applicable JPMC policies.

I understand that I must conduct myself in a way that is consistent with the Code of Conduct, demonstrating compliance with the principles and intent of the Code of Conduct, and applicable laws and regulations.

I also affirm that I have reported any potential or actual violations of the Code of Conduct, JPMC policies, or laws or regulations applicable to JPMC's business, as required by the Code of Conduct. I understand that failure to do so can result in disciplinary action, up to and including termination of employment.

I understand that the Code of Conduct may be updated periodically, as necessary; and that the current version is posted on the JPMorgan Chase intranet as well as on its public website.

**Independent Auditor Tax Services to Employees of JPMorgan Chase and its Affiliates:**

To be in compliance with the Public Company Accounting Oversight Board (PCAOB) Rule 3523, it is JPMorgan Chase's (JPMC) policy that PricewaterhouseCoopers (PwC) cannot provide any tax services to employees of JPMC or any of its controlled entities (hereafter referred to as JPMC employee). This restriction is regardless of whether the individual is in a financial reporting oversight role or not, and whether PwC is engaged by the individual or by JPMC. PwC is also prohibited from providing any tax services to a spouse of a JPMC employee if the work is related to a joint tax return. Exceptions to this policy will be reviewed on a case-by-case basis and will require the approval of the JPMC Controller.

J.P. Morgan Services India Private Limited  
Corporate Identity Number : U72900MH2000PTC124073

Registered Office: Prism Towers, Level Nos. 9 to 11, Link Road, Mindspace Goregaon (West),  
Mumbai - 400 104, India  
Telephone: +91-22-6157 3000 Facsimile : +91 22 6125 0000

Date: 08.06.2022

To,  
Sakshi Pravin Nalawade  
Hostel No 4, Baya Karve Hostel Complex,  
Near Cummins college ,  
Karve Nagar,Pune-411052

Subject: Internship Appointment Letter

Dear Sakshi,

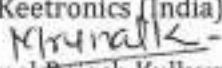
Following your application and subsequent communication with you, we are pleased to inform you that you have been considered for internship in this company for project 'Flutter Development' in the 'Printed Electronics Department' under the guidance of Mrs. Deepa Shaha with Keetronics (India) Pvt. Ltd.

Your first day of work will be 8th June,2022. Your internship is expected to end after two months.

You also need to note & behave in accordance to-

1. You required maintaining professionalism, which includes arriving on time for designated work, notifying the reporting authority or HR of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed. Respect the organization's reporting structure and follow the policies and procedures of the organization.
2. Complete and submit project progress reports, your time logs on weekly basis. Communicate with the reporting authority any issues that may affect your performance of assigned responsibilities or the overall success of the experience.
3. Also required to prepare & submit written report on your completed project at the end of internship to the company.
4. During your employment as an Intern, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

You will have to perform all duties and assignments for this project, as assigned by your mentor. We welcome you to our organization and wish you good luck.

Sincerely,  
For Keetronics (India) Pvt. Ltd.  
  
Mrunal Rajesh Kulkarni  
Director



Date: 15.06.2022

To,  
Ankita Anil Mane  
B-601, Sun Orbit, Suncity Road  
Anandnagar, Vadgaon Bk., Saraswat Bank,  
Near Anandnagar, Pune-411051

Subject: Internship Appointment Letter

Dear Ankita,

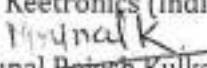
Following your application and subsequent communication with you, we are pleased to inform you that you have been considered for internship in this company for project 'Flutter Development' in the 'Printed Electronics Department' under the guidance of Mrs. Deepa Shaha, with Keetronics (India) Pvt. Ltd.

Your first day of work will be 15th June, 2022. Your internship is expected to end after two months.

You also need to note & behave in accordance to-

1. You required maintaining professionalism, which includes arriving on time for designated work, notifying the reporting authority or HR of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed. Respect the organization's reporting structure and follow the policies and procedures of the organization.
2. Complete and submit project progress reports, your time logs on weekly basis. Communicate with the reporting authority any issues that may affect your performance of assigned responsibilities or the overall success of the experience.
3. Also required to prepare & submit written report on your completed project at the end of internship to the company.
4. During your employment as an Intern, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

You will have to perform all duties and assignments for this project, as assigned by your mentor. We welcome you to our organization and wish you good luck.

Sincerely,  
For Keetronics (India) Pvt. Ltd.  
  
Mrunal Rajesh Kulkarni  
Director





## Internship at Lear Corporation - Brishti Basu 🔍 🗑️ 📧

**Upadhyay, Preeti V** <P.Upadhyay@lear.com>

to me, Meghna >

📧 Tue, Dec 14, 2021, 4:51 PM

Greetings from Lear Corporation.

As per your request, we are delighted to offer you a 2 months (2<sup>nd</sup> May – 30<sup>th</sup> Jun 2022) unpaid internship as part of your final semester B.E. course requirement.

Please find attached the Project Charter for your reference. Project mentioned in the Project Charter may change depending upon the Projects during your internship. As a next step, we will set up a meeting with you and your mentor to understand the project deliverables and overall structure.

We hope that you will find your internship stint at Lear rewarding with a source of personal pride and satisfaction.

On successful completion of the project we will issue a completion certificate.

Thank you for choosing Lear Corporation for your internship. Wishing you All the Best!

Please connect with me once you go through the Project Charter.

Thanks

**Preeti Upadhyay**

HR Business Partner

**Making every drive better™**

**Mobile**    [+91] 7028 401 772  
**Office**    [020] 6612 (extn) 3341  
**Location**    E 25-27 MIDC, Bhosari, Pune 411026



Offer Letter

13<sup>th</sup> June 2022

Dear Akanksha Subhash Dhage,

This is a Memorandum of Association (MoA) to acknowledge your sincere interest for the role of **Java full Stack – Intern** at **Link Code Technologies Pvt.Ltd.** We are delighted to have you associated for the above role and we look forward to a fruitful association. This letter is subjected to your consideration for a full time **performance based Internship** for a period of **Two months from 15<sup>th</sup> June to 7<sup>th</sup> Aug 2022.**

Individual is expected to abide by Link Code's policies, practices and violation procedures as outlined and mentioned during the orientation. All information shared is held **confidential** and transmission, storage, distribution of any information, data or material is considered violation and shall result in action as per company's policy.

For, Link Code Technologies Pvt. Ltd.



Operational Manager

Mr Rahul Ahire

**Offer Letter**

**13<sup>th</sup> June 2022**

**Dear Chinmayi Sujit Adsul,**

This is a Memorandum of Association (MoA) to acknowledge your sincere interest for the role of **Java full Stack – Intern** at **Link Code Technologies Pvt.Ltd.** We are delighted to have you associated for the above role and we look forward to a fruitful association. This letter is subjected to your consideration for a full time **performance based Internship** for a period of **Two months from 15<sup>th</sup> June to 7<sup>th</sup> Aug 2022.**

Individual is expected to abide by Link Code's policies, practices and violation procedures as outlined and mentioned during the orientation. All information shared is held **confidential** and transmission, storage, distribution of any information, data or material is considered violation and shall result in action as per company's policy.

For, Link Code Technologies Pvt. Ltd.



Operational Manager

Mr Rahul Ahire

Offer Letter

13<sup>th</sup> June 2022

Dear Roshani Sanjay Bhojane,

This is a Memorandum of Association (MoA) to acknowledge your sincere interest for the role of **Java full Stack – Intern** at **Link Code Technologies Pvt.Ltd.** We are delighted to have you associated for the above role and we look forward to a fruitful association. This letter is subjected to your consideration for a full time **performance based Internship** for a period of **Two months from 15<sup>th</sup> June to 7<sup>th</sup> Aug 2022.**

Individual is expected to abide by Link Code's policies, practices and violation procedures as outlined and mentioned during the orientation. All information shared is held **confidential** and transmission, storage, distribution of any information, data or material is considered violation and shall result in action as per company's policy.

For, Link Code Technologies Pvt. Ltd.



Operational Manager

Mr Rahul Ahire

# MASTER SERVICES

Registered Address: B-4, RKL Complex, Near Alankapuram, Wadnukhadi, Pune-412105, Mobile No.-9881747944

Office Address-Ground Floor,Pune Municipal Corporation

Registered Office - 'Shrikrupa' 2000 E, Rajarampur 8th Lane,  
Kolhapur, Maharashtra, India-415008.

## Offer Letter for Internship

Date- 01.06.2022

Ms. Samrudhi Sanjay Bhangre  
Sudarshan nagar ,Pimple Guray,  
Pune-411027, Maharashtra

Dear Samrudhi,

We are pleased to offer you an internship for Web Development at our company in the IT department at our office. Your internship shall commence on 1<sup>st</sup> June 2022 and shall end on 31<sup>st</sup> July 2022. ("term"). The terms and conditions of your internship with the Company are set forth below:

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 internship.

You are eligible for a stipend of Rs.5000/- per month during the term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.

Your timings will be from 9:45AM to 6:00PM, Monday to Friday. Please be sure to bring all engineering pass out documents with you on your first day to complete your profile.

The internship cannot be construed as an employment or an offer of employment with Master Services.

Please confirm your acceptance of the terms of this offer by 1<sup>st</sup> June 2022 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely ,

Accepted by,

*Usha Khedkar*  
01.06.2022

Mrs. Usha Khedkar,  
Sr.HR. Manager,  
Mob. No.-8888875249  
Master Services, Pune.



Ms. Samrudhi Sanjay Bhangre





Date: March 2, 2022

Ms. Sneha Jadhav,  
Thorat B. N. A/P Deodi tal Mohol Solapur,413324

Dear Sneha,

We are pleased to make you an offer of an internship position under Mastercard Technology Private Limited, ("The Company/Mastercard") whose ultimate indirect parent company is Mastercard International Incorporated or its successor entity. Unless repugnant to the context, each of 'Intern' and 'Mastercard' are individually referred to as 'Party' and collectively as 'Parties'.

This internship program is offered on the following terms and conditions, subject to your understanding and agreement on the terms and conditions, and subject to Mastercard's prevailing policies/practices, that may be changed from time to time by Mastercard at its sole discretion.

- 1) **Internship** : This full-time Internship program is for a period commencing on **May 16, 2022** and ending on **July 15, 2022**
- 2) **Placement/Scope of Training** : Whilst every endeavor will be made to adhere to the assigned duties, there may, however, be occasions where the nature of the environment and consequent business needs, your duties and assignment may change subject to the discretion of Mastercard. You may also be called upon from time to time to assist in other duties that may be considered necessary in ensuring that the established objectives of this internship are met.
- 3) **Hours of Internship Program** : A normal workday will be from 9:30 am to 6:30 pm, from Monday to Friday.
- 4) **Payment of Allowances** : You will be paid a local stipend of **INR 40,000** per month.
- 5) **Insurance, Medical & Dental** : You will be responsible for the cost of your own travel and medical insurance, medical and/or dental needs.
- 6) **Income Taxes** : You will be responsible for all personal income taxes arising from your Internship Program with Mastercard and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 103, Opp Poona Club Golf Course, Airport Road, Yerwada, Pune 411006

t +91 20 67074001 f +91 20 67074617  
mastercard.com  
CIN - U72200PN2000PTC014585



**1) Confidentiality/Conflict of Interest :** You agree to abide by all company policies and agree to sign a Confidentiality Agreement, Code of Conduct Certification or any such document as required by the company from time to time under its policies. It is an expressed condition of your internship that you will not disclose to any other person, institution or party any proprietary or confidential information of the Mastercard or its members unless required to by applicable law.

It is also an expressed condition of your internship that you may not participate in any other form of assignment, venture and/or activity which would result in a conflict of interest with Mastercard and that you will at all times act in the best interest of Mastercard.

**2) Termination of Internship :** During the nine-week program, your internship may be terminated by either party by giving one (1) week notice or salary-in-lieu of notice. In the event of gross negligence or breach of Clause as above, termination of your internship will be immediate without notice.

**9) Intellectual Property:**

You agree to promptly disclose to Mastercard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of Mastercard, which you may create, invent, discover, develop or learn in connection with your Internship Program. In consideration of your Internship Program with the Mastercard, you agree that such Intellectual Property, whether created at your home or at the office premises of Mastercard or any other place, shall be the exclusive and absolute property of Mastercard and that Mastercard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of Internship Program and that which may be relevant to the subject matter of your Internship Program by the Mastercard and Mastercard, whether or not the same was made at the direction of Mastercard or was intended for Mastercard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created,



conceived of or reduced to practice by you does not automatically vest in Mastercard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to Mastercard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to Mastercard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.

- a. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 (“**Copyright Act**”) or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as “moral rights” or “authors’ special rights” including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of Mastercard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of Mastercard created by you prior to the date of appointment. You agree that at Mastercard’s request and expense, for the purpose of perfecting the title of Mastercard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of Mastercard, and you shall make best endeavors to do so and shall also make best endeavors to provide such information and documents as may be requested from time to time by Mastercard, both before and after the termination of this Internship Program Letter for any reason.

You acknowledge and accept that Mastercard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by Mastercard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under of this letter, at its sole discretion.

- b. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect Mastercard in the conduct of its business and that, if you become employed/associated by another employer, you shall be required to disclose the existence of this Paragraph to such employer and you hereby consent to and Mastercard is hereby given permission to disclose the existence of this letter to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of Mastercard, and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- c. You acknowledge and agree that this Internship Program including, without limitation, the restraints imposed upon you pursuant to this Letter does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Letter will result in irreparable harm and continuing damages to Mastercard and its business and that Mastercard’s remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of Mastercard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and





restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Internship Program Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Internship Program Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

**10. Consent to Use Image**

You grant full permission to Mastercard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "Image") in any internal or external communication, public filings or advertising materials for any purpose Mastercard considers appropriate. You understand that any such Images and all rights associated with them will belong solely and exclusively to Mastercard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such Images including compensation, copyright, privacy rights and any right to inspect or approve such Images.

**11. General:**

- a) The execution and delivery of this Internship Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound
- b) During the period of internship, you hereby agree to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all prevailing applicable Mastercard's policies, procedure and guidelines from Mastercard.

If you agree to accept the internship appointment on the foregoing terms and conditions, please sign and return the duplicate copy of this letter to signify your acceptance by the close of business on **March 06, 2022**.

Sincerely yours,

**Priti Singh**  
**Senior Vice President, Human Resources**

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I agree to and accept the internship program on the above terms and conditions offered.

Signature and Date : \_\_\_\_\_

Name: : \_\_\_\_\_

Microsoft India (R&D) Pvt. Ltd.  
Microsoft Campus,  
Gachibowli, Hyderabad- 500032



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4-Apr-22

**Shreya Abhyankar**

C-38, 4Th Floor, West-End-Village, Bhusari Colony, Paud Road, Kothrud, Pune, Maharashtra, 411038, India

Dear **Shreya**,

**Microsoft India (R&D) Pvt. Ltd.** ("the Company") is pleased to offer you the position of **Software Engineer Intern** within India. You will be based in **Hyderabad** or any other place/city within India or outside India as decided by the Company from time to time. Your internship shall commence on **6-Jun-22** ('Internship Period') and end on **29-Jul-22**. In the event you fail to join on or before **6-Jun-22**, this agreement shall stand terminated automatically.

At the end of the Internship Period, depending upon your performance as an intern under this agreement, you may be eligible for interview by the Company for appropriate positions as intimated by the Company. Notwithstanding the foregoing, the Company is under no obligation to provide you an opportunity to attend interview process at Company or to absorb you into employment at the end of your Internship Period referred to herein and you hereby agree that you shall have no right to claim or demand employment with the Company.

During your internship with the Company, your stipend & other terms and conditions shall be in accordance with paragraphs A to D below subject always to Company's Policy then in force ("**Company Policy**").

This offer for the position of internship shall not be deemed under any circumstances as an offer of employment with the Company and you shall not be deemed as an employee of the Company during the period of internship.

- The terms and conditions of your internship with the Company shall be as follows:

**A. STIPEND AND OTHER BENEFITS**

The stipend and benefits that you are entitled to shall be as follows:

During your internship tenure, you will be entitled for a monthly stipend of **INR 125000**, payable in arrears, on a pro-rata basis. You will also be eligible for complimentary, Company-provided accommodation for the first two weeks after you are onboarded.

Alternatively, you may opt for the Company-provided accommodation for entire duration of the internship. In this option, you will be entitled for a monthly stipend of **INR 80000**, payable in arrears, on a pro-rata basis."

One Domestic Round-Trip Economy class airfare from your home/university to the internship location, which you will need to state at the beginning of your internship (within India).

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.  
CIN: U72200DL1998PTC093824

Microsoft India (R&D) Pvt. Ltd.  
Microsoft Campus,  
Gachibowli, Hyderabad- 500032



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As an Intern, you are only entitled to the Microsoft benefits as provided above. By accepting this offer, you acknowledge to have fully understood and agreed that as an Intern, you will not be eligible for any such additional benefits made available to regular employees.

## B. MISCELLANEOUS

### • Taxation & Others:

o Any amount payable by the Company to you towards your Stipend, or, any other payment shall be subject to any tax deductible at source and, or, any other taxes and/or any other amounts required to be deducted under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

### • Non-Disclosure Agreement:

o You shall execute the Intern Non-Disclosure Agreement ("**NDA**"), enclosed and shall be bound by all the terms and conditions contained therein.

### • Other Conditions:

o You shall not be permitted during the term of this agreement, to undertake any employment or engage in any external activities of a commercial nature without prior written approval of the Company. You shall be required to effectively carry out all responsibilities and obligations assigned during your internship by your manager and/or others authorized by the Company to assign such responsibilities. You shall be governed by the Company Policy and other laws that may be applicable in India from time to time.

## C. TERMINATION

### • Termination for Convenience:

During the Internship Period of this agreement, either party may terminate this Agreement without cause by giving seven (7) days' notice to the other.

### • Breach or Misconduct:

Notwithstanding anything herein, the Company shall be entitled to terminate this agreement upon adopting due procedure and affording you the chance of showing cause and hearing, if you are found guilty, or to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; or (iii) any breach of this agreement, the NDA or the Company Policy, or (iv) any criminal case or act prejudicial to the Company, or (v) if you are absent for a continuous period of five (5) days without any notice to the Company; (vi) if you undertake any

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employment or engage in any external activities of a commercial nature without prior written approval of the Company.

#### **D. BACKGROUND VERIFICATION**

You agree that the Company's offer / your employment with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The Company may any time, at its sole discretion, conduct the Background Verification Process. In the event of unsatisfactory outcome of such verification, the Company reserves the right to withdraw/ revoke this offer and/or terminate your employment.

#### **GOVERNING LAW**

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this agreement shall not affect the binding effect of the rest of the agreement.

This agreement shall be concluded and effective on your delivering a signed copy of this letter agreement and the accompanying NDA to us, provided that your Stipend shall not begin to accrue until you commence internship with the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy both the documents to the Company on or before your date of joining, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

We are delighted about having you join Microsoft as an intern. We hope you will have a rewarding and enriching experience with us and that we will benefit from your contribution.

Yours sincerely,  
for Microsoft India (R&D) Pvt. Ltd.

Ira Gupta  
GM, HR -India

**ACCEPTANCE:** *Accepted*

**Shreya Abhyankar**

(date)

*06/04/2022*

**Signature of Candidate**

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**INTERN NON-DISCLOSURE AGREEMENT  
(STANDARD)**

1. **General.** As an intern of Microsoft India (R&D) Pvt. Ltd. ("MICROSOFT"), a company incorporated in New Delhi, India, under the Companies Act, 1956, and in consideration of the stipend now and hereafter paid to me, I will devote my best efforts to furthering the best interests of MICROSOFT. During my internship, I will not engage in any activity or investment (other than an investment of less than .01% of the shares of a company traded on a registered stock exchange), that (a) conflicts with MICROSOFT's business interests, including without limitation, any business activities not contemplated by this Agreement, (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at MICROSOFT, or (c) interferes with the independent exercise of my judgment in MICROSOFT's best interests. As used herein, MICROSOFT's business means the development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the microcomputer marketplace.

2. **Recognition of Absolute Ownership.** That I do hereby recognise and admit that MICROSOFT is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place used by me in the course of my internship with MICROSOFT.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of MICROSOFT, which is received, accessed, and/ or used by me, during the course of my internship with MICROSOFT, shall include without limitation, such information received from Microsoft Corporation, USA (the holding company of MICROSOFT) and/ or any entity in which Microsoft Corporation, USA holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

3. **Non-Disclosure.** At all times, during my internship and thereafter, I will not disclose to anyone outside MICROSOFT nor use for any purpose other than my work for MICROSOFT a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, b) any information MICROSOFT has received from others which MICROSOFT is

Signature of Candidate

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obligated to treat as confidential or proprietary or c) any confidential or proprietary information which is circulated within MICROSOFT via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside MICROSOFT except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside MICROSOFT, it may be disclosed, I will consult with my manager/ CELA/HR at MICROSOFT.

**4. Assignment of Inventions.** I hereby assign exclusively to MICROSOFT all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am an intern of MICROSOFT. I will make prompt and full disclosure to MICROSOFT of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of MICROSOFT. If I wish to use any copyrightable material as described in the previous sentence in connection with my thesis, I will request from Microsoft a license for such use. Microsoft may, in its sole discretion, grant me a royalty free license to use such copyrightable material in connection with my thesis, provided that all protection required by Microsoft for the ideas and inventions in such copyrightable material has been obtained (which may include a requirement that such copyrightable material be put in the public domain and all patents related to such copyrightable material have been applied for).

hereby waive and quitclaim to MICROSOFT, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to MICROSOFT.

My obligation to assign shall not apply to any Invention about which I can prove that:

- a) It was developed entirely on my own time; and
- b) No equipment, supplies, facility, services, or trade secret information of MICROSOFT was used in its development; and
- c) It does not relate (i) directly to the business of MICROSOFT or (ii) to the actual or demonstrably anticipated research or development of MICROSOFT; and
- d) It does not result from any work performed by me for MICROSOFT.

I will assign to MICROSOFT or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between MICROSOFT and the United States or any of its agencies.

**5. Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my internship with MICROSOFT that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my internship at MICROSOFT, I use in or incorporate into a MICROSOFT product, program, process, or machine, an Invention owned by me or which I have an interest, MICROSOFT is hereby granted and shall have an exclusive royalty-free, irrevocable,

Signature of Candidate

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worldwide license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.

6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, MICROSOFT is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to MICROSOFT as stated above, I hereby irrevocably designate and appoint MICROSOFT and its duly authorised officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of U.S., Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at MICROSOFT's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my internship.

7. **Third Party Information.** I recognise that MICROSOFT has received and will receive confidential or proprietary information from third parties subject to a duty on MICROSOFT's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for MICROSOFT and consistent with MICROSOFT's agreement with such third party. I will not use such information for the benefit of anyone other than MICROSOFT or such third party, or in any manner inconsistent with any agreement between MICROSOFT and such third party of which I am made aware.

8. **Prior Employer Information.** During my internship at MICROSOFT, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of MICROSOFT, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.

9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

Signature of Candidate

Microsoft India (R&D) Pvt. Ltd.



10. **Term of Internship.** I acknowledge that my internship will be of a definite duration as specified in the offer letter, or as otherwise indicated to me. Either MICROSOFT or I will be free to terminate this internship relationship at any time during the above-mentioned period, with or without cause and in accordance with the Agreement signed by me with MICROSOFT. I also acknowledge that any representations to the contrary are unauthorised and void, unless contained in a separate agreement signed by an officer of MICROSOFT.

11. **Return of Materials.** At the time I end my internship with MICROSOFT, I will return to MICROSOFT all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to MICROSOFT.

12. **Non-Competition.** For a period of six months after termination of my internship, I will not accept employment or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while interning at MICROSOFT.

13. **Non-Solicitation.** While an intern at MICROSOFT and for a period of one year from the termination of my internship, I will not induce or attempt to influence directly or indirectly, any employee or intern of MICROSOFT to terminate his/her employment or internship with MICROSOFT or to work for me or any other person or entity.

14. **Personal Property.** I agree that MICROSOFT will not be responsible for loss, disappearance, or damage to personal property on MICROSOFT premises, or if applicable, on residential premises subsidized by MICROSOFT (including apartments or temporary housing). I hereby release, discharge, and hold MICROSOFT harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to MICROSOFT, and MICROSOFT shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.

16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.

17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford MICROSOFT the maximum protection permissible by law. If any provision of this Agreement

  
Signature of Candidate

  
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is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party. The terms and conditions of this Agreement shall survive termination of my internship.

18. **Effective Date.** I agree that the terms and grants contained in this Agreement shall apply from the first day that I effectively join or joined MICROSOFT, or as per the start date indicated in my offer letter, whichever is earlier.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this day of . . . 06/04/2022

(Signature)

*Shreya*

Inventions listed on attached:  Yes  No

Witness

*Praveera* (Praveera Abhyankar)

The following documents/information are required by us on the date of joining.

- Signed Offer Letter
- Signed NDA-signed on each page
- Copy of PAN Card
- Emergency Contact Details
  - o Emergency contact name, relationship, address, work and home phone
  - o Marital Status
  - o Date of Birth
  - o Current Address and home phone number

By checking this box, you are acknowledging that you have received and read this document.

*Shreya*

Signature of Candidate

*La Jyoti*

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Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.  
CIN: U72200DL1998PTC093824

Microsoft India (R&D) Pvt. Ltd  
Prestige Ferns Galaxy  
Survey No, 7/1, 7/2 & 8/1A  
Ambalipura Village, Varthur Hobli  
Outer Ring Road, Bengaluru 560103

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<http://www.microsoft.com/india>



4-Apr-22

**Shruti Datar**

Patrakar Nagar, Senapati Bapat Road, Pune, Maharashtra, 411016, India

Dear **Shruti**,

**Microsoft India (R&D) Pvt. Ltd.** ("the Company") is pleased to offer you the position of **Software Engineer Intern** within India. You will be based in **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time. Your internship shall commence on **6-Jun-22** ('Internship Period') and end on **29-Jul-22**. In the event you fail to join on or before **6-Jun-22**, this agreement shall stand terminated automatically.

At the end of the Internship Period, depending upon your performance as an intern under this agreement, you may be eligible for interview by the Company for appropriate positions as intimated by the Company. Notwithstanding the foregoing, the Company is under no obligation to provide you an opportunity to attend interview process at Company or to absorb you into employment at the end of your Internship Period referred to herein and you hereby agree that you shall have no right to claim or demand employment with the Company.

During your internship with the Company, your stipend & other terms and conditions shall be in accordance with paragraphs A to D below subject always to Company's Policy then in force ('**Company Policy**').

This offer for the position of internship shall not be deemed under any circumstances as an offer of employment with the Company and you shall not be deemed as an employee of the Company during the period of internship.

- The terms and conditions of your internship with the Company shall be as follows:

#### **A. STIPEND AND OTHER BENEFITS**

The stipend and benefits that you are entitled to shall be as follows:

During your internship tenure, you will be entitled for a monthly stipend of INR **125000**, payable in arrears, on a pro-rata basis. You will also be eligible for complimentary, Company-provided accommodation for the first two weeks after you are onboarded.

Alternatively, you may opt for the Company-provided accommodation for entire duration of the internship. In this option, you will be entitled for a monthly stipend of INR **80000**, payable in arrears, on a pro-rata basis."

One Domestic Round-Trip Economy class airfare from your home/university to the internship location, which you will need to state at the beginning of your internship (within India).

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Microsoft India (R&D) Pvt. Ltd  
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Survey No, 7/1, 7/2 & 8/1A  
Ambalipura Village, Varthur Hobli  
Outer Ring Road, Bengaluru 560103

Tel + 91-80-61772000  
<http://www.microsoft.com/india>



As an Intern, you are only entitled to the Microsoft benefits as provided above. By accepting this offer, you acknowledge to have fully understood and agreed that as an Intern, you will not be eligible for any such additional benefits made available to regular employees.

## B. MISCELLANEOUS

### • Taxation & Others:

o Any amount payable by the Company to you towards your Stipend, or, any other payment shall be subject to any tax deductible at source and, or, any other taxes and/or any other amounts required to be deducted under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

### • Non-Disclosure Agreement:

o You shall execute the Intern Non-Disclosure Agreement ("**NDA**"), enclosed and shall be bound by all the terms and conditions contained therein.

### • Other Conditions:

o You shall not be permitted during the term of this agreement, to undertake any employment or engage in any external activities of a commercial nature without prior written approval of the Company. You shall be required to effectively carry out all responsibilities and obligations assigned during your internship by your manager and/or others authorized by the Company to assign such responsibilities. You shall be governed by the Company Policy and other laws that may be applicable in India from time to time.

## C. TERMINATION

### • Termination for Convenience:

During the Internship Period of this agreement, either party may terminate this Agreement without cause by giving seven (7) days' notice to the other.

### • Breach or Misconduct:

Notwithstanding anything herein, the Company shall be entitled to terminate this agreement upon adopting due procedure and affording you the chance of showing cause and hearing, if you are found guilty, or to have engaged in: (i) any act of misconduct or negligence in the discharge

Signature of Candidate

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of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; or (iii) any breach of this agreement, the NDA or the Company Policy, or (iv) any criminal case or act prejudicial to the Company, or (v) if you are absent for a continuous period of five (5) days without any notice to the Company; (vi) if you undertake any employment or engage in any external activities of a commercial nature without prior written approval of the Company.

#### **D. BACKGROUND VERIFICATION**

You agree that the Company's offer / your employment with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The Company may any time, at its sole discretion, conduct the Background Verification Process. In the event of unsatisfactory outcome of such verification, the Company reserves the right to withdraw/revoke this offer and/or terminate your employment.

#### **GOVERNING LAW**

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this agreement shall not affect the binding effect of the rest of the agreement.

This agreement shall be concluded and effective on your delivering a signed copy of this letter agreement and the accompanying NDA to us, provided that your Stipend shall not begin to accrue until you commence internship with the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy both the documents to the Company on or before your date of joining, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

We are delighted about having you join Microsoft as an intern. We hope you will have a rewarding and enriching experience with us and that we will benefit from your contribution.

**Signature of Candidate**

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Yours sincerely,  
for Microsoft India (R&D) Pvt. Ltd.

Ira Gupta  
GM, HR -India

---

**ACCEPTANCE:**

---

**Shruti Datar**

---

(date) 06/04/2022

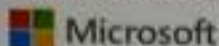
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**INTERN NON-DISCLOSURE AGREEMENT  
(STANDARD)**

1. **General.** As an intern of Microsoft India (R&D) Pvt. Ltd. ("MICROSOFT"), a company incorporated in New Delhi, India, under the Companies Act, 1956, and in consideration of the stipend now and hereafter paid to me, I will devote my best efforts to furthering the best interests of MICROSOFT. During my internship, I will not engage in any activity or investment (other than an investment of less than .01% of the shares of a company traded on a registered stock exchange), that (a) conflicts with MICROSOFT's business interests, including without limitation, any business activities not contemplated by this Agreement, (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at MICROSOFT, or (c) interferes with the independent exercise of my judgment in MICROSOFT's best interests. As used herein, MICROSOFT's business means the development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the microcomputer marketplace.

2. **Recognition of Absolute Ownership.** That I do hereby recognise and admit that MICROSOFT is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place used by me in the course of my internship with MICROSOFT.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of MICROSOFT, which is received, accessed, and/ or used by me, during the course of my internship with MICROSOFT, shall include without limitation, such information received from Microsoft Corporation, USA (the holding company of MICROSOFT) and/ or any entity in which Microsoft Corporation, USA holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

3. **Non-Disclosure.** At all times, during my internship and thereafter, I will not disclose to anyone outside MICROSOFT nor use for any purpose other than my work for MICROSOFT a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer

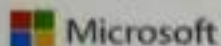
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programs, formulae, development or experimental work, work in progress, customers and suppliers, b) any information MICROSOFT has received from others which MICROSOFT is obligated to treat as confidential or proprietary or c) any confidential or proprietary information which is circulated within MICROSOFT via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside MICROSOFT except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside MICROSOFT, it may be disclosed, I will consult with my manager/ CELA/HR at MICROSOFT.

**4. Assignment of Inventions.** I hereby assign exclusively to MICROSOFT all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am an intern of MICROSOFT. I will make prompt and full disclosure to MICROSOFT of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of MICROSOFT. If I wish to use any copyrightable material as described in the previous sentence in connection with my thesis, I will request from Microsoft a license for such use. Microsoft may, in its sole discretion, grant me a royalty free license to use such copyrightable material in connection with my thesis, provided that all protection required by Microsoft for the ideas and inventions in such copyrightable material has been obtained (which may include a requirement that such copyrightable material be put in the public domain and all patents related to such copyrightable material have been applied for).

I hereby waive and quitclaim to MICROSOFT, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to MICROSOFT.

My obligation to assign shall not apply to any Invention about which I can prove that:

- a) It was developed entirely on my own time; and
- b) No equipment, supplies, facility, services, or trade secret information of MICROSOFT was used in its development; and
- c) It does not relate (i) directly to the business of MICROSOFT or (ii) to the actual or demonstrably anticipated research or development of MICROSOFT; and
- d) It does not result from any work performed by me for MICROSOFT.

I will assign to MICROSOFT or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between MICROSOFT and the United States or any of its agencies.

**5. Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my internship with MICROSOFT that I wish to have

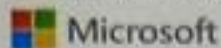
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excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my internship at MICROSOFT, I use in or incorporate into a MICROSOFT product, program, process, or machine, an Invention owned by me or which I have an interest, MICROSOFT is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.

6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, MICROSOFT is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to MICROSOFT as stated above, I hereby irrevocably designate and appoint MICROSOFT and its duly authorised officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of U.S., Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at MICROSOFT's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my internship.

7. **Third Party Information.** I recognise that MICROSOFT has received and will receive confidential or proprietary information from third parties subject to a duty on MICROSOFT's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for MICROSOFT and consistent with MICROSOFT's agreement with such third party. I will not use such information for the benefit of anyone other than MICROSOFT or such third party, or in any manner inconsistent with any agreement between MICROSOFT and such third party of which I am made aware.

8. **Prior Employer Information.** During my internship at MICROSOFT, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of MICROSOFT, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.

9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well

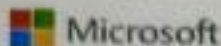
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as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my internship will be of a definite duration as specified in the offer letter, or as otherwise indicated to me. Either MICROSOFT or I will be free to terminate this internship relationship at any time during the above-mentioned period, with or without cause and in accordance with the Agreement signed by me with MICROSOFT. I also acknowledge that any representations to the contrary are unauthorised and void, unless contained in a separate agreement signed by an officer of MICROSOFT.

11. **Return of Materials.** At the time I end my internship with MICROSOFT, I will return to MICROSOFT all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to MICROSOFT.

12. **Non-Competition.** For a period of six months after termination of my internship, I will not accept employment or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while interning at MICROSOFT.

13. **Non-Solicitation.** While an intern at MICROSOFT and for a period of one year from the termination of my internship, I will not induce or attempt to influence directly or indirectly, any employee or intern of MICROSOFT to terminate his/her employment or internship with MICROSOFT or to work for me or any other person or entity.

14. **Personal Property.** I agree that MICROSOFT will not be responsible for loss, disappearance, or damage to personal property on MICROSOFT premises, or if applicable, on residential premises subsidized by MICROSOFT (including apartments or temporary housing). I hereby release, discharge, and hold MICROSOFT harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

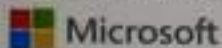
15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to MICROSOFT, and MICROSOFT shall be entitled to extraordinary relief in any court in India, including, but not limited to; temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.

Signature of Candidate

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16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.

17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford MICROSOFT the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party. The terms and conditions of this Agreement shall survive termination of my internship.

18. **Effective Date.** I agree that the terms and grants contained in this Agreement shall apply from the first day that I effectively join or joined MICROSOFT, or as per the start date indicated in my offer letter, whichever is earlier.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this <sup>6</sup>th day of April, 2022.

(Signature) SMD Shrutika Datar

Inventions listed on attached:  Yes  No

Witness

Malay Shashikant Datar

M. Shashikant  
06/04/2022  
Pune

SMD

Signature of Candidate

[Signature]

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The following documents/information are required by us on the date of joining.

- Signed Offer Letter
- Signed NDA-signed on each page
- Copy of PAN Card
- Emergency Contact Details
  - o Emergency contact name, relationship, address, work and home phone
  - o Marital Status
  - o Date of Birth
  - o Current Address and home phone number

By checking this box, you are acknowledging that you have received and read this document.

A handwritten signature in blue ink, appearing to be "EM".

**Signature of Candidate**

A handwritten signature in blue ink, appearing to be "La Gupta".

**Microsoft India (R&D) Pvt. Ltd.**

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**8-Apr-22**

**Pranita Barbade**  
**Aditya Krishna Nagar, Uplai Road, Barshi, Maharashtra, 413401, India**

Dear **Pranita**,

**Microsoft India (R&D) Pvt. Ltd.** ("the Company") is pleased to offer you the position of **Software Engineer Intern** within India. You will be based in **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time. Your internship shall commence on **6-Jun-22** ('Internship Period') and end on **29-Jul-22**. In the event you fail to join on or before **6-Jun-22**, this agreement shall stand terminated automatically.

At the end of the Internship Period, depending upon your performance as an intern under this agreement, you may be eligible for interview by the Company for appropriate positions as intimated by the Company. Notwithstanding the foregoing, the Company is under no obligation to provide you an opportunity to attend interview process at Company or to absorb you into employment at the end of your Internship Period referred to herein and you hereby agree that you shall have no right to claim or demand employment with the Company.

During your internship with the Company, your stipend & other terms and conditions shall be in accordance with paragraphs A to D below subject always to Company's Policy then in force ('**Company Policy**').

This offer for the position of internship shall not be deemed under any circumstances as an offer of employment with the Company and you shall not be deemed as an employee of the Company during the period of internship.

- The terms and conditions of your internship with the Company shall be as follows:

#### **A. STIPEND AND OTHER BENEFITS**

The stipend and benefits that you are entitled to shall be as follows:

During your internship tenure, you will be entitled for a monthly stipend of INR **125000**, payable in arrears, on a pro-rata basis. You will also be eligible for complimentary, Company-provided accommodation for the first two weeks after you are onboarded.

Alternatively, you may opt for the Company-provided accommodation for entire duration of the internship. In this option, you will be entitled for a monthly stipend of INR **80000**, payable in arrears, on a pro-rata basis."

One Domestic Round-Trip Economy class airfare from your home/university to the internship location, which you will need to state at the beginning of your internship (within India).

  
Barbade.p.p.

**Signature of Candidate**



**Microsoft India (R&D) Pvt. Ltd.**

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As an Intern, you are only entitled to the Microsoft benefits as provided above. By accepting this offer, you acknowledge to have fully understood and agreed that as an Intern, you will not be eligible for any such additional benefits made available to regular employees.

## **B. MISCELLANEOUS**

- Taxation & Others:

- o Any amount payable by the Company to you towards your Stipend, or, any other payment shall be subject to any tax deductible at source and, or, any other taxes and/or any other amounts required to be deducted under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

- Non-Disclosure Agreement:

- o You shall execute the Intern Non-Disclosure Agreement ('**NDA**'), enclosed and shall be bound by all the terms and conditions contained therein.

- Other Conditions:

- o You shall not be permitted during the term of this agreement, to undertake any employment or engage in any external activities of a commercial nature without prior written approval of the Company. You shall be required to effectively carry out all responsibilities and obligations assigned during your internship by your manager and/or others authorized by the Company to assign such responsibilities. You shall be governed by the Company Policy and other laws that may be applicable in India from time to time.

## **C. TERMINATION**

- Termination for Convenience:

During the Internship Period of this agreement, either party may terminate this Agreement without cause by giving seven (7) days' notice to the other.

- Breach or Misconduct:

Notwithstanding anything herein, the Company shall be entitled to terminate this agreement upon adopting due procedure and affording you the chance of showing cause and hearing, if you are found guilty, or to have engaged in: (i) any act of misconduct or negligence in the discharge



**Signature of Candidate**



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of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; or (iii) any breach of this agreement, the NDA or the Company Policy, or (iv) any criminal case or act prejudicial to the Company, or (v) if you are absent for a continuous period of five (5) days without any notice to the Company; (vi) if you undertake any employment or engage in any external activities of a commercial nature without prior written approval of the Company.

#### **D. BACKGROUND VERIFICATION**

You agree that the Company's offer / your employment with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The Company may any time, at its sole discretion, conduct the Background Verification Process. In the event of unsatisfactory outcome of such verification, the Company reserves the right to withdraw/revoke this offer and/or terminate your employment.

#### **GOVERNING LAW**

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this agreement shall not affect the binding effect of the rest of the agreement.

This agreement shall be concluded and effective on your delivering a signed copy of this letter agreement and the accompanying NDA to us, provided that your Stipend shall not begin to accrue until you commence internship with the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy both the documents to the Company on or before your date of joining, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

We are delighted about having you join Microsoft as an intern. We hope you will have a rewarding and enriching experience with us and that we will benefit from your contribution.

Basbade p.p.

**Signature of Candidate**

A handwritten signature in blue ink, appearing to read "L. Singh" or similar, written over a faint circular stamp.

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Yours sincerely,  
for Microsoft India (R&D) Pvt. Ltd.

A handwritten signature in blue ink that reads "Ira Gupta".

Ira Gupta  
GM, HR -India

---

**ACCEPTANCE:**

A handwritten signature in blue ink that reads "Pranita Barbade".

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**Pranita Barbade**

---

**(date)** 08/04/2022

A handwritten signature in blue ink that reads "Pranita Barbade".

**Signature of Candidate**

A handwritten signature in blue ink that reads "Ira Gupta".

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## INTERN NON-DISCLOSURE AGREEMENT (STANDARD)

1. **General.** As an intern of Microsoft India (R&D) Pvt. Ltd. ('MICROSOFT'), a company incorporated in New Delhi, India, under the Companies Act, 1956, and in consideration of the stipend now and hereafter paid to me, I will devote my best efforts to furthering the best interests of MICROSOFT. During my internship, I will not engage in any activity or investment (other than an investment of less than .01% of the shares of a company traded on a registered stock exchange), that (a) conflicts with MICROSOFT's business interests, including without limitation, any business activities not contemplated by this Agreement, (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at MICROSOFT, or (c) interferes with the independent exercise of my judgment in MICROSOFT's best interests. As used herein, MICROSOFT's business means the development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the microcomputer marketplace.

2. **Recognition of Absolute Ownership.** That I do hereby recognise and admit that MICROSOFT is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place used by me in the course of my internship with MICROSOFT.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of MICROSOFT, which is received, accessed, and/ or used by me, during the course of my internship with MICROSOFT, shall include without limitation, such information received from Microsoft Corporation, USA (the holding company of MICROSOFT) and/ or any entity in which Microsoft Corporation, USA holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

3. **Non-Disclosure.** At all times, during my internship and thereafter, I will not disclose to anyone outside MICROSOFT nor use for any purpose other than my work for MICROSOFT a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer

Rasbodepp

**Signature of Candidate**

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**Microsoft India (R&D) Pvt. Ltd.**



Microsoft India (R&D) Pvt. Ltd  
Prestige Ferns Galaxy  
Survey No, 7/1, 7/2 & 8/1A  
Ambalipura Village, Varthur Hobli  
Outer Ring Road, Bengaluru 560103

Tel + 91-80-61772000  
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programs, formulae, development or experimental work, work in progress, customers and suppliers, b) any information MICROSOFT has received from others which MICROSOFT is obligated to treat as confidential or proprietary or c) any confidential or proprietary information which is circulated within MICROSOFT via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside MICROSOFT except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside MICROSOFT, it may be disclosed, I will consult with my manager/ CELA/HR at MICROSOFT.

**4. Assignment of Inventions.** I hereby assign exclusively to MICROSOFT all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am an intern of MICROSOFT. I will make prompt and full disclosure to MICROSOFT of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of MICROSOFT. If I wish to use any copyrightable material as described in the previous sentence in connection with my thesis, I will request from Microsoft a license for such use. Microsoft may, in its sole discretion, grant me a royalty free license to use such copyrightable material in connection with my thesis, provided that all protection required by Microsoft for the ideas and inventions in such copyrightable material has been obtained (which may include a requirement that such copyrightable material be put in the public domain and all patents related to such copyrightable material have been applied for).

I hereby waive and quitclaim to MICROSOFT, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to MICROSOFT.

My obligation to assign shall not apply to any Invention about which I can prove that:

- a) It was developed entirely on my own time; and
- b) No equipment, supplies, facility, services, or trade secret information of MICROSOFT was used in its development; and
- c) It does not relate (i) directly to the business of MICROSOFT or (ii) to the actual or demonstrably anticipated research or development of MICROSOFT; and
- d) It does not result from any work performed by me for MICROSOFT.

I will assign to MICROSOFT or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between MICROSOFT and the United States or any of its agencies.

**5. Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my internship with MICROSOFT that I wish to have

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**Signature of Candidate**

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excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my internship at MICROSOFT, I use in or incorporate into a MICROSOFT product, program, process, or machine, an Invention owned by me or which I have an interest, MICROSOFT is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.

6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, MICROSOFT is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to MICROSOFT as stated above, I hereby irrevocably designate and appoint MICROSOFT and its duly authorised officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of U.S., Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at MICROSOFT's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my internship.

7. **Third Party Information.** I recognise that MICROSOFT has received and will receive confidential or proprietary information from third parties subject to a duty on MICROSOFT's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for MICROSOFT and consistent with MICROSOFT's agreement with such third party. I will not use such information for the benefit of anyone other than MICROSOFT or such third party, or in any manner inconsistent with any agreement between MICROSOFT and such third party of which I am made aware.

8. **Prior Employer Information.** During my internship at MICROSOFT, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of MICROSOFT, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.

9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well

*Paabade P.P.*

**Signature of Candidate**

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**Microsoft India (R&D) Pvt. Ltd.**



as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my internship will be of a definite duration as specified in the offer letter, or as otherwise indicated to me. Either MICROSOFT or I will be free to terminate this internship relationship at any time during the above-mentioned period, with or without cause and in accordance with the Agreement signed by me with MICROSOFT. I also acknowledge that any representations to the contrary are unauthorised and void, unless contained in a separate agreement signed by an officer of MICROSOFT.

11. **Return of Materials.** At the time I end my internship with MICROSOFT, I will return to MICROSOFT all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to MICROSOFT.

12. **Non-Competition.** For a period of six months after termination of my internship, I will not accept employment or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while interning at MICROSOFT.

13. **Non-Solicitation.** While an intern at MICROSOFT and for a period of one year from the termination of my internship, I will not induce or attempt to influence directly or indirectly, any employee or intern of MICROSOFT to terminate his/her employment or internship with MICROSOFT or to work for me or any other person or entity.

14. **Personal Property.** I agree that MICROSOFT will not be responsible for loss, disappearance, or damage to personal property on MICROSOFT premises, or if applicable, on residential premises subsidized by MICROSOFT (including apartments or temporary housing). I hereby release, discharge, and hold MICROSOFT harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to MICROSOFT, and MICROSOFT shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.



**Signature of Candidate**



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16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.

17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford MICROSOFT the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party. The terms and conditions of this Agreement shall survive termination of my internship.

18. **Effective Date.** I agree that the terms and grants contained in this Agreement shall apply from the first day that I effectively join or joined MICROSOFT, or as per the start date indicated in my offer letter, whichever is earlier.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this 8th day of April 2022

Barbade p.p.

(Signature)

Inventions listed on attached:  Yes  No

Prabhakar Barbade

Witness

Barbade p.p.

Signature of Candidate

Microsoft India (R&D) Pvt. Ltd.

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.

CIN: U72200DL1998PTC093824

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The following documents/information are required by us on the date of joining.

- Signed Offer Letter
- Signed NDA-signed on each page
- Copy of PAN Card
- Emergency Contact Details
  - o Emergency contact name, relationship, address, work and home phone
  - o Marital Status
  - o Date of Birth
  - o Current Address and home phone number

By checking this box, you are acknowledging that you have received and read this document.

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**Signature of Candidate**

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**Microsoft India (R&D) Pvt. Ltd.**

Microsoft India (R&D) Pvt. Ltd.  
Microsoft Campus,  
Gachibowli, Hyderabad- 500032

Tel: +91-40-66930000  
Fax: +91-40-66935593  
<http://www.microsoft.com/india>



**4-Apr-22**

**Ananya Joshi**

Maharashtra, India

Dear **Ananya**,

**Microsoft India (R&D) Pvt. Ltd.** ("the Company") is pleased to offer you the position of **Software Engineer Intern** within India. You will be based in **Hyderabad** or any other place/city within India or outside India as decided by the Company from time to time. Your internship shall commence on **6-Jun-22** ('Internship Period') and end on **29-Jul-22**. In the event you fail to join on or before **6-Jun-22**, this agreement shall stand terminated automatically.

At the end of the Internship Period, depending upon your performance as an intern under this agreement, you may be eligible for interview by the Company for appropriate positions as intimated by the Company. Notwithstanding the foregoing, the Company is under no obligation to provide you an opportunity to attend interview process at Company or to absorb you into employment at the end of your Internship Period referred to herein and you hereby agree that you shall have no right to claim or demand employment with the Company.

During your internship with the Company, your stipend & other terms and conditions shall be in accordance with paragraphs A to D below subject always to Company's Policy then in force ('**Company Policy**').

This offer for the position of internship shall not be deemed under any circumstances as an offer of employment with the Company and you shall not be deemed as an employee of the Company during the period of internship.

- The terms and conditions of your internship with the Company shall be as follows:

#### **A. STIPEND AND OTHER BENEFITS**

The stipend and benefits that you are entitled to shall be as follows:

During your internship tenure, you will be entitled for a monthly stipend of INR **125000**, payable in arrears, on a pro-rata basis. You will also be eligible for complimentary, Company-provided accommodation for the first two weeks after you are onboarded.

Alternatively, you may opt for the Company-provided accommodation for entire duration of the internship. In this option, you will be entitled for a monthly stipend of INR **80000**, payable in arrears, on a pro-rata basis."

One Domestic Round-Trip Economy class airfare from your home/university to the internship location, which you will need to state at the beginning of your internship (within India).

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**

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As an Intern, you are only entitled to the Microsoft benefits as provided above. By accepting this offer, you acknowledge to have fully understood and agreed that as an Intern, you will not be eligible for any such additional benefits made available to regular employees.

## **B. MISCELLANEOUS**

- Taxation & Others:

- o Any amount payable by the Company to you towards your Stipend, or, any other payment shall be subject to any tax deductible at source and, or, any other taxes and/or any other amounts required to be deducted under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

- Non-Disclosure Agreement:

- o You shall execute the Intern Non-Disclosure Agreement ('**NDA**'), enclosed and shall be bound by all the terms and conditions contained therein.

- Other Conditions:

- o You shall not be permitted during the term of this agreement, to undertake any employment or engage in any external activities of a commercial nature without prior written approval of the Company. You shall be required to effectively carry out all responsibilities and obligations assigned during your internship by your manager and/or others authorized by the Company to assign such responsibilities. You shall be governed by the Company Policy and other laws that may be applicable in India from time to time.

## **C. TERMINATION**

- Termination for Convenience:

During the Internship Period of this agreement, either party may terminate this Agreement without cause by giving seven (7) days' notice to the other.

- Breach or Misconduct:

Notwithstanding anything herein, the Company shall be entitled to terminate this agreement upon adopting due procedure and affording you the chance of showing cause and hearing, if you are found guilty, or to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; or (iii) any breach of this agreement, the NDA or the Company Policy, or (iv) any criminal case or act prejudicial to the Company, or (v) if you are absent for a continuous period of five (5) days without any notice to the Company; (vi) if you undertake any

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**Signature of Candidate**

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employment or engage in any external activities of a commercial nature without prior written approval of the Company.

**D. BACKGROUND VERIFICATION**

You agree that the Company's offer / your employment with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The Company may any time, at its sole discretion, conduct the Background Verification Process. In the event of unsatisfactory outcome of such verification, the Company reserves the right to withdraw/revoke this offer and/or terminate your employment.

**GOVERNING LAW**

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this agreement shall not affect the binding effect of the rest of the agreement.

This agreement shall be concluded and effective on your delivering a signed copy of this letter agreement and the accompanying NDA to us, provided that your Stipend shall not begin to accrue until you commence internship with the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy both the documents to the Company on or before your date of joining, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

We are delighted about having you join Microsoft as an intern. We hope you will have a rewarding and enriching experience with us and that we will benefit from your contribution.

Yours sincerely,  
for Microsoft India (R&D) Pvt. Ltd.

Ira Gupta  
GM, HR -India

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**ACCEPTANCE:**

---

**Ananya Joshi**

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**(date)**

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**





## **INTERN NON-DISCLOSURE AGREEMENT (STANDARD)**

1. **General.** As an intern of Microsoft India (R&D) Pvt. Ltd. ('MICROSOFT'), a company incorporated in New Delhi, India, under the Companies Act, 1956, and in consideration of the stipend now and hereafter paid to me, I will devote my best efforts to furthering the best interests of MICROSOFT. During my internship, I will not engage in any activity or investment (other than an investment of less than .01% of the shares of a company traded on a registered stock exchange), that (a) conflicts with MICROSOFT's business interests, including without limitation, any business activities not contemplated by this Agreement, (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at MICROSOFT, or (c) interferes with the independent exercise of my judgment in MICROSOFT's best interests. As used herein, MICROSOFT's business means the development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the microcomputer marketplace.

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I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of MICROSOFT, which is received, accessed, and/ or used by me, during the course of my internship with MICROSOFT, shall include without limitation, such information received from Microsoft Corporation, USA (the holding company of MICROSOFT) and/ or any entity in which Microsoft Corporation, USA holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

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**Signature of Candidate**

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obligated to treat as confidential or proprietary or c) any confidential or proprietary information which is circulated within MICROSOFT via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside MICROSOFT except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside MICROSOFT, it may be disclosed, I will consult with my manager/ CELA/HR at MICROSOFT.

4. **Assignment of Inventions.** I hereby assign exclusively to MICROSOFT all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am an intern of MICROSOFT. I will make prompt and full disclosure to MICROSOFT of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of MICROSOFT. If I wish to use any copyrightable material as described in the previous sentence in connection with my thesis, I will request from Microsoft a license for such use. Microsoft may, in its sole discretion, grant me a royalty free license to use such copyrightable material in connection with my thesis, provided that all protection required by Microsoft for the ideas and inventions in such copyrightable material has been obtained (which may include a requirement that such copyrightable material be put in the public domain and all patents related to such copyrightable material have been applied for).

I hereby waive and quitclaim to MICROSOFT, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to MICROSOFT.

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- c) It does not relate (i) directly to the business of MICROSOFT or (ii) to the actual or demonstrably anticipated research or development of MICROSOFT; and
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I will assign to MICROSOFT or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between MICROSOFT and the United States or any of its agencies.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my internship with MICROSOFT that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my internship at MICROSOFT, I use in or incorporate into a MICROSOFT product, program, process, or machine, an Invention owned by me or which I have an interest, MICROSOFT is hereby granted and shall have an exclusive royalty-free, irrevocable,

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**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**



worldwide license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.

6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, MICROSOFT is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to MICROSOFT as stated above, I hereby irrevocably designate and appoint MICROSOFT and its duly authorised officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of U.S., Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at MICROSOFT's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my internship.

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10. **Term of Internship.** I acknowledge that my internship will be of a definite duration as specified in the offer letter, or as otherwise indicated to me. Either MICROSOFT or I will be free to terminate this internship relationship at any time during the above-mentioned period, with or without cause and in accordance with the Agreement signed by me with MICROSOFT. I also acknowledge that any representations to the contrary are unauthorised and void, unless contained in a separate agreement signed by an officer of MICROSOFT.

11. **Return of Materials.** At the time I end my internship with MICROSOFT, I will return to MICROSOFT all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to MICROSOFT.

12. **Non-Competition.** For a period of six months after termination of my internship, I will not accept employment or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while interning at MICROSOFT.

13. **Non-Solicitation.** While an intern at MICROSOFT and for a period of one year from the termination of my internship, I will not induce or attempt to influence directly or indirectly, any employee or intern of MICROSOFT to terminate his/her employment or internship with MICROSOFT or to work for me or any other person or entity.

14. **Personal Property.** I agree that MICROSOFT will not be responsible for loss, disappearance, or damage to personal property on MICROSOFT premises, or if applicable, on residential premises subsidized by MICROSOFT (including apartments or temporary housing). I hereby release, discharge, and hold MICROSOFT harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to MICROSOFT, and MICROSOFT shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.

16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.

17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford MICROSOFT the maximum protection permissible by law. If any provision of this Agreement

A handwritten signature in blue ink, appearing to read "L. Gupta".

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**

Microsoft India (R&D) Pvt. Ltd.  
Microsoft Campus,  
Gachibowli, Hyderabad- 500032

Tel: +91-40-66930000  
Fax: +91-40-66935593  
<http://www.microsoft.com/india>



is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party. The terms and conditions of this Agreement shall survive termination of my internship.

18. **Effective Date.** I agree that the terms and grants contained in this Agreement shall apply from the first day that I effectively join or joined MICROSOFT, or as per the start date indicated in my offer letter, whichever is earlier.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this day of , .

---

---

**(Signature)**

Inventions listed on attached:  Yes  No

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**Witness**

The following documents/information are required by us on the date of joining.

- Signed Offer Letter
- Signed NDA-signed on each page
- Copy of PAN Card
- Emergency Contact Details
  - o Emergency contact name, relationship, address, work and home phone
  - o Marital Status
  - o Date of Birth
  - o Current Address and home phone number

By checking this box, you are acknowledging that you have received and read this document.

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.  
CIN: U72200DL1998PTC093824

Microsoft India (R&D) Pvt. Ltd.  
Microsoft Campus,  
Gachibowli, Hyderabad- 500032

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Fax: +91-40-66935593  
<http://www.microsoft.com/india>



**4-Apr-22**

**Anushka Shrivastava**

Sandeep Shrivastava, Residence Cheif Municipal Officer, Near Bus Stand, Sehore, Sehore, Madhya Pradesh, 466001, India

Dear **Anushka**,

**Microsoft India (R&D) Pvt. Ltd.** ("the Company") is pleased to offer you the position of **Software Engineer Intern** within India. You will be based in **Hyderabad** or any other place/city within India or outside India as decided by the Company from time to time. Your internship shall commence on **6-Jun-22** ('Internship Period') and end on **29-Jul-22**. In the event you fail to join on or before **6-Jun-22**, this agreement shall stand terminated automatically.

At the end of the Internship Period, depending upon your performance as an intern under this agreement, you may be eligible for interview by the Company for appropriate positions as intimated by the Company. Notwithstanding the foregoing, the Company is under no obligation to provide you an opportunity to attend interview process at Company or to absorb you into employment at the end of your Internship Period referred to herein and you hereby agree that you shall have no right to claim or demand employment with the Company.

During your internship with the Company, your stipend & other terms and conditions shall be in accordance with paragraphs A to D below subject always to Company's Policy then in force ('**Company Policy**').

This offer for the position of internship shall not be deemed under any circumstances as an offer of employment with the Company and you shall not be deemed as an employee of the Company during the period of internship.

- The terms and conditions of your internship with the Company shall be as follows:

**A. STIPEND AND OTHER BENEFITS**

The stipend and benefits that you are entitled to shall be as follows:

During your internship tenure, you will be entitled for a monthly stipend of INR **125000**, payable in arrears, on a pro-rata basis. You will also be eligible for complimentary, Company-provided accommodation for the first two weeks after you are onboarded.

Alternatively, you may opt for the Company-provided accommodation for entire duration of the internship. In this option, you will be entitled for a monthly stipend of INR **80000**, payable in arrears, on a pro-rata basis."

One Domestic Round-Trip Economy class airfare from your home/university to the internship location, which you will need to state at the beginning of your internship (within India).

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**

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Gachibowli, Hyderabad- 500032

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Fax: +91-40-66935593  
<http://www.microsoft.com/india>



As an Intern, you are only entitled to the Microsoft benefits as provided above. By accepting this offer, you acknowledge to have fully understood and agreed that as an Intern, you will not be eligible for any such additional benefits made available to regular employees.

## **B. MISCELLANEOUS**

### • Taxation & Others:

o Any amount payable by the Company to you towards your Stipend, or, any other payment shall be subject to any tax deductible at source and, or, any other taxes and/or any other amounts required to be deducted under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

### • Non-Disclosure Agreement:

o You shall execute the Intern Non-Disclosure Agreement ('**NDA**'), enclosed and shall be bound by all the terms and conditions contained therein.

### • Other Conditions:

o You shall not be permitted during the term of this agreement, to undertake any employment or engage in any external activities of a commercial nature without prior written approval of the Company. You shall be required to effectively carry out all responsibilities and obligations assigned during your internship by your manager and/or others authorized by the Company to assign such responsibilities. You shall be governed by the Company Policy and other laws that may be applicable in India from time to time.

## **C. TERMINATION**

### • Termination for Convenience:

During the Internship Period of this agreement, either party may terminate this Agreement without cause by giving seven (7) days' notice to the other.

### • Breach or Misconduct:

Notwithstanding anything herein, the Company shall be entitled to terminate this agreement upon adopting due procedure and affording you the chance of showing cause and hearing, if you are found guilty, or to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; or (iii) any breach of this agreement, the NDA or the Company Policy, or (iv) any criminal case or act prejudicial to the Company, or (v) if you are absent for a continuous period of five (5) days without any notice to the Company; (vi) if you undertake any

A handwritten signature in blue ink, appearing to read "L. Singh".

**Signature of Candidate**

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employment or engage in any external activities of a commercial nature without prior written approval of the Company.

#### **D. BACKGROUND VERIFICATION**

You agree that the Company's offer / your employment with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The Company may any time, at its sole discretion, conduct the Background Verification Process. In the event of unsatisfactory outcome of such verification, the Company reserves the right to withdraw/revoke this offer and/or terminate your employment.

#### **GOVERNING LAW**

This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this agreement shall not affect the binding effect of the rest of the agreement.

This agreement shall be concluded and effective on your delivering a signed copy of this letter agreement and the accompanying NDA to us, provided that your Stipend shall not begin to accrue until you commence internship with the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy both the documents to the Company on or before your date of joining, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

We are delighted about having you join Microsoft as an intern. We hope you will have a rewarding and enriching experience with us and that we will benefit from your contribution.

Yours sincerely,  
for Microsoft India (R&D) Pvt. Ltd.

Ira Gupta  
GM, HR -India

---

#### **ACCEPTANCE:**

---

**Anushka Shrivastava**

**(date)**

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**





## **INTERN NON-DISCLOSURE AGREEMENT (STANDARD)**

1. **General.** As an intern of Microsoft India (R&D) Pvt. Ltd. ('MICROSOFT'), a company incorporated in New Delhi, India, under the Companies Act, 1956, and in consideration of the stipend now and hereafter paid to me, I will devote my best efforts to furthering the best interests of MICROSOFT. During my internship, I will not engage in any activity or investment (other than an investment of less than .01% of the shares of a company traded on a registered stock exchange), that (a) conflicts with MICROSOFT's business interests, including without limitation, any business activities not contemplated by this Agreement, (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at MICROSOFT, or (c) interferes with the independent exercise of my judgment in MICROSOFT's best interests. As used herein, MICROSOFT's business means the development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the microcomputer marketplace.

2. **Recognition of Absolute Ownership.** That I do hereby recognise and admit that MICROSOFT is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place used by me in the course of my internship with MICROSOFT.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of MICROSOFT, which is received, accessed, and/ or used by me, during the course of my internship with MICROSOFT, shall include without limitation, such information received from Microsoft Corporation, USA (the holding company of MICROSOFT) and/ or any entity in which Microsoft Corporation, USA holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

3. **Non-Disclosure.** At all times, during my internship and thereafter, I will not disclose to anyone outside MICROSOFT nor use for any purpose other than my work for MICROSOFT a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, b) any information MICROSOFT has received from others which MICROSOFT is

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**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**



obligated to treat as confidential or proprietary or c) any confidential or proprietary information which is circulated within MICROSOFT via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside MICROSOFT except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside MICROSOFT, it may be disclosed, I will consult with my manager/ CELA/HR at MICROSOFT.

4. **Assignment of Inventions.** I hereby assign exclusively to MICROSOFT all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am an intern of MICROSOFT. I will make prompt and full disclosure to MICROSOFT of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of MICROSOFT. If I wish to use any copyrightable material as described in the previous sentence in connection with my thesis, I will request from Microsoft a license for such use. Microsoft may, in its sole discretion, grant me a royalty free license to use such copyrightable material in connection with my thesis, provided that all protection required by Microsoft for the ideas and inventions in such copyrightable material has been obtained (which may include a requirement that such copyrightable material be put in the public domain and all patents related to such copyrightable material have been applied for).

I hereby waive and quitclaim to MICROSOFT, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to MICROSOFT.

My obligation to assign shall not apply to any Invention about which I can prove that:

- a) It was developed entirely on my own time; and
- b) No equipment, supplies, facility, services, or trade secret information of MICROSOFT was used in its development; and
- c) It does not relate (i) directly to the business of MICROSOFT or (ii) to the actual or demonstrably anticipated research or development of MICROSOFT; and
- d) It does not result from any work performed by me for MICROSOFT.

I will assign to MICROSOFT or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between MICROSOFT and the United States or any of its agencies.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my internship with MICROSOFT that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my internship at MICROSOFT, I use in or incorporate into a MICROSOFT product, program, process, or machine, an Invention owned by me or which I have an interest, MICROSOFT is hereby granted and shall have an exclusive royalty-free, irrevocable,

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**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**



worldwide license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.

6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, MICROSOFT is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to MICROSOFT as stated above, I hereby irrevocably designate and appoint MICROSOFT and its duly authorised officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of U.S., Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at MICROSOFT's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my internship.

7. **Third Party Information.** I recognise that MICROSOFT has received and will receive confidential or proprietary information from third parties subject to a duty on MICROSOFT's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for MICROSOFT and consistent with MICROSOFT's agreement with such third party. I will not use such information for the benefit of anyone other than MICROSOFT or such third party, or in any manner inconsistent with any agreement between MICROSOFT and such third party of which I am made aware.

8. **Prior Employer Information.** During my internship at MICROSOFT, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of MICROSOFT, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.

9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MICROSOFT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the microcomputer market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

A handwritten signature in blue ink, appearing to read "Anand Singh".

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**



10. **Term of Internship.** I acknowledge that my internship will be of a definite duration as specified in the offer letter, or as otherwise indicated to me. Either MICROSOFT or I will be free to terminate this internship relationship at any time during the above-mentioned period, with or without cause and in accordance with the Agreement signed by me with MICROSOFT. I also acknowledge that any representations to the contrary are unauthorised and void, unless contained in a separate agreement signed by an officer of MICROSOFT.

11. **Return of Materials.** At the time I end my internship with MICROSOFT, I will return to MICROSOFT all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to MICROSOFT.

12. **Non-Competition.** For a period of six months after termination of my internship, I will not accept employment or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while interning at MICROSOFT.

13. **Non-Solicitation.** While an intern at MICROSOFT and for a period of one year from the termination of my internship, I will not induce or attempt to influence directly or indirectly, any employee or intern of MICROSOFT to terminate his/her employment or internship with MICROSOFT or to work for me or any other person or entity.

14. **Personal Property.** I agree that MICROSOFT will not be responsible for loss, disappearance, or damage to personal property on MICROSOFT premises, or if applicable, on residential premises subsidized by MICROSOFT (including apartments or temporary housing). I hereby release, discharge, and hold MICROSOFT harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.

15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to MICROSOFT, and MICROSOFT shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.

16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.

17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed so as to afford MICROSOFT the maximum protection permissible by law. If any provision of this Agreement

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**Signature of Candidate**

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is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party. The terms and conditions of this Agreement shall survive termination of my internship.

18. **Effective Date.** I agree that the terms and grants contained in this Agreement shall apply from the first day that I effectively join or joined MICROSOFT, or as per the start date indicated in my offer letter, whichever is earlier.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this day of , .

---

**(Signature)**

Inventions listed on attached:  Yes  No

---

**Witness**

The following documents/information are required by us on the date of joining.

- Signed Offer Letter
- Signed NDA-signed on each page
- Copy of PAN Card
- Emergency Contact Details
  - o Emergency contact name, relationship, address, work and home phone
  - o Marital Status
  - o Date of Birth
  - o Current Address and home phone number

By checking this box, you are acknowledging that you have received and read this document.

**Signature of Candidate**

**Microsoft India (R&D) Pvt. Ltd.**

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.  
CIN: U72200DL1998PTC093824

Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



27-April-2022  
Sejal Kshirsagar

Dear Sejal,

We are pleased to offer you an internship at **Northern Operating Services Private Limited** on the terms set out in this agreement (**Agreement**) below.

## 1. Internship

The content of your internship program will be determined by Northern. You will be advised of your main point of contact for further guidance during your internship program once you have joined the program. The purpose of this internship program is to provide you with relevant guidance and experience that will be helpful in your future career. In furtherance of this, you may be asked to execute various assignments/tasks from time to time during the course of your internship. You are expected to use your best efforts in performing and delivering the tasks for Northern. During the tenure of your internship, you should work closely with your manager **Rajesh Puvvada, Practice CAO** who will guide you and review your assignments/tasks.

- (a) During your internship with Northern, you will be working from home. However, if required and at Northern's request, you may have to work from Northern's office in **Bangalore**.
- (b) In case you are offered employment by another organisation during your internship, you must communicate this to your manager, and take prior approval to end this internship before accepting such offer of employment.
- (c) It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by Northern upon completion of your internship.

## 2. Stipend and Certificate

- (a) You will be paid a stipend of **INR 50,000** per month, payable monthly on Northern scheduled pay dates, subject to applicable deductions. The stipend paid to you is not and shall not be construed as 'wages' for the purpose of any employment statute.
- (b) You will be reimbursed the two-way travel expenses incurred by you for your travel to Pune / Bangalore upon producing the relevant bills and vouchers. This will cover the lowest non-refundable cost of travel.
- (c) You will be eligible to access Northern's transport facility to travel to and from Northern offices (when required).



Regd Off:  
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Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



- (d) You will not be entitled to any other allowances or benefits given to the regular employees of Northern other than those set out in this Agreement unless otherwise agreed in writing by Northern or required by Law.
- (e) On your successful completion of the internship program, you will be provided an internship certificate by Northern confirming the duration of your internship.

### **3. Term of the Internship**

- (a) Your internship program shall be for a maximum term of **12 weeks**, starting on **01-June-2022** up until **10-August-2022**.

### **4. Working Hours and Leave**

- (a) During the course of your internship, you would be required to be available for 40 hours a week.
- (b) During the course of your internship, in case you require to take leave for any personal emergencies, you would be required to take approval from your manager prior to taking such leave.

### **5. Termination**

- (a) During your internship program, either party may terminate this Agreement by giving 1 weeks' notice in writing.
- (b) Northern shall be entitled to terminate this Agreement with immediate effect (but without prejudice to the rights and remedies of Northern for any breach of this Agreement and to your continuing obligations under this Agreement) if you are guilty of dishonesty or serious or persistent misconduct, or without reasonable cause neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe Company's disciplinary rules or any other applicable regulations of Northern.

### **6. Limited Authority**

You will not enter into any commitments or dealings on behalf of Northern or be a party to any alteration of any principle or policy of Northern or exceed the authority or direction vested in you without the previous sanction of Northern or those in authority over you. Any violation of this may lead to termination of your internship program with immediate effect.

### **7. Confidentiality/Intellectual Property**



Regd Off:  
Northern Operating Services Pvt. Ltd.  
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Bangalore, 560 103,  
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SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
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EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



- (a) You shall keep confidential all the information and material provided to you by Northern concerning their affairs or any information that comes to your knowledge during the course of the internship program, except as required to perform tasks during the course of your internship. Your obligation to keep such information confidential shall remain valid even on the termination or cancellation of your internship.
- (b) You shall also keep your internship terms and conditions strictly confidential. Any disclosure will constitute a breach of this Agreement and may result in termination of this Agreement.
- (c) You may be required to be involved in developing material for Northern's requirements. Any material or intellectual property so developed shall be the exclusive property of Northern and you shall not use the same in any personal capacity, during the term of the internship program or at any point in time thereafter. You agree to assist and cooperate with Northern in perfecting its rights in all such materials and intellectual property.
- (d) You shall also disclose to Northern any discovery, invention (whether patentable or not and whether or not patent protection has been applied for or granted), process or improvement made or discovered by you while with Northern and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of Northern. Northern shall have a right to freely develop and alter such material and intellectual property rights and license and assign them to third parties.

## 8. Non-compete and Non-solicit

You acknowledge that during the course of your internship with Northern, you may become familiar with Company's trade secrets and the other confidential information concerning Northern, its associates, related companies and that your work may be of a special, unique and extraordinary value to Company. You agree that during the term hereof –

- (i) you shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business similar to or in competition with Northern.
- (ii) you shall not directly or indirectly solicit, encourage, or induce any employee, agent, vendor, or consultant to terminate his/her employment with Northern.

## 9. Return of Company Property

On expiry or earlier termination of this Agreement, you will be responsible for the safe return of all the properties of Northern including any drawings, software, notebooks, manuals, documents, computerization of technical data, specifications, files, memoranda, or other records of any nature belonging to Northern or any reproduction thereof which may have been provided to you during the course of your internship with Northern or which may be in your use, custody, care or charge. For the loss of any property of Northern in your possession, Northern will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.





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## 10. Data Privacy

Prior to as well as during the course of your internship, Northern may collect personal information, including sensitive personal information such as, your bank details, medical records and history, etc. as it may deem necessary, from time to time, for the purposes of your internship. You hereby acknowledge and grant your consent to Northern collecting, using, processing, storing, disclosing, and transferring, whether to the parent company, its subsidiaries, any other company or to third party service providers, within or outside India, any such personal information (including sensitive personal information) relating to you. Refer to the attached Intern Data Privacy Notice for more details.

## 11. Surveillance

You agree and understand that Northern may use various modes to ensure that the internet, email facilities and other communication systems provided by Northern are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited by you. For the purpose of safeguarding Northern's confidential and proprietary information, Northern shall have the right to monitor any personal e-mail or social media forum that may be accessible to you from Northern including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc. Northern also reserves the right to monitor your activities using various security measures including but not limited to closed circuit television systems. These may be installed on Northern's premises overtly or covertly to ensure that you do not participate or propagate any activities which are or could be prejudicial to Northern's business interests or which could bring it into disrepute.

## 12. Tax Liability

You will arrange to take care of your tax liabilities as may be applicable to the aforesaid stipend payments, and Northern will not be liable for the same. All stipend and other payments (if any) to you may be subject to tax withholding in accordance with applicable laws.

## 13. Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of India. The courts in Bangalore will have exclusive jurisdiction in relation to all disputes arising out of this Agreement.



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This Agreement constitutes the entire terms and conditions governing your engagement as an intern with Northern.

If the terms and conditions of this Agreement are understood and accepted, please sign and return the attached copy of this Agreement.

Yours sincerely,

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

### **Acknowledgement**

I **Sejal Kshirsagar**, hereby accept that I understand and agree to execute the internship assignment on the terms and conditions set out in the foregoing Agreement.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





## INTERN DATA PRIVACY NOTICE

### 1. INTRODUCTION

In order to comply with the applicable data protection legislation, Northern Operating Services Private Limited (2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bengaluru 560037) and Northern Operating Solutions Private Limited (8th and 9th Floor, Tower B, Eon Phase II, SEZ, Survey No- 72/2/1, Kharadi, Pune-411014) ("**Northern**") has prepared this Data Privacy Notice ("**Notice**") to outline our practices regarding the collection, use and disclosure of individually identifiable information ("**Personal Data**") about you.

### 2. PURPOSE FOR WHICH PERSONAL DATA IS TO BE COLLECTED, USED AND/OR DISCLOSED

The following are the purposes for which Northern may collect, hold, or process personal data about you.

- a) facilitating, processing, dealing with, administering, managing, maintaining and/or terminating your internship relationship with us, including but not limited dealing with and/or recording your achievements or progress, training programmes (whether conducted by us or by third parties) including determining your suitability for the same and which may require us to disclose your personal data to the providers of such training programmes, dealing with insurance checks, payroll administration, performance appraisal, job assessment, compensation, planning and organisation, monitoring compliance with internal rules of Northern including without limitation the India handbook and code of business conduct; conducting investigations related to compliance with Northern policies or applicable law;
- b) dealing with conflict of interests;
- c) supporting, dealing with and/or administering your health needs, medical needs, safety and welfare requirements (all of which may or may not be provided by us at our absolute discretion);
- d) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars, and/or your interest or participation in any events, seminars, and/or other opportunities that we may (at our discretion) make available to interns;
- e) dealing with, monitoring, administering and/or managing your use of infrastructure, equipment or facilities that may be provided by us including but not limited to provision of IT (information technology) equipment and services. Without prejudice to the generality of the aforesaid, this includes monitoring and surveillance of all your electronic communications and contents thereof (whether personal or business related) that are sent or received through our infrastructure, equipment or facilities as well as your Internet



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usage/browsing. Purpose of surveillance and monitoring being to fulfil the organisation's compliance with laws applicable to Northern Trust's Legal Entities;

- f) contacting you or communicating with you via phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your internship relationship with us such as but not limited to communicating with you for administrative matters and sending you correspondence. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- g) facilitating communication with you or your nominated contacts in an emergency, such as but not limited to medical emergency, flood etc;
- h) carrying out due diligence or other screening activities in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
- i) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your internship relationship or any other matter arising from, dealing with or related to your internship relationship with us, and whether or not there is any suspicion of the aforementioned; and/or investigating any alleged or actual fraud, misconduct or unlawful conduct within Northern and/or the Northern Trust group of companies;
- j) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, as well as rules, guidelines or notices issued by applicable regulatory authorities, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in India or elsewhere, with which we are expected to comply, and/or complying with Northern's internal policies;
- k) facilitating and/or administering tax related requirements, deductions or matters relating to your stipend payment such as but not limited to disclosure of your Personal Data to the Inland Revenue Authority of India;
- l) dealing with, handling and/or conducting disciplinary, security and/or quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of our offices for security reasons and you acknowledge that your Personal Data will be collected by such cameras and processed by us consequently;
- m) responding to and/or dealing with legal process, pursuing legal rights and remedies, defending or pursuing litigation or claims and managing any complaints or claims;



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- n) record-keeping purposes and producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements;
- o) storage, hosting, back-up and/or disaster recovery, of your Personal Data;
- p) dealing with references or reference checks (or opinions) pertaining to you. In this regard, you agree that we may obtain Personal Data, references or opinions or reference checks, about you, from various sources or third parties without any need for your further consent, to determine your suitability for internship;
- q) facilitating, dealing with and/or administering external audit(s) or internal audit(s) of the business(es), transactions, processes, policies, practices and/or systems of Northern;
- r) any other purposes for which we have obtained your express consent.

(collectively, the “**Purposes**”).

### 3. DESCRIPTION OF PERSONAL DATA

The following are the types of Personal Data which Northern may collect, use and disclose (although the list is not exhaustive):

- (a) Personal identifiers such as your name, gender, date and country of birth, nationality, race, marital status, residential and personal email addresses, telephone and mobile numbers, National Registration Identity Number, Foreign Identification Number, Tax Payer Identification Number, passport details, Emergency Contact Person Details (Name/Tel/Address/Relationship).
- (b) Financial or other identifiers such as your bank account details.
- (c) Personal details including photographs, closed circuit television footage, personality, character, interests, leisure activities, physical and mental health records, disabilities, infirmities, racial or ethnic origin, religion, electoral register status, psychometric and ability test results.
- (d) Relationships to other employees.
- (e) Immigration status and details, work permit details.
- (f) Curriculum vitae, including academic record, qualifications and skills, membership of committees and/or professional bodies.
- (g) Background records including periodic checks on criminal records etc., if applicable.
- (h) Financial details including bank account, income, assets, investments, loans, mortgages, credits, payments, deductions, Court judgments, bankruptcy details, attachment of earnings details.





- (i) Membership of voluntary or charitable bodies, public offices held, other employment.
- (j) Details of any criminal, court, tribunal or inquiry proceedings, including motoring or other arrests, judgements or convictions.
- (k) Security details including system and building log in and access records.
- (l) Insurance details.
- (m) Agreements or contracts.
- (n) In situations like a pandemic (e.g. COVID-19), personal information necessary to protect the health and safety of the workforce and comply with local laws and regulations, including, but not limited to positive confirmations of infection (of you and/or members of your family / dependants).
- (o) Any other Personal Data necessary for the conduct of the Internship Agreement between Northern and the data subjects.

If you provide Northern with individually identifiable information about members of your family and/or other dependents (e.g., for emergency contact) ("**Dependent Personal Data**"), it is your responsibility to inform them of the purposes for which such Dependent Personal Data is being provided and to obtain the consent of those individuals (provided they are legally competent to give their consent) to the processing (including transfer) of that Dependent Personal Data as set out in this Notice. You confirm that you have or will have obtained their consent prior to your provision of the Dependent Personal Data to Northern.

#### **4. DISCLOSURE OF PERSONAL DATA**

4.1 For one or more of the purposes set out in section 2 above, Northern may disclose Personal Data about you where appropriate, to:

- (a) employees of Northern;
- (b) successors in title of Northern or other current or potential transaction partners;
- (c) Northern affiliates;
- (d) external auditors;
- (e) regulatory, enforcement and government authorities;
- (f) service providers and suppliers of goods or services to Northern;
- (g) in situations like a pandemic, processing of your personal information including disclosure to third parties or public health authorities where required under local law or regulation; and



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- (h) current, past and potential recipients, customers or clients for the goods or services of Northern,  
  
(collectively, the “**Local Recipients**”).

## 5. OVERSEAS TRANSFERS

Because Northern uses Internet, e-mail and other means of telecommunication, Personal Data about you may be transmitted within Northern and to its affiliates, and may be sent to employees of these entities when they are working overseas, or to external auditors, advisors or consultants, regulatory and government authorities, service providers, including their overseas affiliates, suppliers of goods or services to Northern or current, past and potential recipients, customers or clients for the goods or services of Northern, or to any other categories of recipients noted in this document, in countries whose data protection laws may not be as comprehensive as those of India, (collectively the “**Foreign Recipients**”) for one or more of the purposes listed in Clause 2 herein.

## 6. ACCURACY OF AND ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access Personal Data held about you (with the exception of any documents that are subject to legal privilege, that provide Personal Data about Northern Trust employees, or that otherwise are not subject to access rights). In addition, to the extent required by applicable law, you have the right to have inaccurate Personal Data corrected or removed and to object to the processing of your Personal Data as described in this Notice for legitimate purposes. If you wish to access such Personal Data, you should apply in writing to the email address set out in Section 9 below.

To assist us in maintaining accurate Personal Data you must advise Northern of any changes to your Personal Data. In the event that Northern becomes aware of any inaccuracy in the Personal Data that Northern has recorded, Northern will correct that inaccuracy at the earliest practical opportunity.

## 7. SECURITY AND RETENTION

Northern maintains appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction, or accidental loss, alteration, unauthorized disclosure or access, in compliance with applicable regulations.

We will retain your personal data only so long as it is required for purposes for which it was collected. This will usually be the period of your internship/contract with us plus the length of any applicable statutory limitation period following your departure. Northern will not keep your data for longer than is necessary for the purpose for which it was obtained, except where required by law or due to other circumstances such as litigation or criminal or governmental investigation.



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## 8. CHANGES TO THE PRIVACY NOTICE

Northern will inform you of any changes to the description of Personal Data or the purposes for which Personal Data are held or used.

## 9. QUESTIONS OR GUIDANCE

Should you have any questions in respect of this Notice, please contact your Data Grievance Officer, the general email address is [Privacy\\_Compliance@ntrs.com](mailto:Privacy_Compliance@ntrs.com).

## ACKNOWLEDGEMENT

I **Sejal Kshirsagar** confirm that I have read, understood, and accept the terms of this privacy notice. This Privacy Notice will be updated from time to time in accordance with relevant regulations and you will be required to acknowledge the updated versions as they become available.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





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28-April-2022  
Yuga Tharkude

Dear Yuga,

We are pleased to offer you an internship at **Northern Operating Services Private Limited** on the terms set out in this agreement (**Agreement**) below.

## 1. Internship

The content of your internship program will be determined by Northern. You will be advised of your main point of contact for further guidance during your internship program once you have joined the program. The purpose of this internship program is to provide you with relevant guidance and experience that will be helpful in your future career. In furtherance of this, you may be asked to execute various assignments/tasks from time to time during the course of your internship. You are expected to use your best efforts in performing and delivering the tasks for Northern. During the tenure of your internship, you should work closely with your manager **Rajesh Puvvada, Practice CAO** who will guide you and review your assignments/tasks.

- (a) During your internship with Northern, you will be working from home. However, if required and at Northern's request, you may have to work from Northern's office in **Bangalore**.
- (b) In case you are offered employment by another organisation during your internship, you must communicate this to your manager, and take prior approval to end this internship before accepting such offer of employment.
- (c) It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by Northern upon completion of your internship.

## 2. Stipend and Certificate

- (a) You will be paid a stipend of **INR 50,000** per month, payable monthly on Northern scheduled pay dates, subject to applicable deductions. The stipend paid to you is not and shall not be construed as 'wages' for the purpose of any employment statute.
- (b) You will be reimbursed the two-way travel expenses incurred by you for your travel to Pune / Bangalore upon producing the relevant bills and vouchers. This will cover the lowest non-refundable cost of travel.
- (c) You will be eligible to access Northern's transport facility to travel to and from Northern offices (when required).



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- (d) You will not be entitled to any other allowances or benefits given to the regular employees of Northern other than those set out in this Agreement unless otherwise agreed in writing by Northern or required by Law.
- (e) On your successful completion of the internship program, you will be provided an internship certificate by Northern confirming the duration of your internship.

### 3. Term of the Internship

- (a) Your internship program shall be for a maximum term of **12 weeks**, starting on **01-June-2022** up until **10-August-2022**.

### 4. Working Hours and Leave

- (a) During the course of your internship, you would be required to be available for 40 hours a week.
- (b) During the course of your internship, in case you require to take leave for any personal emergencies, you would be required to take approval from your manager prior to taking such leave.

### 5. Termination

- (a) During your internship program, either party may terminate this Agreement by giving 1 weeks' notice in writing.
- (b) Northern shall be entitled to terminate this Agreement with immediate effect (but without prejudice to the rights and remedies of Northern for any breach of this Agreement and to your continuing obligations under this Agreement) if you are guilty of dishonesty or serious or persistent misconduct, or without reasonable cause neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe Company's disciplinary rules or any other applicable regulations of Northern.

### 6. Limited Authority

You will not enter into any commitments or dealings on behalf of Northern or be a party to any alteration of any principle or policy of Northern or exceed the authority or direction vested in you without the previous sanction of Northern or those in authority over you. Any violation of this may lead to termination of your internship program with immediate effect.

### 7. Confidentiality/Intellectual Property



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- (a) You shall keep confidential all the information and material provided to you by Northern concerning their affairs or any information that comes to your knowledge during the course of the internship program, except as required to perform tasks during the course of your internship. Your obligation to keep such information confidential shall remain valid even on the termination or cancellation of your internship.
- (b) You shall also keep your internship terms and conditions strictly confidential. Any disclosure will constitute a breach of this Agreement and may result in termination of this Agreement.
- (c) You may be required to be involved in developing material for Northern's requirements. Any material or intellectual property so developed shall be the exclusive property of Northern and you shall not use the same in any personal capacity, during the term of the internship program or at any point in time thereafter. You agree to assist and cooperate with Northern in perfecting its rights in all such materials and intellectual property.
- (d) You shall also disclose to Northern any discovery, invention (whether patentable or not and whether or not patent protection has been applied for or granted), process or improvement made or discovered by you while with Northern and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of Northern. Northern shall have a right to freely develop and alter such material and intellectual property rights and license and assign them to third parties.

## **8. Non-compete and Non-solicit**

You acknowledge that during the course of your internship with Northern, you may become familiar with Company's trade secrets and the other confidential information concerning Northern, its associates, related companies and that your work may be of a special, unique and extraordinary value to Company. You agree that during the term hereof –

- (i) you shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business similar to or in competition with Northern.
- (ii) you shall not directly or indirectly solicit, encourage, or induce any employee, agent, vendor, or consultant to terminate his/her employment with Northern.

## **9. Return of Company Property**

On expiry or earlier termination of this Agreement, you will be responsible for the safe return of all the properties of Northern including any drawings, software, notebooks, manuals, documents, computerization of technical data, specifications, files, memoranda, or other records of any nature belonging to Northern or any reproduction thereof which may have been provided to you during the course of your internship with Northern or which may be in your use, custody, care or charge. For the loss of any property of Northern in your possession, Northern will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.



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## 10. Data Privacy

Prior to as well as during the course of your internship, Northern may collect personal information, including sensitive personal information such as, your bank details, medical records and history, etc. as it may deem necessary, from time to time, for the purposes of your internship. You hereby acknowledge and grant your consent to Northern collecting, using, processing, storing, disclosing, and transferring, whether to the parent company, its subsidiaries, any other company or to third party service providers, within or outside India, any such personal information (including sensitive personal information) relating to you. Refer to the attached Intern Data Privacy Notice for more details.

## 11. Surveillance

You agree and understand that Northern may use various modes to ensure that the internet, email facilities and other communication systems provided by Northern are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited by you. For the purpose of safeguarding Northern's confidential and proprietary information, Northern shall have the right to monitor any personal e-mail or social media forum that may be accessible to you from Northern including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc. Northern also reserves the right to monitor your activities using various security measures including but not limited to closed circuit television systems. These may be installed on Northern's premises overtly or covertly to ensure that you do not participate or propagate any activities which are or could be prejudicial to Northern's business interests or which could bring it into disrepute.

## 12. Tax Liability

You will arrange to take care of your tax liabilities as may be applicable to the aforesaid stipend payments, and Northern will not be liable for the same. All stipend and other payments (if any) to you may be subject to tax withholding in accordance with applicable laws.

## 13. Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of India. The courts in Bangalore will have exclusive jurisdiction in relation to all disputes arising out of this Agreement.



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CIN - U72300KA2005PTC048089

SEZ Unit:  
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Maharashtra, India.  
Main - +91(20) 48538200



This Agreement constitutes the entire terms and conditions governing your engagement as an intern with Northern.

If the terms and conditions of this Agreement are understood and accepted, please sign and return the attached copy of this Agreement.

Yours sincerely,

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

### **Acknowledgement**

I **Yuga Tharkude**, hereby accept that I understand and agree to execute the internship assignment on the terms and conditions set out in the foregoing Agreement.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





## INTERN DATA PRIVACY NOTICE

### 1. INTRODUCTION

In order to comply with the applicable data protection legislation, Northern Operating Services Private Limited (2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bengaluru 560037) and Northern Operating Solutions Private Limited (8th and 9th Floor, Tower B, Eon Phase II, SEZ, Survey No- 72/2/1, Kharadi, Pune-411014) ("**Northern**") has prepared this Data Privacy Notice ("**Notice**") to outline our practices regarding the collection, use and disclosure of individually identifiable information ("**Personal Data**") about you.

### 2. PURPOSE FOR WHICH PERSONAL DATA IS TO BE COLLECTED, USED AND/OR DISCLOSED

The following are the purposes for which Northern may collect, hold, or process personal data about you.

- a) facilitating, processing, dealing with, administering, managing, maintaining and/or terminating your internship relationship with us, including but not limited dealing with and/or recording your achievements or progress, training programmes (whether conducted by us or by third parties) including determining your suitability for the same and which may require us to disclose your personal data to the providers of such training programmes, dealing with insurance checks, payroll administration, performance appraisal, job assessment, compensation, planning and organisation, monitoring compliance with internal rules of Northern including without limitation the India handbook and code of business conduct; conducting investigations related to compliance with Northern policies or applicable law;
- b) dealing with conflict of interests;
- c) supporting, dealing with and/or administering your health needs, medical needs, safety and welfare requirements (all of which may or may not be provided by us at our absolute discretion);
- d) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars, and/or your interest or participation in any events, seminars, and/or other opportunities that we may (at our discretion) make available to interns;
- e) dealing with, monitoring, administering and/or managing your use of infrastructure, equipment or facilities that may be provided by us including but not limited to provision of IT (information technology) equipment and services. Without prejudice to the generality of the aforesaid, this includes monitoring and surveillance of all your electronic communications and contents thereof (whether personal or business related) that are sent or received through our infrastructure, equipment or facilities as well as your Internet



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usage/browsing. Purpose of surveillance and monitoring being to fulfil the organisation's compliance with laws applicable to Northern Trust's Legal Entities;

- f) contacting you or communicating with you via phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your internship relationship with us such as but not limited to communicating with you for administrative matters and sending you correspondence. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- g) facilitating communication with you or your nominated contacts in an emergency, such as but not limited to medical emergency, flood etc;
- h) carrying out due diligence or other screening activities in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
- i) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your internship relationship or any other matter arising from, dealing with or related to your internship relationship with us, and whether or not there is any suspicion of the aforementioned; and/or investigating any alleged or actual fraud, misconduct or unlawful conduct within Northern and/or the Northern Trust group of companies;
- j) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, as well as rules, guidelines or notices issued by applicable regulatory authorities, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in India or elsewhere, with which we are expected to comply, and/or complying with Northern's internal policies;
- k) facilitating and/or administering tax related requirements, deductions or matters relating to your stipend payment such as but not limited to disclosure of your Personal Data to the Inland Revenue Authority of India;
- l) dealing with, handling and/or conducting disciplinary, security and/or quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of our offices for security reasons and you acknowledge that your Personal Data will be collected by such cameras and processed by us consequently;
- m) responding to and/or dealing with legal process, pursuing legal rights and remedies, defending or pursuing litigation or claims and managing any complaints or claims;



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- n) record-keeping purposes and producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements;
- o) storage, hosting, back-up and/or disaster recovery, of your Personal Data;
- p) dealing with references or reference checks (or opinions) pertaining to you. In this regard, you agree that we may obtain Personal Data, references or opinions or reference checks, about you, from various sources or third parties without any need for your further consent, to determine your suitability for internship;
- q) facilitating, dealing with and/or administering external audit(s) or internal audit(s) of the business(es), transactions, processes, policies, practices and/or systems of Northern;
- r) any other purposes for which we have obtained your express consent.

(collectively, the “**Purposes**”).

### 3. DESCRIPTION OF PERSONAL DATA

The following are the types of Personal Data which Northern may collect, use and disclose (although the list is not exhaustive):

- (a) Personal identifiers such as your name, gender, date and country of birth, nationality, race, marital status, residential and personal email addresses, telephone and mobile numbers, National Registration Identity Number, Foreign Identification Number, Tax Payer Identification Number, passport details, Emergency Contact Person Details (Name/Tel/Address/Relationship).
- (b) Financial or other identifiers such as your bank account details.
- (c) Personal details including photographs, closed circuit television footage, personality, character, interests, leisure activities, physical and mental health records, disabilities, infirmities, racial or ethnic origin, religion, electoral register status, psychometric and ability test results.
- (d) Relationships to other employees.
- (e) Immigration status and details, work permit details.
- (f) Curriculum vitae, including academic record, qualifications and skills, membership of committees and/or professional bodies.
- (g) Background records including periodic checks on criminal records etc., if applicable.
- (h) Financial details including bank account, income, assets, investments, loans, mortgages, credits, payments, deductions, Court judgments, bankruptcy details, attachment of earnings details.







- (i) Membership of voluntary or charitable bodies, public offices held, other employment.
- (j) Details of any criminal, court, tribunal or inquiry proceedings, including motoring or other arrests, judgements or convictions.
- (k) Security details including system and building log in and access records.
- (l) Insurance details.
- (m) Agreements or contracts.
- (n) In situations like a pandemic (e.g. COVID-19), personal information necessary to protect the health and safety of the workforce and comply with local laws and regulations, including, but not limited to positive confirmations of infection (of you and/or members of your family / dependants).
- (o) Any other Personal Data necessary for the conduct of the Internship Agreement between Northern and the data subjects.

If you provide Northern with individually identifiable information about members of your family and/or other dependents (e.g., for emergency contact) ("**Dependent Personal Data**"), it is your responsibility to inform them of the purposes for which such Dependent Personal Data is being provided and to obtain the consent of those individuals (provided they are legally competent to give their consent) to the processing (including transfer) of that Dependent Personal Data as set out in this Notice. You confirm that you have or will have obtained their consent prior to your provision of the Dependent Personal Data to Northern.

#### 4. DISCLOSURE OF PERSONAL DATA

4.1 For one or more of the purposes set out in section 2 above, Northern may disclose Personal Data about you where appropriate, to:

- (a) employees of Northern;
- (b) successors in title of Northern or other current or potential transaction partners;
- (c) Northern affiliates;
- (d) external auditors;
- (e) regulatory, enforcement and government authorities;
- (f) service providers and suppliers of goods or services to Northern;
- (g) in situations like a pandemic, processing of your personal information including disclosure to third parties or public health authorities where required under local law or regulation; and



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- (h) current, past and potential recipients, customers or clients for the goods or services of Northern,  
  
(collectively, the “**Local Recipients**”).

## 5. OVERSEAS TRANSFERS

Because Northern uses Internet, e-mail and other means of telecommunication, Personal Data about you may be transmitted within Northern and to its affiliates, and may be sent to employees of these entities when they are working overseas, or to external auditors, advisors or consultants, regulatory and government authorities, service providers, including their overseas affiliates, suppliers of goods or services to Northern or current, past and potential recipients, customers or clients for the goods or services of Northern, or to any other categories of recipients noted in this document, in countries whose data protection laws may not be as comprehensive as those of India, (collectively the “**Foreign Recipients**”) for one or more of the purposes listed in Clause 2 herein.

## 6. ACCURACY OF AND ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access Personal Data held about you (with the exception of any documents that are subject to legal privilege, that provide Personal Data about Northern Trust employees, or that otherwise are not subject to access rights). In addition, to the extent required by applicable law, you have the right to have inaccurate Personal Data corrected or removed and to object to the processing of your Personal Data as described in this Notice for legitimate purposes. If you wish to access such Personal Data, you should apply in writing to the email address set out in Section 9 below.

To assist us in maintaining accurate Personal Data you must advise Northern of any changes to your Personal Data. In the event that Northern becomes aware of any inaccuracy in the Personal Data that Northern has recorded, Northern will correct that inaccuracy at the earliest practical opportunity.

## 7. SECURITY AND RETENTION

Northern maintains appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction, or accidental loss, alteration, unauthorized disclosure or access, in compliance with applicable regulations.

We will retain your personal data only so long as it is required for purposes for which it was collected. This will usually be the period of your internship/contract with us plus the length of any applicable statutory limitation period following your departure. Northern will not keep your data for longer than is necessary for the purpose for which it was obtained, except where required by law or due to other circumstances such as litigation or criminal or governmental investigation.



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## 8. CHANGES TO THE PRIVACY NOTICE

Northern will inform you of any changes to the description of Personal Data or the purposes for which Personal Data are held or used.

## 9. QUESTIONS OR GUIDANCE

Should you have any questions in respect of this Notice, please contact your Data Grievance Officer, the general email address is [Privacy\\_Compliance@ntrs.com](mailto:Privacy_Compliance@ntrs.com).

## ACKNOWLEDGEMENT

I **Yuga Tharkude** confirm that I have read, understood, and accept the terms of this privacy notice. This Privacy Notice will be updated from time to time in accordance with relevant regulations and you will be required to acknowledge the updated versions as they become available.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.



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28-April-2022  
Yutika Patel

Dear Yutika,

We are pleased to offer you an internship at **Northern Operating Services Private Limited** on the terms set out in this agreement (**Agreement**) below.

## 1. Internship

The content of your internship program will be determined by Northern. You will be advised of your main point of contact for further guidance during your internship program once you have joined the program. The purpose of this internship program is to provide you with relevant guidance and experience that will be helpful in your future career. In furtherance of this, you may be asked to execute various assignments/tasks from time to time during the course of your internship. You are expected to use your best efforts in performing and delivering the tasks for Northern. During the tenure of your internship, you should work closely with your manager **Rajesh Puvvada, Practice CAO** who will guide you and review your assignments/tasks.

- (a) During your internship with Northern, you will be working from home. However, if required and at Northern's request, you may have to work from Northern's office in **Bangalore**.
- (b) In case you are offered employment by another organisation during your internship, you must communicate this to your manager, and take prior approval to end this internship before accepting such offer of employment.
- (c) It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by Northern upon completion of your internship.

## 2. Stipend and Certificate

- (a) You will be paid a stipend of **INR 50,000** per month, payable monthly on Northern scheduled pay dates, subject to applicable deductions. The stipend paid to you is not and shall not be construed as 'wages' for the purpose of any employment statute.
- (b) You will be reimbursed the two-way travel expenses incurred by you for your travel to Pune / Bangalore upon producing the relevant bills and vouchers. This will cover the lowest non-refundable cost of travel.
- (c) You will be eligible to access Northern's transport facility to travel to and from Northern offices (when required).



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- (d) You will not be entitled to any other allowances or benefits given to the regular employees of Northern other than those set out in this Agreement unless otherwise agreed in writing by Northern or required by Law.
- (e) On your successful completion of the internship program, you will be provided an internship certificate by Northern confirming the duration of your internship.

### 3. Term of the Internship

- (a) Your internship program shall be for a maximum term of **12** weeks, starting on **01-June-2022** up until **10-August-2022**.

### 4. Working Hours and Leave

- (a) During the course of your internship, you would be required to be available for 40 hours a week.
- (b) During the course of your internship, in case you require to take leave for any personal emergencies, you would be required to take approval from your manager prior to taking such leave.

### 5. Termination

- (a) During your internship program, either party may terminate this Agreement by giving 1 weeks' notice in writing.
- (b) Northern shall be entitled to terminate this Agreement with immediate effect (but without prejudice to the rights and remedies of Northern for any breach of this Agreement and to your continuing obligations under this Agreement) if you are guilty of dishonesty or serious or persistent misconduct, or without reasonable cause neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe Company's disciplinary rules or any other applicable regulations of Northern.

### 6. Limited Authority

You will not enter into any commitments or dealings on behalf of Northern or be a party to any alteration of any principle or policy of Northern or exceed the authority or direction vested in you without the previous sanction of Northern or those in authority over you. Any violation of this may lead to termination of your internship program with immediate effect.

### 7. Confidentiality/Intellectual Property



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- (a) You shall keep confidential all the information and material provided to you by Northern concerning their affairs or any information that comes to your knowledge during the course of the internship program, except as required to perform tasks during the course of your internship. Your obligation to keep such information confidential shall remain valid even on the termination or cancellation of your internship.
- (b) You shall also keep your internship terms and conditions strictly confidential. Any disclosure will constitute a breach of this Agreement and may result in termination of this Agreement.
- (c) You may be required to be involved in developing material for Northern's requirements. Any material or intellectual property so developed shall be the exclusive property of Northern and you shall not use the same in any personal capacity, during the term of the internship program or at any point in time thereafter. You agree to assist and cooperate with Northern in perfecting its rights in all such materials and intellectual property.
- (d) You shall also disclose to Northern any discovery, invention (whether patentable or not and whether or not patent protection has been applied for or granted), process or improvement made or discovered by you while with Northern and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of Northern. Northern shall have a right to freely develop and alter such material and intellectual property rights and license and assign them to third parties.

## **8. Non-compete and Non-solicit**

You acknowledge that during the course of your internship with Northern, you may become familiar with Company's trade secrets and the other confidential information concerning Northern, its associates, related companies and that your work may be of a special, unique and extraordinary value to Company. You agree that during the term hereof –

- (i) you shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business similar to or in competition with Northern.
- (ii) you shall not directly or indirectly solicit, encourage, or induce any employee, agent, vendor, or consultant to terminate his/her employment with Northern.

## **9. Return of Company Property**

On expiry or earlier termination of this Agreement, you will be responsible for the safe return of all the properties of Northern including any drawings, software, notebooks, manuals, documents, computerization of technical data, specifications, files, memoranda, or other records of any nature belonging to Northern or any reproduction thereof which may have been provided to you during the course of your internship with Northern or which may be in your use, custody, care or charge. For the loss of any property of Northern in your possession, Northern will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.



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## 10. Data Privacy

Prior to as well as during the course of your internship, Northern may collect personal information, including sensitive personal information such as, your bank details, medical records and history, etc. as it may deem necessary, from time to time, for the purposes of your internship. You hereby acknowledge and grant your consent to Northern collecting, using, processing, storing, disclosing, and transferring, whether to the parent company, its subsidiaries, any other company or to third party service providers, within or outside India, any such personal information (including sensitive personal information) relating to you. Refer to the attached Intern Data Privacy Notice for more details.

## 11. Surveillance

You agree and understand that Northern may use various modes to ensure that the internet, email facilities and other communication systems provided by Northern are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited by you. For the purpose of safeguarding Northern's confidential and proprietary information, Northern shall have the right to monitor any personal e-mail or social media forum that may be accessible to you from Northern including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc. Northern also reserves the right to monitor your activities using various security measures including but not limited to closed circuit television systems. These may be installed on Northern's premises overtly or covertly to ensure that you do not participate or propagate any activities which are or could be prejudicial to Northern's business interests or which could bring it into disrepute.

## 12. Tax Liability

You will arrange to take care of your tax liabilities as may be applicable to the aforesaid stipend payments, and Northern will not be liable for the same. All stipend and other payments (if any) to you may be subject to tax withholding in accordance with applicable laws.

## 13. Governing Law and Dispute Resolution

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This Agreement constitutes the entire terms and conditions governing your engagement as an intern with Northern.

If the terms and conditions of this Agreement are understood and accepted, please sign and return the attached copy of this Agreement.

Yours sincerely,

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

### **Acknowledgement**

I **Yutika Patel**, hereby accept that I understand and agree to execute the internship assignment on the terms and conditions set out in the foregoing Agreement.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.







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### 1. INTRODUCTION

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### 2. PURPOSE FOR WHICH PERSONAL DATA IS TO BE COLLECTED, USED AND/OR DISCLOSED

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- b) dealing with conflict of interests;
- c) supporting, dealing with and/or administering your health needs, medical needs, safety and welfare requirements (all of which may or may not be provided by us at our absolute discretion);
- d) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars, and/or your interest or participation in any events, seminars, and/or other opportunities that we may (at our discretion) make available to interns;
- e) dealing with, monitoring, administering and/or managing your use of infrastructure, equipment or facilities that may be provided by us including but not limited to provision of IT (information technology) equipment and services. Without prejudice to the generality of the aforesaid, this includes monitoring and surveillance of all your electronic communications and contents thereof (whether personal or business related) that are sent or received through our infrastructure, equipment or facilities as well as your Internet



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Main - +91 (80) 4017 8500  
CIN – U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
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usage/browsing. Purpose of surveillance and monitoring being to fulfil the organisation's compliance with laws applicable to Northern Trust's Legal Entities;

- f) contacting you or communicating with you via phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your internship relationship with us such as but not limited to communicating with you for administrative matters and sending you correspondence. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- g) facilitating communication with you or your nominated contacts in an emergency, such as but not limited to medical emergency, flood etc;
- h) carrying out due diligence or other screening activities in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
- i) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your internship relationship or any other matter arising from, dealing with or related to your internship relationship with us, and whether or not there is any suspicion of the aforementioned; and/or investigating any alleged or actual fraud, misconduct or unlawful conduct within Northern and/or the Northern Trust group of companies;
- j) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, as well as rules, guidelines or notices issued by applicable regulatory authorities, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in India or elsewhere, with which we are expected to comply, and/or complying with Northern's internal policies;
- k) facilitating and/or administering tax related requirements, deductions or matters relating to your stipend payment such as but not limited to disclosure of your Personal Data to the Inland Revenue Authority of India;
- l) dealing with, handling and/or conducting disciplinary, security and/or quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of our offices for security reasons and you acknowledge that your Personal Data will be collected by such cameras and processed by us consequently;
- m) responding to and/or dealing with legal process, pursuing legal rights and remedies, defending or pursuing litigation or claims and managing any complaints or claims;



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- n) record-keeping purposes and producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements;
- o) storage, hosting, back-up and/or disaster recovery, of your Personal Data;
- p) dealing with references or reference checks (or opinions) pertaining to you. In this regard, you agree that we may obtain Personal Data, references or opinions or reference checks, about you, from various sources or third parties without any need for your further consent, to determine your suitability for internship;
- q) facilitating, dealing with and/or administering external audit(s) or internal audit(s) of the business(es), transactions, processes, policies, practices and/or systems of Northern;
- r) any other purposes for which we have obtained your express consent.

(collectively, the “**Purposes**”).

### 3. DESCRIPTION OF PERSONAL DATA

The following are the types of Personal Data which Northern may collect, use and disclose (although the list is not exhaustive):

- (a) Personal identifiers such as your name, gender, date and country of birth, nationality, race, marital status, residential and personal email addresses, telephone and mobile numbers, National Registration Identity Number, Foreign Identification Number, Tax Payer Identification Number, passport details, Emergency Contact Person Details (Name/Tel/Address/Relationship).
- (b) Financial or other identifiers such as your bank account details.
- (c) Personal details including photographs, closed circuit television footage, personality, character, interests, leisure activities, physical and mental health records, disabilities, infirmities, racial or ethnic origin, religion, electoral register status, psychometric and ability test results.
- (d) Relationships to other employees.
- (e) Immigration status and details, work permit details.
- (f) Curriculum vitae, including academic record, qualifications and skills, membership of committees and/or professional bodies.
- (g) Background records including periodic checks on criminal records etc., if applicable.
- (h) Financial details including bank account, income, assets, investments, loans, mortgages, credits, payments, deductions, Court judgments, bankruptcy details, attachment of earnings details.





- (i) Membership of voluntary or charitable bodies, public offices held, other employment.
- (j) Details of any criminal, court, tribunal or inquiry proceedings, including motoring or other arrests, judgements or convictions.
- (k) Security details including system and building log in and access records.
- (l) Insurance details.
- (m) Agreements or contracts.
- (n) In situations like a pandemic (e.g. COVID-19), personal information necessary to protect the health and safety of the workforce and comply with local laws and regulations, including, but not limited to positive confirmations of infection (of you and/or members of your family / dependants).
- (o) Any other Personal Data necessary for the conduct of the Internship Agreement between Northern and the data subjects.

If you provide Northern with individually identifiable information about members of your family and/or other dependents (e.g., for emergency contact) ("**Dependent Personal Data**"), it is your responsibility to inform them of the purposes for which such Dependent Personal Data is being provided and to obtain the consent of those individuals (provided they are legally competent to give their consent) to the processing (including transfer) of that Dependent Personal Data as set out in this Notice. You confirm that you have or will have obtained their consent prior to your provision of the Dependent Personal Data to Northern.

#### 4. DISCLOSURE OF PERSONAL DATA

4.1 For one or more of the purposes set out in section 2 above, Northern may disclose Personal Data about you where appropriate, to:

- (a) employees of Northern;
- (b) successors in title of Northern or other current or potential transaction partners;
- (c) Northern affiliates;
- (d) external auditors;
- (e) regulatory, enforcement and government authorities;
- (f) service providers and suppliers of goods or services to Northern;
- (g) in situations like a pandemic, processing of your personal information including disclosure to third parties or public health authorities where required under local law or regulation; and



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- (h) current, past and potential recipients, customers or clients for the goods or services of Northern,  
  
(collectively, the “**Local Recipients**”).

## 5. OVERSEAS TRANSFERS

Because Northern uses Internet, e-mail and other means of telecommunication, Personal Data about you may be transmitted within Northern and to its affiliates, and may be sent to employees of these entities when they are working overseas, or to external auditors, advisors or consultants, regulatory and government authorities, service providers, including their overseas affiliates, suppliers of goods or services to Northern or current, past and potential recipients, customers or clients for the goods or services of Northern, or to any other categories of recipients noted in this document, in countries whose data protection laws may not be as comprehensive as those of India, (collectively the “**Foreign Recipients**”) for one or more of the purposes listed in Clause 2 herein.

## 6. ACCURACY OF AND ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access Personal Data held about you (with the exception of any documents that are subject to legal privilege, that provide Personal Data about Northern Trust employees, or that otherwise are not subject to access rights). In addition, to the extent required by applicable law, you have the right to have inaccurate Personal Data corrected or removed and to object to the processing of your Personal Data as described in this Notice for legitimate purposes. If you wish to access such Personal Data, you should apply in writing to the email address set out in Section 9 below.

To assist us in maintaining accurate Personal Data you must advise Northern of any changes to your Personal Data. In the event that Northern becomes aware of any inaccuracy in the Personal Data that Northern has recorded, Northern will correct that inaccuracy at the earliest practical opportunity.

## 7. SECURITY AND RETENTION

Northern maintains appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction, or accidental loss, alteration, unauthorized disclosure or access, in compliance with applicable regulations.

We will retain your personal data only so long as it is required for purposes for which it was collected. This will usually be the period of your internship/contract with us plus the length of any applicable statutory limitation period following your departure. Northern will not keep your data for longer than is necessary for the purpose for which it was obtained, except where required by law or due to other circumstances such as litigation or criminal or governmental investigation.



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## 8. CHANGES TO THE PRIVACY NOTICE

Northern will inform you of any changes to the description of Personal Data or the purposes for which Personal Data are held or used.

## 9. QUESTIONS OR GUIDANCE

Should you have any questions in respect of this Notice, please contact your Data Grievance Officer, the general email address is [Privacy\\_Compliance@ntrs.com](mailto:Privacy_Compliance@ntrs.com).

## ACKNOWLEDGEMENT

I **Yutika Patel** confirm that I have read, understood, and accept the terms of this privacy notice. This Privacy Notice will be updated from time to time in accordance with relevant regulations and you will be required to acknowledge the updated versions as they become available.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.



Date: 24<sup>th</sup> Sep 2021

## Letter of Intent

**Dear Samruddhi Raut,**

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you Internship with **Northern Operating Solutions Private Limited** ("Northern") as "**Intern**", in our [Pune] office. The duties and responsibilities of the position are as outlined in page 2 of this letter. This letter of intent is a mutual agreement between Northern and you for Internship at Northern. Brief details of your Internship terms are outlined below.

|                      |   |
|----------------------|---|
| Date of Joining      | Will be Confirmed by HR as appropriate date approaches.   |
| Stipend              | You will be paid a stipend of INR 50,000/- payable monthly (All Inclusive). This will be credited to your bank account on the last working day of each month. |
| Period of Internship | 12 weeks  |

A detailed offer letter will follow shortly.

### **Northern Operating Solutions Private Limited**

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Samruddhi Raut, EMAILADDRESS

Start Date: Will be Confirmed by HR as appropriate date approaches.



## APAC TECH INTERNSHIP JD

THE

# NT Technology Partner

### Who we are

Northern Trust, founded in 1889 in Chicago, is a preeminent global financial institution that provides asset servicing, investment management and wealth management services for institutions, high net-worth individuals and families.

### Who we are looking for

We are looking for **Partners** to work with us in shaping the **Technology** journey at Northern Trust (NT) while creating an impact on the broader global Technology community.

### NT PARTNERS are...

- **Bold, Curious, Creative:** They neither hesitate to think differently nor to act upon their ideas
- **Adaptable:** Ambiguity brings out the best of their analytical thinking capabilities, solution-oriented approaches, and collaboration skills
- **Learn quickly, from mistakes and failures:** At NT, mistakes and failures stoke curiosity

### Work Profile

- **Project Assignments:** Develop software, and be responsible for writing high-quality, accurate, testable code
- **Programming language:** Basic understanding of any language (ex: Java)
- **Modern web application frameworks and Micro Services-based application design:** Familiarity desired
- **'T-shaped' skills:** Expertise in 1 tech skill with ability to work across technologies
- **Global Exposure:** Spread across North America, EMEA and APAC, our partners derive strength from collaboration, diversity, and inclusion
- **Flexibility:** We offer flexible work hours, in consultation with the manager





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27-April-2022  
Swikruti Madhav Maind

Dear Madhav,

We are pleased to offer you an internship at **Northern Operating Services Private Limited** on the terms set out in this agreement (**Agreement**) below.

## 1. Internship

The content of your internship program will be determined by Northern. You will be advised of your main point of contact for further guidance during your internship program once you have joined the program. The purpose of this internship program is to provide you with relevant guidance and experience that will be helpful in your future career. In furtherance of this, you may be asked to execute various assignments/tasks from time to time during the course of your internship. You are expected to use your best efforts in performing and delivering the tasks for Northern. During the tenure of your internship, you should work closely with your manager **Rajesh Puvvada, Practice CAO** who will guide you and review your assignments/tasks.

- (a) During your internship with Northern, you will be working from home. However, if required and at Northern's request, you may have to work from Northern's office in **Bangalore**.
- (b) In case you are offered employment by another organisation during your internship, you must communicate this to your manager, and take prior approval to end this internship before accepting such offer of employment.
- (c) It is clarified that you are not an "employee" or a "workman" for the purposes of any employment statute and there is no assurance or guarantee that you will be employed by Northern upon completion of your internship.

## 2. Stipend and Certificate

- (a) You will be paid a stipend of **INR 50,000** per month, payable monthly on Northern scheduled pay dates, subject to applicable deductions. The stipend paid to you is not and shall not be construed as 'wages' for the purpose of any employment statute.
- (b) You will be reimbursed the two-way travel expenses incurred by you for your travel to Pune / Bangalore upon producing the relevant bills and vouchers. This will cover the lowest non-refundable cost of travel.
- (c) You will be eligible to access Northern's transport facility to travel to and from Northern offices (when required).



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- (d) You will not be entitled to any other allowances or benefits given to the regular employees of Northern other than those set out in this Agreement unless otherwise agreed in writing by Northern or required by Law.
- (e) On your successful completion of the internship program, you will be provided an internship certificate by Northern confirming the duration of your internship.

### 3. Term of the Internship

- (a) Your internship program shall be for a maximum term of **12 weeks**, starting on **01-June-2022** up until **10-August-2022**.

### 4. Working Hours and Leave

- (a) During the course of your internship, you would be required to be available for 40 hours a week.
- (b) During the course of your internship, in case you require to take leave for any personal emergencies, you would be required to take approval from your manager prior to taking such leave.

### 5. Termination

- (a) During your internship program, either party may terminate this Agreement by giving 1 weeks' notice in writing.
- (b) Northern shall be entitled to terminate this Agreement with immediate effect (but without prejudice to the rights and remedies of Northern for any breach of this Agreement and to your continuing obligations under this Agreement) if you are guilty of dishonesty or serious or persistent misconduct, or without reasonable cause neglect or refuse to attend to your duties or fail to perform any of your obligations hereunder, or fail to observe Company's disciplinary rules or any other applicable regulations of Northern.

### 6. Limited Authority

You will not enter into any commitments or dealings on behalf of Northern or be a party to any alteration of any principle or policy of Northern or exceed the authority or direction vested in you without the previous sanction of Northern or those in authority over you. Any violation of this may lead to termination of your internship program with immediate effect.

### 7. Confidentiality/Intellectual Property



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- (a) You shall keep confidential all the information and material provided to you by Northern concerning their affairs or any information that comes to your knowledge during the course of the internship program, except as required to perform tasks during the course of your internship. Your obligation to keep such information confidential shall remain valid even on the termination or cancellation of your internship.
- (b) You shall also keep your internship terms and conditions strictly confidential. Any disclosure will constitute a breach of this Agreement and may result in termination of this Agreement.
- (c) You may be required to be involved in developing material for Northern's requirements. Any material or intellectual property so developed shall be the exclusive property of Northern and you shall not use the same in any personal capacity, during the term of the internship program or at any point in time thereafter. You agree to assist and cooperate with Northern in perfecting its rights in all such materials and intellectual property.
- (d) You shall also disclose to Northern any discovery, invention (whether patentable or not and whether or not patent protection has been applied for or granted), process or improvement made or discovered by you while with Northern and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of Northern. Northern shall have a right to freely develop and alter such material and intellectual property rights and license and assign them to third parties.

## 8. Non-compete and Non-solicit

You acknowledge that during the course of your internship with Northern, you may become familiar with Company's trade secrets and the other confidential information concerning Northern, its associates, related companies and that your work may be of a special, unique and extraordinary value to Company. You agree that during the term hereof –

- (i) you shall not directly or indirectly own, manage, control, participate in, consult with, render services for (as an intern or otherwise), or engage in any business similar to or in competition with Northern.
- (ii) you shall not directly or indirectly solicit, encourage, or induce any employee, agent, vendor, or consultant to terminate his/her employment with Northern.

## 9. Return of Company Property

On expiry or earlier termination of this Agreement, you will be responsible for the safe return of all the properties of Northern including any drawings, software, notebooks, manuals, documents, computerization of technical data, specifications, files, memoranda, or other records of any nature belonging to Northern or any reproduction thereof which may have been provided to you during the course of your internship with Northern or which may be in your use, custody, care or charge. For the loss of any property of Northern in your possession, Northern will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.



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## 10. Data Privacy

Prior to as well as during the course of your internship, Northern may collect personal information, including sensitive personal information such as, your bank details, medical records and history, etc. as it may deem necessary, from time to time, for the purposes of your internship. You hereby acknowledge and grant your consent to Northern collecting, using, processing, storing, disclosing, and transferring, whether to the parent company, its subsidiaries, any other company or to third party service providers, within or outside India, any such personal information (including sensitive personal information) relating to you. Refer to the attached Intern Data Privacy Notice for more details.

## 11. Surveillance

You agree and understand that Northern may use various modes to ensure that the internet, email facilities and other communication systems provided by Northern are used in an appropriate manner. These may include the scanning, reading, inspection, scrutiny of emails sent and received and web sites visited by you. For the purpose of safeguarding Northern's confidential and proprietary information, Northern shall have the right to monitor any personal e-mail or social media forum that may be accessible to you from Northern including but not limited to Gmail, AOL, Outlook, Hotmail, Yahoo, Facebook, MySpace, Twitter, Instagram etc. Northern also reserves the right to monitor your activities using various security measures including but not limited to closed circuit television systems. These may be installed on Northern's premises overtly or covertly to ensure that you do not participate or propagate any activities which are or could be prejudicial to Northern's business interests or which could bring it into disrepute.

## 12. Tax Liability

You will arrange to take care of your tax liabilities as may be applicable to the aforesaid stipend payments, and Northern will not be liable for the same. All stipend and other payments (if any) to you may be subject to tax withholding in accordance with applicable laws.

## 13. Governing Law and Dispute Resolution

This Agreement shall be governed by and construed in accordance with the laws of India. The courts in Bangalore will have exclusive jurisdiction in relation to all disputes arising out of this Agreement.



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This Agreement constitutes the entire terms and conditions governing your engagement as an intern with Northern.

If the terms and conditions of this Agreement are understood and accepted, please sign and return the attached copy of this Agreement.

Yours sincerely,

**Northern Operating Services Private Limited**

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

### **Acknowledgement**

I **Swikruti Madhav Maind**, hereby accept that I understand and agree to execute the internship assignment on the terms and conditions set out in the foregoing Agreement.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





## INTERN DATA PRIVACY NOTICE

### 1. INTRODUCTION

In order to comply with the applicable data protection legislation, Northern Operating Services Private Limited (2nd Floor, RMZ Ecospace, Campus 1C, Sarjapur Outer Ring Road, Bengaluru 560037) and Northern Operating Solutions Private Limited (8th and 9th Floor, Tower B, Eon Phase II, SEZ, Survey No- 72/2/1, Kharadi, Pune-411014) ("**Northern**") has prepared this Data Privacy Notice ("**Notice**") to outline our practices regarding the collection, use and disclosure of individually identifiable information ("**Personal Data**") about you.

### 2. PURPOSE FOR WHICH PERSONAL DATA IS TO BE COLLECTED, USED AND/OR DISCLOSED

The following are the purposes for which Northern may collect, hold, or process personal data about you.

- a) facilitating, processing, dealing with, administering, managing, maintaining and/or terminating your internship relationship with us, including but not limited dealing with and/or recording your achievements or progress, training programmes (whether conducted by us or by third parties) including determining your suitability for the same and which may require us to disclose your personal data to the providers of such training programmes, dealing with insurance checks, payroll administration, performance appraisal, job assessment, compensation, planning and organisation, monitoring compliance with internal rules of Northern including without limitation the India handbook and code of business conduct; conducting investigations related to compliance with Northern policies or applicable law;
- b) dealing with conflict of interests;
- c) supporting, dealing with and/or administering your health needs, medical needs, safety and welfare requirements (all of which may or may not be provided by us at our absolute discretion);
- d) facilitating, administering, processing, dealing with and/or managing your application for and/or involvement in any events, seminars, and/or your interest or participation in any events, seminars, and/or other opportunities that we may (at our discretion) make available to interns;
- e) dealing with, monitoring, administering and/or managing your use of infrastructure, equipment or facilities that may be provided by us including but not limited to provision of IT (information technology) equipment and services. Without prejudice to the generality of the aforesaid, this includes monitoring and surveillance of all your electronic communications and contents thereof (whether personal or business related) that are sent or received through our infrastructure, equipment or facilities as well as your Internet



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Main - +91(20) 48538200



usage/browsing. Purpose of surveillance and monitoring being to fulfil the organisation's compliance with laws applicable to Northern Trust's Legal Entities;

- f) contacting you or communicating with you via phone/voice call, text message and/or fax message, email and/or postal mail for the purposes of administering and/or managing your internship relationship with us such as but not limited to communicating with you for administrative matters and sending you correspondence. You acknowledge and agree that such communication by us could be by way of the mailing of correspondence, documents or notices to you, which could involve disclosure of certain personal data about you to bring about delivery of the same as well as on the external cover of envelopes/mail packages;
- g) facilitating communication with you or your nominated contacts in an emergency, such as but not limited to medical emergency, flood etc;
- h) carrying out due diligence or other screening activities in accordance with legal or regulatory obligations or our risk management procedures that may be required by law or that may have been put in place by us;
- i) to prevent or investigate any fraud, unlawful activity or omission or misconduct, whether relating to your internship relationship or any other matter arising from, dealing with or related to your internship relationship with us, and whether or not there is any suspicion of the aforementioned; and/or investigating any alleged or actual fraud, misconduct or unlawful conduct within Northern and/or the Northern Trust group of companies;
- j) complying with or as required by any applicable law, governmental or regulatory requirements of any relevant jurisdiction, as well as rules, guidelines or notices issued by applicable regulatory authorities, including meeting the requirements to make disclosure under the requirements of any law binding on us and for the purposes of any guidelines issued by regulatory or other authorities, whether in India or elsewhere, with which we are expected to comply, and/or complying with Northern's internal policies;
- k) facilitating and/or administering tax related requirements, deductions or matters relating to your stipend payment such as but not limited to disclosure of your Personal Data to the Inland Revenue Authority of India;
- l) dealing with, handling and/or conducting disciplinary, security and/or quality assurance processes, matters and/or arrangements. Without prejudice to the generality of the aforesaid, we wish to bring to your attention that there are surveillance cameras installed throughout the premises of our offices for security reasons and you acknowledge that your Personal Data will be collected by such cameras and processed by us consequently;
- m) responding to and/or dealing with legal process, pursuing legal rights and remedies, defending or pursuing litigation or claims and managing any complaints or claims;



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN – U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



- n) record-keeping purposes and producing statistics and research for internal and/or statutory reporting and/or record-keeping requirements;
- o) storage, hosting, back-up and/or disaster recovery, of your Personal Data;
- p) dealing with references or reference checks (or opinions) pertaining to you. In this regard, you agree that we may obtain Personal Data, references or opinions or reference checks, about you, from various sources or third parties without any need for your further consent, to determine your suitability for internship;
- q) facilitating, dealing with and/or administering external audit(s) or internal audit(s) of the business(es), transactions, processes, policies, practices and/or systems of Northern;
- r) any other purposes for which we have obtained your express consent.

(collectively, the “**Purposes**”).

### 3. DESCRIPTION OF PERSONAL DATA

The following are the types of Personal Data which Northern may collect, use and disclose (although the list is not exhaustive):

- (a) Personal identifiers such as your name, gender, date and country of birth, nationality, race, marital status, residential and personal email addresses, telephone and mobile numbers, National Registration Identity Number, Foreign Identification Number, Tax Payer Identification Number, passport details, Emergency Contact Person Details (Name/Tel/Address/Relationship).
- (b) Financial or other identifiers such as your bank account details.
- (c) Personal details including photographs, closed circuit television footage, personality, character, interests, leisure activities, physical and mental health records, disabilities, infirmities, racial or ethnic origin, religion, electoral register status, psychometric and ability test results.
- (d) Relationships to other employees.
- (e) Immigration status and details, work permit details.
- (f) Curriculum vitae, including academic record, qualifications and skills, membership of committees and/or professional bodies.
- (g) Background records including periodic checks on criminal records etc., if applicable.
- (h) Financial details including bank account, income, assets, investments, loans, mortgages, credits, payments, deductions, Court judgments, bankruptcy details, attachment of earnings details.







- (i) Membership of voluntary or charitable bodies, public offices held, other employment.
- (j) Details of any criminal, court, tribunal or inquiry proceedings, including motoring or other arrests, judgements or convictions.
- (k) Security details including system and building log in and access records.
- (l) Insurance details.
- (m) Agreements or contracts.
- (n) In situations like a pandemic (e.g. COVID-19), personal information necessary to protect the health and safety of the workforce and comply with local laws and regulations, including, but not limited to positive confirmations of infection (of you and/or members of your family / dependants).
- (o) Any other Personal Data necessary for the conduct of the Internship Agreement between Northern and the data subjects.

If you provide Northern with individually identifiable information about members of your family and/or other dependents (e.g., for emergency contact) ("**Dependent Personal Data**"), it is your responsibility to inform them of the purposes for which such Dependent Personal Data is being provided and to obtain the consent of those individuals (provided they are legally competent to give their consent) to the processing (including transfer) of that Dependent Personal Data as set out in this Notice. You confirm that you have or will have obtained their consent prior to your provision of the Dependent Personal Data to Northern.

#### 4. DISCLOSURE OF PERSONAL DATA

4.1 For one or more of the purposes set out in section 2 above, Northern may disclose Personal Data about you where appropriate, to:

- (a) employees of Northern;
- (b) successors in title of Northern or other current or potential transaction partners;
- (c) Northern affiliates;
- (d) external auditors;
- (e) regulatory, enforcement and government authorities;
- (f) service providers and suppliers of goods or services to Northern;
- (g) in situations like a pandemic, processing of your personal information including disclosure to third parties or public health authorities where required under local law or regulation; and



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Main - +91(20) 48538200



- (h) current, past and potential recipients, customers or clients for the goods or services of Northern,  
  
(collectively, the “**Local Recipients**”).

## 5. OVERSEAS TRANSFERS

Because Northern uses Internet, e-mail and other means of telecommunication, Personal Data about you may be transmitted within Northern and to its affiliates, and may be sent to employees of these entities when they are working overseas, or to external auditors, advisors or consultants, regulatory and government authorities, service providers, including their overseas affiliates, suppliers of goods or services to Northern or current, past and potential recipients, customers or clients for the goods or services of Northern, or to any other categories of recipients noted in this document, in countries whose data protection laws may not be as comprehensive as those of India, (collectively the “**Foreign Recipients**”) for one or more of the purposes listed in Clause 2 herein.

## 6. ACCURACY OF AND ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access Personal Data held about you (with the exception of any documents that are subject to legal privilege, that provide Personal Data about Northern Trust employees, or that otherwise are not subject to access rights). In addition, to the extent required by applicable law, you have the right to have inaccurate Personal Data corrected or removed and to object to the processing of your Personal Data as described in this Notice for legitimate purposes. If you wish to access such Personal Data, you should apply in writing to the email address set out in Section 9 below.

To assist us in maintaining accurate Personal Data you must advise Northern of any changes to your Personal Data. In the event that Northern becomes aware of any inaccuracy in the Personal Data that Northern has recorded, Northern will correct that inaccuracy at the earliest practical opportunity.

## 7. SECURITY AND RETENTION

Northern maintains appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction, or accidental loss, alteration, unauthorized disclosure or access, in compliance with applicable regulations.

We will retain your personal data only so long as it is required for purposes for which it was collected. This will usually be the period of your internship/contract with us plus the length of any applicable statutory limitation period following your departure. Northern will not keep your data for longer than is necessary for the purpose for which it was obtained, except where required by law or due to other circumstances such as litigation or criminal or governmental investigation.



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Maharashtra, India.  
Main - +91(20) 48538200



## 8. CHANGES TO THE PRIVACY NOTICE

Northern will inform you of any changes to the description of Personal Data or the purposes for which Personal Data are held or used.

## 9. QUESTIONS OR GUIDANCE

Should you have any questions in respect of this Notice, please contact your Data Grievance Officer, the general email address is [Privacy\\_Compliance@ntrs.com](mailto:Privacy_Compliance@ntrs.com).

## ACKNOWLEDGEMENT

I **Swikruti Madhav Maind** confirm that I have read, understood, and accept the terms of this privacy notice. This Privacy Notice will be updated from time to time in accordance with relevant regulations and you will be required to acknowledge the updated versions as they become available.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.





Anjali Nagwani &lt;nagwani03anjali@gmail.com&gt;

## Congratulations on your offer, Anjali !

1 message

Oracle Talent Acquisition <TalentAcquisition@oracle.com>  
To: nagwani03anjali@gmail.com

11 April 2022 at 15:58



Congratulations, Anjali!

We're thrilled to offer you a job as Project Intern at Oracle.

### Your journey map



To review and accept this offer

1. [Open your offer](#) in your browser.
2. Follow the onscreen instruction to review and accept your offer and required employment documents.

Please note: Employment at Oracle is contingent on the successful completion of the background check. If the background check is not completed, continued employment will be subject to review and possible termination.

If you have questions regarding your offer, please contact Juan Castillo at [juan.j.castillo@oracle.com](mailto:juan.j.castillo@oracle.com). For technical issues, contact our [Hiring Team](#) and reference 152920.

We're excited for you to join us at Oracle!

Warm Wishes!  
HR Services

Do you need help? [Contact Us](#)

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# Congratulations on your offer, Rishika !

Inbox

Oracle



Oracle Talent Acqui... 31 Mar



to me ▾



Congratulations, Rishika!

We're thrilled to offer you a job as Project Intern at Oracle.

### Your journey map



To review and accept this offer

1. [Open your offer](#) in your browser.
2. Follow the onscreen instruction to review and accept your offer and required employment documents.

Please note: Employment at Oracle is contingent on the successful completion of the background check. If the background check is not completed, continued employment will be subject to review and possible termination.

# Congratulations on your offer, Ketaki!

 [Inbox](#)



Oracle Talent Acqui... Apr 4  
to me ▾



Congratulations, Ketaki!

We're thrilled to offer you a job as Project Intern at [Oracle](#).

#### Your journey map



To review and accept this offer

1. Open your offer in your browser.
2. Follow the onscreen instruction to review and accept your offer and required employment documents.

Please note: Employment at [Oracle](#) is contingent on the successful completion of the background check. If the background check is not completed, continued employment will be subject to review and possible termination.

If you have questions regarding your offer, please contact Pretheesh Sivasankaran Unni at [pretheesh.s@oracle.com](mailto:pretheesh.s@oracle.com). For technical issues, contact our [Hiring Team](#) and reference 153080.

We're excited for you to join us at [Oracle](#)!

Warm Wishes!  
HR Services

Do you need help? [Contact Us](#)





Oracle India Private Limited  
India Development Center  
Oracle Technology Park  
3, Bannerghatta Road  
Bangalore - 560 029, India  
Phone +91 80 4107 6000  
Fax +91 80 2552 6124

Registered office address:  
F-01/02, First Floor,  
Salcon Rasvillas Plot no. D-1,  
District Centre, Saket,  
New Delhi – 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764

## Private & Confidential

Reference: 152919

Dated: 04 April 2022  
Dorkhande, Gouravi

Dear Gouravi,

It is our pleasure to offer you student internship to work on a project with Oracle India Private Limited, IDC (the **Company**) by way of this internship letter.

### Appointment

Your project location would be Bengaluru.

The duration of your internship will be from **01 June 2022 to 26 July 2022**. Any changes to the start and/or end date will be as agreed between the Company and you, and any extension of the internship will be based on mutual agreement.

Upon joining, you will be assigned a mentor from the Company who will brief you about the project and you will be required to carry out the project work under the guidance of a mentor.

### Stipend

Under this internship, you will be paid a stipend of INR **50,000.00** per month, subject to applicable tax deduction. You will however, not be entitled to any other allowances or benefits given to the regular employees of the Company, other than what is set out in this letter.

You will arrange to take care of your tax related responsibilities as may be applicable to the aforesaid stipend payments or any other tax related matters in connection with your internship and the Company will not be liable for the same.

### Termination

During your internship, you or the Company may terminate this internship by giving 10 calendar days' notice in writing or by Company making payment in lieu thereof.

The Company shall be entitled to terminate this internship with immediate effect (but without prejudice to the rights and remedies of the Company for any breach of this offer letter and to your continuing obligations under this offer letter) if you are guilty of dishonesty, serious or persistent misconduct, or without reasonable cause of neglect, or refusal to attend to your duties, or failure to perform any of your obligations, hereunder, or fail to observe the Company's disciplinary rules or any other applicable regulations of the Company.



**Oracle India Private Limited  
India Development Center  
Oracle Technology Park  
3, Bannerghatta Road  
Bangalore - 560 029, India  
Phone +91 80 4107 6000  
Fax +91 80 2552 6124**

**Registered office address:  
F-01/02, First Floor,  
Salcon Rasvillas Plot no. D-1,  
District Centre, Saket,  
New Delhi – 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764**

You will be responsible for the safe return of all properties of the Company, including any drawings, software, employee data, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature belonging to the Company, or any reproduction thereof which may have been provided to you during the course of your internship with the Company, or which may be in your use, custody, care, or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.

On expiry or earlier termination of this internship, you shall immediately hand over all papers, documents, and other properties of the Company and the group companies as may be in your possession, custody, control, or power, including but not limited to any computers, computing equipment, computing devices, etc. as provided by the Company.

We are aware that as part of your education curriculum, you have to work on a project report and submit it to your college. We wish to inform you that the projects done at the Company would be the sole property of the Company. Consequently, all rights to such projects will remain solely the property of the Company. You will be required to prepare a project report under the guidance and review of the mentor; a copy of which will be retained by the Company for our records and the other copy can be submitted to your college.

You must also ensure that you have submitted the request/recommendation letter from your college for your internship at the Company with our Campus Team before you can commence on your internship.

On your successful completion of the internship, you will be provided with an internship certificate by the Company.

This internship letter shall be governed by and construed in accordance with the laws of India.

This internship letter is subject to the acceptance of the enclosed guidelines which are applicable during your project period.

Yours Sincerely,  
For and on behalf of **Oracle India Private Limited, IDC**

  
**Srihari Beldona**  
**Vice President - Human Resources, India**

**Acknowledgement:**

This offer is our formal contract and must be read and accepted in conjunction with the Employment





**Oracle India Private Limited  
India Development Center  
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Bangalore - 560 029, India  
Phone +91 80 4107 6000  
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Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764**

Agreement & Employment Benefits and Proprietary Information Agreement. Those documents can be accessed via the hyperlinks and must be read prior to acceptance of this offer. You will also be required to complete a Disclosure of Interest form.

I acknowledge that I have read and understood the terms of this offer letter. I understand that as a pre-condition of my employment by Oracle, I will also be required to review and accept

- An [Employment Agreement](#) which, together with this offer letter, will constitute my formal contract of employment; and
- A separate [Proprietary Information Agreement](#).

In addition to the terms and conditions stated in the above documents, there are other company policies and procedures which I agree to observe and follow during my employment with Oracle. These company policies and procedures may be varied from time to time at Oracle's discretion.

### **Guidelines For Interns**

- To enable us to equip you with some of the skills that you may require in your future professional career, you would be required to be available for eight hours each working day at the Company, excluding breaks, during the course of your internship. Your mentor will communicate to you the specific timings that you need to maintain at the Company.
- You will be eligible to take leave of up to 2.25 days per month subject to prior notification and approval from your mentor, and you will be governed by the public/Government holidays as applicable to the Company's location where you are interning.
- You will have to sign our standard "Internship Non-Disclosure Agreement".
- You will be required to comply with the Company's background check process as applicable to interns prior to commencement of the internship. As part of your background check, as well as during the course of your internship, the Company may collect personal information, including but not limited to, your bank details, credit history, medical records and history, and such other personal data or information, as it may deem necessary, from time to time, as necessary for the purpose of your internship. You hereby acknowledge and grant your consent to the Company collecting, using, processing, storing, disposing off, and transferring, whether to any other group company, or to third party service providers, within or outside India, any such personal information relating to you.
- Access card for entry into Oracle office will be provided for the duration of the project, after which, you are required to return the access card.



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New Delhi – 110 017  
Phone: 91-11- 46509000  
Fax: 91-11-40574722  
CIN: U74899DL1993PTC051764**

- Any project carried out at the Company will remain the property of the Company and you will not be allowed to keep with you in any format or mode & any part thereof without the Company's express consent. All rights to such project will remain solely with the Company.
- You need to abide by all relevant company policies, including the policies concerning physical security, information security, discipline, confidentiality, conduct & ethics at workplace, etc.
- You shall be required to prepare a project report and a copy of the report shall be retained by the Company.
- If the project requires generation of source code, the same shall not be included in the project report, nor can you remove a copy of the source code from the office in any format or mode.
- In any work output/product resulting from this internship shall be disclosed by you that you were doing internship assignment for and on the Company's behalf and that the Company owns copyright of the reports/output you created.
- You shall not acquire the status of an employee nor a right to claim employment with the Company by virtue of your participation in this project/internship.



Oracle Talent Acqui... Apr 4

to me ▾



ORACLE

The future  
starts now

Congratulations, Sail

We're thrilled to offer you a job as Project Intern at Oracle.

## Your journey map



To review and accept this offer

1. Open your offer in your browser.
2. Follow the onscreen instruction to review and accept your offer and required employment documents.

Please note: Employment at Oracle is contingent on the successful completion of the background check. If the background check is not completed, continued employment will be subject to review and possible termination.

If you have questions regarding your offer, please contact Rajesh Subbannavar at [rajesh.subbannavar@oracle.com](mailto:rajesh.subbannavar@oracle.com). For technical issues, contact our [Hiring Team](#) and reference 152918.

We're excited for you to join us at Oracle!

Warm Wishes!  
HR ServicesDo you need help? [Contact Us](#)

## Private & Confidential

Reference: 152650

Dated: 31 March 2022

Katakkar, Tanvi

Dear Tanvi,

It is our pleasure to offer you student internship to work on a project with Oracle Financial Services Software Limited (the **Company**) by way of this internship letter.

### Appointment

Your project location would be Bengaluru.

The duration of your internship will be from **01 June 2022** to **26 July 2022**. Any changes to the start and/or end date will be as agreed between the Company and you, and any extension of the internship will be based on mutual agreement.

Upon joining, you will be assigned a mentor from the Company who will brief you about the project and you will be required to carry out the project work under the guidance of a mentor.

### Stipend

Under this internship, you will be paid a stipend of INR **50,000.00** per month, subject to applicable tax deduction. You will however, not be entitled to any other allowances or benefits given to the regular employees of the Company, other than what is set out in this letter.

You will arrange to take care of your tax related responsibilities as may be applicable to the aforesaid stipend payments or any other tax related matters in connection with your internship and the Company will not be liable for the same.

### Termination

During your internship, you or the Company may terminate this internship by giving 10 calendar days' notice in writing or by Company making payment in lieu thereof.

The Company shall be entitled to terminate this internship with immediate effect (but without prejudice to the rights and remedies of the Company for any breach of this offer letter and to your continuing obligations under this offer letter) if you are guilty of dishonesty, serious or persistent misconduct, or without reasonable cause of neglect, or refusal to attend to your duties, or failure to perform any of your obligations, hereunder, or fail to observe the Company's disciplinary rules or any other applicable regulations of the Company.

You will be responsible for the safe return of all properties of the Company, including any drawings, software, employee data, notebooks, manuals, documents, computerization of technical data, customer lists, specifications, files, memoranda, or other records of any nature belonging to the Company, or any reproduction thereof which may have been provided to you during the course of your internship with the Company, or which may be in your use, custody, care, or charge. For the



Oracle Financial Services Software Limited

Oracle Park  
Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra - 400 063  
India

phone: +91 22 6718 3000  
fax: +91 22 6718 3001  
oracle.com/financialservices  
CIN: L72200MH1989PLC053666

loss of any property of the Company in your possession, the Company will have a right to assess the value of the loss on its own basis and recover the damages as it deems proper in the event of your failure to account for such material or property to its satisfaction.

On expiry or earlier termination of this internship, you shall immediately hand over all papers, documents, and other properties of the Company and the group companies as may be in your possession, custody, control, or power, including but not limited to any computers, computing equipment, computing devices, etc. as provided by the Company.

We are aware that as part of your education curriculum, you have to work on a project report and submit it to your college. We wish to inform you that the projects done at the Company would be the sole property of the Company. Consequently, all rights to such projects will remain solely the property of the Company. You will be required to prepare a project report under the guidance and review of the mentor; a copy of which will be retained by the Company for our records and the other copy can be submitted to your college.

You must also ensure that you have submitted the request/recommendation letter from your college for your internship at the Company with our Campus Team before you can commence on your internship.

On your successful completion of the internship, you will be provided with an internship certificate by the Company.

This internship letter shall be governed by and construed in accordance with the laws of India.

This internship letter is subject to the acceptance of the enclosed guidelines which are applicable during your project period.

Yours Sincerely,  
For and on behalf of **Oracle Financial Services Software Limited**

**Bindu Venkatesh**  
Vice President – Human Resources & Training



# Offer Letter (Intern)

Prepared for:  
Astha Laddha

Prepared by:  
**Pheuna Technologies**  
address: Pheuna Technologies | KR Puram, Bangalore 560036.  
email: [work@pheuna.com](mailto:work@pheuna.com) | website: [www.pheuna.com](http://www.pheuna.com)  
mobile: +91 636 231 8650





## Offer Letter (Intern)

06-June-2022

Astha Laddha  
6 1 / D, Row House,  
Yasholaxmi Nagar, Kabnur,  
Ichalkaranji, Kolhaput - 416115

Dear Astha,

We are pleased to offer you an internship at our company in the **Website Development course**. Your internship shall commence on **06-June-2022** and shall end on **30-July-2022** ("2 Months"). The terms and conditions of your internship with the Company 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 internship.
2. Your timings will be from **10:00 AM** to **06:00 PM**, Monday to Friday. Please be sure to bring **Required Documents** with you on your first day to complete your profile.
3. You will sign a confidentiality agreement with the company before you commence your internship.
4. The internship cannot be construed as an employment or an offer of employment with **Pheuna Technologies**.

Please confirm your acceptance of the terms of this offer by **10-June-2022** failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Accepted by,

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

Name: \_\_\_\_\_







# Offer Letter (Intern)

Prepared for:

Vaishali Dattatraya Newale

Prepared by:

**Pheuna Technologies**

address: Pheuna Technologies | KR Puram, Bangalore 560036.

email: [work@pheuna.com](mailto:work@pheuna.com) | website: [www.pheuna.com](http://www.pheuna.com)

mobile: +91 636 231 8650





## Offer Letter (Intern)

06-June-2022

Vaishali Dattatraya Newale  
Nath nagar,  
Latur - 413512.

Dear Vaishali,

We are pleased to offer you an internship at our company in the **Website Development course**. Your internship shall commence on **06-June-2022** and shall end on **30-July-2022** ("2 Months"). The terms and conditions of your internship with the Company 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 internship.
2. Your timings will be from **10:00 AM to 06:00 PM**, Monday to Friday. Please be sure to bring **Required Documents** with you on your first day to complete your profile.
3. You will sign a confidentiality agreement with the company before you commence your internship.
4. The internship cannot be construed as an employment or an offer of employment with **Pheuna Technologies**.

Please confirm your acceptance of the terms of this offer by **10-June-2022** failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Accepted by,

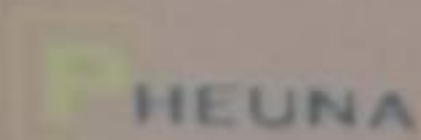
Signature: Vaishali



Date: 10-06-2022

Name: Vaishali Dattatraya Newale





# Offer Letter (Intern)

Prepared for:  
National Research Institute

Prepared by:  
Pheuna Technologies  
address: Pheuna Technologies 1101 Pheun, Singapore 110101  
email: [work@pheuna.com](mailto:work@pheuna.com) | website: [www.pheuna.com](http://www.pheuna.com)  
mobile: +65 628 211 8897





## Offer Letter (Intern)

06-June-2022

Namrata Rajesahab Rankhamb  
Latur.

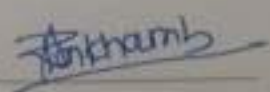
Dear Namrata,

We are pleased to offer you an internship at our company in the **Website Development** course. Your internship shall commence on **06-June-2022** and shall end on **30-July-2022** ("2 Months"). The terms and conditions of your internship with the Company 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 internship.
2. Your timings will be from **10:00 AM to 06:00 PM**, Monday to Friday. Please be sure to bring **Required Documents** with you on your first day to complete your profile.
3. You will sign a confidentiality agreement with the company before you commence your internship.
4. The internship cannot be construed as an employment or an offer of employment with **Pheuna Technologies**.

Please confirm your acceptance of the terms of this offer by **10-June-2022** failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Accepted by,

Signature: 

Date: 10-06-22



Name: Namrata Rajesaheb Rankhamb.



Ref. No: 312173WD

16 March 2022  
Gouri Lalit Somani  
14/546Vasant ColonyTambe MalIchalkaranji 416115

Dear Gouri,

With reference to your application and our recent discussion, we are pleased to engage you as **Trainee** at the Management Level of **Intern/Trainee** in the **Technology Consulting** SBU of the **Advisory** Line of Service in **PricewaterhouseCoopers Services LLP** ("LLP"). This Contract sets out the proposed terms and conditions governing our association with you.

#### **1. Definition and References**

Staff Member means: **Gouri Lalit Somani** also referred as "you".

Client means: **PricewaterhouseCoopers Services LLP**

All references to "we" "us" or "LLP" refers to **PricewaterhouseCoopers Services LLP**.

#### **2. Duration of the Agreement**

The Agreement shall commence from **02/06/2022** and shall be valid up to **05/08/2022**. Thereafter, it may be renewed on mutually agreed terms and conditions.

#### **3. Payment of Stipend:**

You will receive during this period a consolidated stipend of **Rs.40000 (Rupees Forty Thousand Only)** per month, subject to income tax deduction at source, as governed by the IT rules. Your stipend is personal to you and you are required to ensure that confidentiality of the stipend information is maintained. All out-of-pocket expenses related to travel, conveyance, boarding and lodging for any outstation travel from your base location in **Mumbai SPO** will be borne by the LLP directly or will be reimbursed as per policy. You shall raise a supplementary expense invoice for claiming reimbursement of the expenses incurred, if any, and agree to include all the supporting documents including but not limited to all approvals with regard to travel. All claims for reimbursement raised under this Agreement /Contract shall be directly credited on receipt of the invoice, as applicable. The LLP will make the payment directly to the account of Gouri Lalit Somani.

#### **4. Warranties**

You agree to perform your duties under this contract with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. You shall always act, in respect of any matter relating to this contract or the services, as faithful advisors to the LLP, and shall at all time support and safeguard the LLP's legitimate interests to any dealings with other Experts or Third Parties.

#### **5. Independence**

Independence is a professional principle and obligation that must be observed by all Trainees providing internal and/or client services. Independence obligations prohibit, among other things, you, your spouse/cohabitant and your dependents (collectively referred to as "you", "your") from holding certain positions with or investing in certain audit/ attest clients of the LLP and such clients' affiliates. Similarly, a nondependent close family member's position with or material investment in an audit/ attest client of the LLP may impair your compliance with the LLP's independence rules. Your position, job description, office location and client associations determine the applicability of specific provisions of the LLP's independence policy to you. Because it is important that you become familiar and comply with the LLP's independence policy, you agree to review the LLP's policies and materials regarding independence. Before joining the LLP and periodically thereafter, you will be required to confirm your compliance with the LLP's independence policy. In connection with your independence obligations, the LLP and/ or the



Securities and Exchange Commission may request, and you agree to provide, relevant financial and tax information including but not limited to up-to-date records of your investment portfolio, bank statements, credit card statements, insurance policies, loan documents. You may also be required to maintain a current record of your financial holdings (but not their value) in a LLP database. If an impairment of the LLP's independence or a conflict of interest exists or is likely to occur, you may be required to dispose of securities or resolve other independence issues on short notice and on terms that are disadvantageous to you. You also may be required to relocate to another LLP office or even to leave the LLP.

#### **Trainees Joining Clients:**

The Independence Policy also mandates that in the event of an offer of employment from the audit client and/ or clients' affiliates you are currently engaged on, or have been engaged in the recent past, it is mandatory to immediately notify the Engagement Partner of such an offer. On cessation of employment, you will not accept employment with a US Securities and Exchange Commission (SEC) registrant audit client in the capacity of chief executive officer, controller, chief financial officer, chief accounting officer or in any equivalent position wherein, you have put in more than ten hours of services at any point during the annual reporting period and within the one-year period prior to the commencement of the audit in progress.

#### **6. Other Terms**

**6.1 Confidentiality:** Except with the prior written consent of the LLP, you shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall you share your recommendations formulated in the course of, or as a result of, the services outside your project team and/or external parties. For purposes of this section, "confidential information" means any information or knowledge acquired by you arising out of, or in connection with, the performance of the services under this Agreement that is not otherwise available to the public. In the event of any breach of the stated provisions, you shall make good any loss / cost / damage / any claim whatsoever preferred by the Client or any Third Party against the LLP. Notwithstanding the foregoing and subject to applicable laws, any obligations imposed on you under this Agreement, including confidentiality obligations, that by their very nature survive the termination or expiry of this Agreement shall so survive the termination or expiry of this Agreement.

**6.2** You confirm that you will follow PwC's Information Security Policies, failing which disciplinary action may be taken against you which may include, but not limited to, termination of the contract with PwC.

**6.3** You understand that it is mandatory to complete the Information Security Awareness course and obtain a certificate of completion within 30 days of joining PwC.

**6.4** You, while working in the LLP's office premises, in any office across the country, must at all times, while at work, compulsorily and mandatorily display the LLP provided ID card. There can be no exception to this rule. You confirm to use your own ID access card for your entry / exit while on duty and avoid tailgating.

**6.5** You agree to comply with the clean desk policy and ensure that your workspaces are clean and that all confidential material is securely locked away at the time of leaving the desk.

**6.2** You confirm that if need be, you shall provide the Confirm with clear confirmation whether you have any relationship or involvement with any client where you will provide services through the LLP.

**6.7** The Code of Conduct Policy addresses how Staff Members in the LLP should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct. You are expected to carefully read the Code of Conduct, the full text of which is available at <http://pwcportal.pwcinternal.com>. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the Human Capital Policy as amended from time to time.

**6.8** You also confirm that you have read the attached Anti Bribery Standard and that you shall comply with the same in connection with the performance of the assignment (Attachment — to be sent separately as a link via E-Mail)





**6.9** You agree not to enter into an engagement with companies which are directly or indirectly related to companies or its associates or companies that are in direct competition to the LLP during the validity of this engagement without prior consent in writing from the LLP. The indicative list of such companies is given below:

- Deloitte
- Ernst and Young
- KPMG
- BMR
- AT Kearney
- Accenture

**6.10 Right to access**

It is the LLP's policy to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. You understand that there may be regular checks in respect of usage or access of the LLP's system and equipment. For the avoidance of doubt, this includes, telephone systems, computer resources and systems, use of Email and internet systems and the postal system ("Facilities"). You also understand the LLP reserves the right, without notice, to access, listen to or read any communication or content made or received by you on its Facilities, to establish the existence of facts, to ascertain compliance with regulatory or self regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including 'Hacking'), to intercept for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations, to check voice mail systems when you are on holiday or on sick leave.

**6.11 Wrongful Dissemination**

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of the LLP or otherwise any information or material which: belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights;

- is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts; contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the LLP;
- contains any unlawful advertising, promotion or solicitation; or
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, paedophilic, libellous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever; is grossly offensive or menacing in nature; or impersonates another person.

**6.12 Consent**

You hereby consent, to the LLP to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your contract (in the course of your contract), for the purposes of the LLP, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the LLP, agents, contractors or sub-contractors or other PwC network Companies (each of which is a separate legal entity) of such personal information within or outside India.

**6.13 Relationship of Parties:**

You agree that this is a purely professional assignment and nothing contained in this agreement creates any employee-employer relationship between the LLP and you.

**6.14 Termination:**

This Agreement shall stand terminated on the occurrence of any of the following events:

- full and final discharge of all the obligations of the parties hereunder; or
- if you are otherwise in default of any term of the contract notwithstanding anything contrary contained anywhere else in this Agreement, either Party can terminate this Agreement by serving thirty days' written notice, without assigning any reasons, thereof. On discontinuation of this Agreement for any



reason you will return to the LLP all papers and documents and all other property pertaining to the LLP or affairs of the LLP or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract there from. In case of any breach of confidentiality covenant, either during or after the termination of this Agreement with the LLP, you agree to be personally liable to our clients or third parties.

**7. Dispute Resolution:**

Any dispute, disagreement, claim or controversy between the LLP and you arising under or relating to this Agreement which is subject to the terms and conditions of this Agreement, or performance or non performance hereunder or thereunder (a "Disputed Matter"), which cannot be resolved by mutual considerations shall be resolved by binding arbitration before a panel of three arbitrators. One arbitrator each will be selected by the LLP and you, and the third arbitrator will be selected by the party selected arbitrators. The parties will share the cost of arbitration equally, subject to any final apportionment by the panel of arbitrators. The arbitration will be held in the Mumbai city metropolitan area, and the decision of the majority of arbitrators will be final and binding on both parties. The disputed matter shall be settled by final and binding arbitration in accordance with the Arbitration and Conciliation Act, 1996.

**8. Notices:**

All notices, demands, and other communications hereunder shall be through email or in writing and shall be deemed to have been duly given if personally delivered or sent through registered post, or through speed post, or by overnight courier with package tracing capability as provided elsewhere in this Agreement, to the address set forth below. Either party may change the addresses set forth for it herein upon written notice thereof to the other.

**9. Notices to PricewaterhouseCoopers Services LLP:**

Shakir Iqbal  
PricewaterhouseCoopers Services LLP  
252 Veer Savarkar Marg  
Next to Mayor's Bungalow  
Shivaji Park Dadar  
Mumbai 400 028  
Maharashtra  
India

**Notices to**

Gouri Lalit Somani  
14/546Vasant ColonyTambe MalIchalkaranji 416115



**10. Applicable Laws:**

This Agreement shall be deemed to be entered into and shall be interpreted and construed in accordance with the laws of India. This letter is being signed in duplicate. Please sign and return one copy to us for the purpose of our record.

For and on behalf of PricewaterhouseCoopers Services LLP,

Shakir Iqbal

Director - Human Capital

Note: This document is digitally generated and sent from the official email ID and hence does not require a signature

---

I have gone through the above terms & conditions and agree to abide by the same.

---

Name Signature Date



## DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the LLP as amended from time to time. In particular, I declare that:

- a) I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b) I acknowledge and agree to the LLP reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the LLP to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card, Aadhar) either directly or through a third party agency.
- c) There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence/ convicted by respective Institute, wherever applicable. I further declare that there are no Disciplinary action / proceedings either ongoing or pending against me in respect of my previous employment .
- d) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Firm or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the LLP, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the LLP.
- e) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the LLP's Code of Conduct.
- f) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the LLP and/ or its clients.

### Consent to cooperate

I consent to cooperate in and comply with any request for testimony or the production of documents made by the Public Company Accounting Oversight Board in furtherance of its authority and responsibilities under the Sarbanes-Oxley Act of 2002. I understand and agree that this consent is a condition of my continued employment by or other association with the LLP.

7 The responsibilities, duties and obligations under the Sarbanes-Oxley Act of 2002 shall survive even after my termination or disassociation with the LLP.

I accept the above.

Name/ Signature/ Date



# Offer Letter (Intern)

Prepared for:

Divya Rajendra Gajare

Prepared by:

**Pheuna Technologies**

address: Pheuna Technologies | KR Puram, Bangalore 560036.

email: [work@pheuna.com](mailto:work@pheuna.com) | website: [www.pheuna.com](http://www.pheuna.com)

mobile: +91 636 231 8650





## Offer Letter (Intern)

06-June-2022

Divya Rajendra Gajare  
21, Varad, Sukhshantinagar,  
Mantha road, Jalna.

Dear Divya,

We are pleased to offer you an internship at our company in the **Website Development course**. Your internship shall commence on **06-June-2022** and shall end on **30-July-2022** ("2 Months"). The terms and conditions of your internship with the Company 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 internship.
2. Your timings will be from **10:00 AM** to **06:00 PM**, Monday to Friday. Please be sure to bring **Required Documents** with you on your first day to complete your profile.
3. You will sign a confidentiality agreement with the company before you commence your internship.
4. The internship cannot be construed as an employment or an offer of employment with **Pheuna Technologies**.

Please confirm your acceptance of the terms of this offer by **10-June-2022** failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Accepted by,

Signature: \_\_\_\_\_





Date: \_\_\_\_\_

Name: \_\_\_\_\_



**\*Strictly Private and Confidential**

**Ms. Aditi Sadavarte**

**April 07<sup>th</sup>, 2022**

Plot No 5, Raj Laxmi Housing Society  
Gandharva Nagri, Jijamata Nagar  
Jail Road Nashik, Maharashtra- 422101

**Sub: Offer Letter/Appointment Letter**

Dear **Aditi**,

Congratulations! With reference to your application and subsequent interview with our client **"Pitney Bowes India Pvt Ltd"** we are pleased to inform you that you have been selected and Outsourced with **RSSS Corporate Services Private Limited** as an **"Intern"**, deputed to **"Pitney Bowes India Pvt Ltd", Pune**.

Your effective start date will be **April 11<sup>th</sup>, 2022**. We trust you will treat the details of this offer/appointment with utmost confidentiality as all salary related matters are treated at **RSSS Corporate Services Private Limited**.

Your cost to the company will be **INR – 6,00,000/- p.a. (Six lac Rupees only)**. However, the total rewards package, inclusive of some key benefits, is subject to the pursuant terms and conditions is **INR 7,70,497/- p.a.** The details of your compensation are enclosed in the Annexure **I** to this letter.

You will be eligible for client's benefits such as health insurance, personal accident insurance, LTA, employee referral programs, provident fund, staggered/flexible working hours and others in accordance with your employment status. All benefits associated with your position are effective from the date of joining unless otherwise notified. Further details of the benefits are described in Pitney Bowes India's Employee Handbook, associated Benefit Plan, and Policy Documents. If you have questions regarding Pitney Bowes's benefits, please contact Human Resources at Pitney Bowes India or undersigned.

This offer is conditional upon:

- Your acceptance of the terms and the enclosed Contract of Employment. We reserve the right to amend such terms and conditions of employment, in addition to the rules and regulation governing all employees and the running and administration of the company, from time to time
- Your understanding and affirmation that your compensation is highly individual and confidential and is to be discussed only with your Manager/Supervisor.
- All the above-mentioned remuneration & benefits will be taxable as per prevalent Income Tax laws.
- You will be entitled to leave and holidays as per client's norms.
- Either party can terminate your employment by giving one month prior written notice. In case of non-compliance of this clause, the company will be entitled to initiate appropriate legal action against you.



- Expenses incurred on behalf of the company will be reimbursed on receipt of original bills and transaction evidences provided the same are covered by general or specific approval.
- The Client reserves the right to utilize your services in any area of business as per your capability's aptitude and vis-à-vis requirement of the client. Further you may be transferred and or deputed to any location in India depending on the requirements of the job from time to time.
- Your working hours will be, as advised to you, by the client from time to time but will not ordinarily exceed hours specified under the Local Shops and Establishment Act of the office where you are required to report. Actual work timings and shifts may vary from time to time based upon business and customer service requirements. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or if your performance does not measure up to the standards informed to you, the Company and client reserves the right to initiate appropriate disciplinary action including placing you under some performance improvement plan or appropriately reducing your responsibility, leading up to termination of your services.
- You shall, during the period of your employment, devote your whole time and attention exclusively to the conduct, business and affairs of the client and shall not engage, either directly or indirectly in any business or activity in any capacity, until and unless a written consent to that regard is obtained by you from the client.
- You shall not, either during your service at client or thereafter, divulge to any person or persons, whatsoever, any information of secret or confidential in nature concerning the conduct / business of the client or of its accredited customers or employees. Any invention, improvement or design conceived by you while in our employment which is within the existing or contemplated scope of the business of the client shall become the client's exclusive property and all copyrights under the Indian Copyrights Act 1957, as amended from time to time, will vest with the client.
- In regard to the statutory benefits and other facilities, you will be governed by the rules and regulations applicable to you from time to time.
- If at any time, required by us or by the client, you may have to sign a confidentiality / non-disclosure agreement with the client.
- This offer is offered on the basis of information furnished by you, regarding your past service and other records. If at any time it is revealed that the information so provided by you to the company or client was wrong or untrue or incomplete, the company reserves the right to terminate your services without any prior notice.
- The Company or the client if at any stage gathers that you are subject to any criminal complaint, trial or charge sheeted or convicted in any matter, relating to an offence of moral turpitude, it can terminate your appointment immediately without any notice period.
- If at any time, in the opinion of the Management, which shall be final, you are found guilty of dishonesty, disorderly behaviour, negligence, indiscipline, insubordination, absence from duty

- without permission or of any conduct unbecoming of the status and the post you hold at the client location, or of violation of one or more terms of this letter, your service may be terminated without any notice.
- Any joining bonus or notice period buyout amount stands recovered from your full and final settlement, if you leave the company within one year of your service.
- Relocation eligibility, process, payouts and recovery (wherever applicable) is per client's relocation policy.
- *You acknowledge that this condition of employment may not be altered or its obligations excused except by a written document signed by the undersigned.*
- Your understanding and affirmation that you will assign the Company all rights, title, and interest in any invention or improvement that you may make solely or jointly, during the course of your employment with the company.
- Receipt of satisfactory references from your current or last employer (these are applied for once your acceptance has been received).
- Receipt of documentary evidence of your stated qualifications.
  - Satisfactory completion of checks including but not limited to verification of your education / supportive documents, reference checks and employment history.
- Submission of the following documents on the date of joining:
  1. Relieving & Experience letters from all previous employers
  2. Last drawn pay slips and Form No. 16 / Salary Certificate disclosing particulars as though in the Form No. 16 from the previous employer.
  3. Educational qualifications and Certifications
  4. Your Passport, Aadhar and PAN Card
  5. Three passport-size color photographs.

Please note that the Company is also required to check the original documents, and these must therefore be brought with you on your first day.

If these terms and conditions are acceptable, please acknowledge by signing below and returning duplicate copy of this letter signed confirming your acceptance.

Should these terms be acceptable to you, your employment will commence on **April 11<sup>th</sup>, 2022**.

**The offer is valid for 7 days subject to your acceptance on receipt of this offer.** If there are any special circumstances, which may delay your acceptance of this offer/appointment, or if you have any queries, please contact us as soon as possible.



Finally, may we take this opportunity to welcome you to **RSSS Corporate Services Private Limited** and we wish you a long and successful career with us.

**PLEASE NOTE: This offer will cease to be valid if your Final Background Verification report is not up to the Company and Client's Satisfaction.**

We look forward to your long, pleasant and fruitful association with us.

Yours Sincerely,  
**For RSSS Corporate Services Pvt Ltd.**

**Rahul Mehra**  
**Chief Executive Officer**

I agree and accept all the above terms and conditions.

**Employee Acceptance:**

Signature

**Ms. Aditi Sadavarte**  
**Intern**

**Total Rewards Details  
Annexure – I**

|                        |                     |
|------------------------|---------------------|
| <b>NAME</b>            | Ms. Aditi Sadavarte |
| <b>DESIGNATION</b>     | Intern              |
| <b>DATE OF JOINING</b> | 11-04-2022          |

| Salary Components                          | Amount          |                   |
|--|-----------------|-------------------|
|  | Monthly         | Annually          |
| Basic                                      | 20,000          | 2,40,000          |
| House Rent Allowance                       | 10,000          | 1,20,000          |
| Special Allowance*                         | 16,438          | 1,97,256          |
| <b>BASE SALARY - (1) (Guaranteed Cash)</b> | <b>46,438/-</b> | <b>5,57,256/-</b> |
| Provident Fund (Employer's Contribution)   | 2,400           | 28,800            |
| Gratuity                                   | 962             | 11,544            |
| Professional Tax                           | 200             | 2,400             |
| <b>RETIREMENT BENEFITS - (2)</b>           | <b>3,562</b>    | <b>42,744</b>     |
| <b>GROSS SALARY - (1+2)</b>                | <b>50,000/-</b> | <b>6,00,000/-</b> |

| Other Benefits***                  | AMOUNT (Approx)  |
|------------------------------------|------------------|
| Cab Facility                       | 1,35,000         |
| Insurances:                        |                  |
| 1. Group Medical (Hospitalization) | 31,085           |
| 2. Group Personal Accident (GPA)   | 571              |
| 3. Group Term Life Insurance (GTL) | 3,841            |
| <b>Total Benefits</b>              | <b>₹1,70,497</b> |

Please Note that the above Compensation information is strictly confidential and is not to be shared with any other employee or any unauthorized person. The disclosure of the same will be treated as a violation towards the organization and the agreement.

- *\*Special Allowance can be claimed as under, up to a maximum of:*
  - *Leave Travel Assistance* = ₹ 20,000 (Basic Salary)
  - *Mobile & Internet Reimbursement* = ₹ 24,000
  - *Books & Periodicals Reimbursement* = ₹ 18,000
  
- *Income Tax Benefit can be claimed on the Amount of Bill Submitted from your side for Mobile, Internet Usage & Books, Rest all amount of Special Allowance will be Taxable.*
  
- *Company's contribution to Provident Fund is deducted and deposited with the PF Authorities along with employees' contribution as per the statutory requirements.*
  
- *The premium mentioned in the Insurance column is for the employee and his/her declared dependents (in case of Medical Insurance) and for himself/herself only (in case of GPA & GTL). The annual premium figures are mentioned for all the group insurance policies on an average basis only indicating the approximate annual cost to the company in providing such benefits to the employees.*
  
- *\*\*\*Components under 'Other benefits' are indicative only and non-encashable. These components are not subject to compulsory utilization of such facilities by the employee and are only representative of the cost to the company as incurred by it towards benefits to its employees.*
  
- *All the above-mentioned items are pursuant to Company Policies and subject to the Income Tax Rules prescribed from by the Government of India from time to time. The organization reserves the right in its absolute discretion to abolish these benefits at any time or to alter the terms and conditions. Such discretion may be exercised any time; before, during or after the year is completed.*



**Rahul Mehra**  
Chief Executive Officer  
For RSSS Corporate Services Pvt Ltd.

**Ms. Aditi Sadavarte**  
Intern  
Employee Acceptance:



Date: May 11, 2022

Dear **Preeti Kutwal**,

Subject: Summer Internship Confirmation

Congratulations!

Welcome to **Providence Global Center ("PGC" also known as "Providence India")!**

We at PGC are delighted to confirm your internship from **May 30 2022** to **July 22 2022** ("**Internship Period**").

We are excited that you will be interning with our outstanding team of dedicated professionals who work together every day to bring our vision of *Health for a Better World* to life. As a not-for-profit, mission-driven organization, we continue our legacy of service that began in the western United States 170 years ago. Our commitment to this heritage, mission and core values sets us apart from other health care organizations. This is an exciting opportunity to intern with PGC and to challenge yourself with innovative and impactful projects in healthcare technology.

During the Internship Period, you will be paid an amount of **INR 40,000** per month, subject to applicable statutory deductions. You will not be eligible for any other benefits/perks.

This Internship can be terminated by you or PGC, by providing written intimation at any point of time during internship. You will have a continuing obligation not to use, publish, or otherwise disclose either during or after your internship with PGC, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to PGC or its employees, customers, clients or accounts.

Furthermore, you will abide by all the policies and standards in effect at PGC from time to time during the internship period.

Please respond via email an acceptance of this letter.

Best wishes!

Yours sincerely,

A digital signature block from DocuSign. It includes the text "DocuSigned by:" above a handwritten signature in black ink. Below the signature is a blue horizontal line with the alphanumeric string "48172F4164R0482" underneath it.

DocuSigned by:  
48172F4164R0482

Nagraj Shriyan

Senior Director – Talent Acquisition



Date: May 11, 2022

Dear **Shriya Raina,**

Subject: Summer Internship Confirmation

Congratulations!

Welcome to **Providence Global Center ("PGC" also known as "Providence India")!**

We at PGC are delighted to confirm your internship from **May 30 2022** to **July 22 2022** ("**Internship Period**").

We are excited that you will be interning with our outstanding team of dedicated professionals who work together every day to bring our vision of *Health for a Better World* to life. As a not-for-profit, mission-driven organization, we continue our legacy of service that began in the western United States 170 years ago. Our commitment to this heritage, mission and core values sets us apart from other health care organizations. This is an exciting opportunity to intern with PGC and to challenge yourself with innovative and impactful projects in healthcare technology.

During the Internship Period, you will be paid an amount of **INR 40,000** per month, subject to applicable statutory deductions. You will not be eligible for any other benefits/perks.

This Internship can be terminated by you or PGC, by providing written intimation at any point of time during internship. You will have a continuing obligation not to use, publish, or otherwise disclose either during or after your internship with PGC, any trade secrets, confidential or proprietary information belonging to, or concerning or referring to PGC or its employees, customers, clients or accounts.

Furthermore, you will abide by all the policies and standards in effect at PGC from time to time during the internship period.

Please respond via email an acceptance of this letter.

Best wishes!

Yours sincerely,

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48172F4164R0482

Nagraj Shriyan

Senior Director – Talent Acquisition



Date: May 11, 2022

Dear **Shivani Yogi**,

Subject: Summer Internship Confirmation

Congratulations!

Welcome to **Providence Global Center ("PGC" also known as "Providence India")**!

We at PGC are delighted to confirm your internship from **May 30 2022** to **July 22 2022** ("**Internship Period**").

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48172F416480482

Nagraj Shriyan

Senior Director - Talent Acquisition





Date: May 11, 2022

Dear **Sejal Loya**,

Subject: Summer Internship Confirmation

Congratulations!

Welcome to **Providence Global Center ("PGC" also known as "Providence India")!**

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DocuSigned by:  
48172F4164R0482

Nagraj Shriyan

Senior Director – Talent Acquisition



Date: May 31, 2022

Dear **Rama Ghodke,**

Subject: Summer Internship Confirmation

Congratulations!

Welcome to **Providence Global Center ("PGC" also known as "Providence India")!**

We at PGC are delighted to confirm your internship from **May 31, 2022** to **July 22, 2022** ("**Internship Period**").

We are excited that you will be interning with our outstanding team of dedicated professionals who work together every day to bring our vision of *Health for a Better World* to life. As a not-for-profit, mission-driven organization, we continue our legacy of service that began in the western United States 170 years ago. Our commitment to this heritage, mission and core values sets us apart from other health care organizations. This is an exciting opportunity to intern with PGC and to challenge yourself with innovative and impactful projects in healthcare technology.

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Nagraj Shriyan

Senior Director - Talent Acquisition



Date: May 11, 2022

Dear **Rutuja Wasu**,

Subject: Summer Internship Confirmation

Congratulations!

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Best wishes!

Yours sincerely,

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Nagraj Shriyan

Senior Director – Talent Acquisition



Date: May 11, 2022

Dear **Kinjel Mutha**,

Subject: Summer Internship Confirmation

Congratulations!

Welcome to **Providence Global Center ("PGC" also known as "Providence India")!**

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DocuSigned by:  
48172F4164R0482

Nagraj Shriyan

Senior Director – Talent Acquisition

PwC India | Offer Letter.

Inbox



in\_shakir.iqbal.ta@pwc... 17 Mar

to me ▾



Hi Arundhati,

Welcome to PwC!

Please find attached your offer letter here,  
kindly go through the offer letter and  
acknowledge the receipt.

Regards,

# Welcome Aboard - We are delighted to have you with us ! (Advisory & IFS) Inbox x

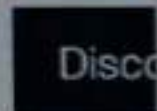


**Manali Bangera (IN)** <manali.bangera@pwc.com>

Jun 2, 2022, 6:52 PM

to bcc: me

from: **Manali Bangera (IN)** <manali.bangera@pwc.com>  
to:  
bcc: shubhangi.y.sharma@pwc.com  
date: Jun 2, 2022, 6:52 PM  
subject: Welcome Aboard - We are delighted to have you with us !  
(Advisory & IFS)  
mailed-by: pwc.com  
signed-by: pwc.com  
security: Standard encryption (TLS) [Learn more](#)



Dear colle

Congratulations on becoming a part of the PwC family! This is your opportunity to learn with purpose, lead with heart and make a positive impact on the world.

We understand that the decision to join a new organisation involves both enthusiasm and certain anxieties – we are committed to making your **onboarding** experience simple and enjoyable.

To turn your potential into a transformative experience, it's always good to know the key basics of the firm as you begin this special journey. So, let's start with some things that you would need to get working on right away.





## PwC India | Offer Letter.



Inbox



in\_shakir.iqbal.ta... 17 Mar



to me

Hi Gouri,

Welcome to PwC!

Please find attached your offer letter here, kindly go through the offer letter and acknowledge the receipt.

Regards,

Shakir Iqbal

PwC | Director | Human Capital

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The information transmitted, including any attachments, is intended only for the person or entity to which it is addressed and may

1:16

4G



PwC India | Offer Letter. Inbox



in\_shakir.iqbal.ta 23 Mar

to me



Hi Raahi,

Welcome to PwC!

Please find attached your offer letter here, kindly go through the offer letter and acknowledge the receipt.

Regards,

Shakir Iqbal

PwC | Director | Human Capital

Note: This document is digitally generated and sent from the official email ID and hence does not require a signature.

The information transmitted, including any attachments, is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited, and all liability arising therefrom is disclaimed. If you received this in error, please contact the sender and delete the material from any computer. Please note if the e-mail address include "TPR", the sender of this e-mail is a third party resource, and not an employee, who has been specifically authorized to correspond routine matters related to the project only. For any clarification with regard to any non-routine or engagement specific deliverables please contact the assigned project manager/ project partner.





Ref. No: 312243WD

16 March 2022

Bhakti Bhalchandra Kulkarni

Flat number 7Rukhmini Apartment Chetna nagarKalda CornerAurangabad Maharashtra 431005

Dear Bhakti,

With reference to your application and our recent discussion, we are pleased to engage you as **Trainee** at the Management Level of **Intern/Trainee** in the **Technology Consulting** SBU of the **Advisory** Line of Service in **PricewaterhouseCoopers Services LLP** ("LLP"). This Contract sets out the proposed terms and conditions governing our association with you.

#### **1. Definition and References**

Staff Member means: **Bhakti Bhalchandra Kulkarni** also referred as "you".

Client means: **PricewaterhouseCoopers Services LLP**

All references to "we" "us" or "LLP" refers to **PricewaterhouseCoopers Services LLP**.

#### **2. Duration of the Agreement**

The Agreement shall commence from **02/06/2022** and shall be valid up to **01/08/2022**. Thereafter, it may be renewed on mutually agreed terms and conditions.

#### **3. Payment of Stipend:**

You will receive during this period a consolidated stipend of **Rs.40000 (Rupees Forty Thousand Only)** per month, subject to income tax deduction at source, as governed by the IT rules. Your stipend is personal to you and you are required to ensure that confidentiality of the stipend information is maintained. All out-of-pocket expenses related to travel, conveyance, boarding and lodging for any outstation travel from your base location in **Mumbai SPO** will be borne by the LLP directly or will be reimbursed as per policy. You shall raise a supplementary expense invoice for claiming reimbursement of the expenses incurred, if any, and agree to include all the supporting documents including but not limited to all approvals with regard to travel. All claims for reimbursement raised under this Agreement /Contract shall be directly credited on receipt of the invoice, as applicable. The LLP will make the payment directly to the account of Bhakti Bhalchandra Kulkarni.

#### **4. Warranties**

You agree to perform your duties under this contract with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. You shall always act, in respect of any matter relating to this contract or the services, as faithful advisors to the LLP, and shall at all time support and safeguard the LLP's legitimate interests to any dealings with other Experts or Third Parties.

#### **5. Independence**

Independence is a professional principle and obligation that must be observed by all Trainees providing internal and/or client services. Independence obligations prohibit, among other things, you, your spouse/cohabitant and your dependents (collectively referred to as "you", "your") from holding certain positions with or investing in certain audit/ attest clients of the LLP and such clients' affiliates. Similarly, a nondependent close family member's position with or material investment in an audit/ attest client of the LLP may impair your compliance with the LLP's independence rules. Your position, job description, office location and client associations determine the applicability of specific provisions of the LLP's independence policy to you. Because it is important that you become familiar and comply with the LLP's independence policy, you agree to review the LLP's policies and materials regarding independence. Before joining the LLP and periodically thereafter, you will be required to confirm your compliance with the LLP's independence policy. In connection with your independence obligations, the LLP and/ or the



Securities and Exchange Commission may request, and you agree to provide, relevant financial and tax information including but not limited to up-to-date records of your investment portfolio, bank statements, credit card statements, insurance policies, loan documents. You may also be required to maintain a current record of your financial holdings (but not their value) in a LLP database. If an impairment of the LLP's independence or a conflict of interest exists or is likely to occur, you may be required to dispose of securities or resolve other independence issues on short notice and on terms that are disadvantageous to you. You also may be required to relocate to another LLP office or even to leave the LLP.

#### **Trainees Joining Clients:**

The Independence Policy also mandates that in the event of an offer of employment from the audit client and/ or clients' affiliates you are currently engaged on, or have been engaged in the recent past, it is mandatory to immediately notify the Engagement Partner of such an offer. On cessation of employment, you will not accept employment with a US Securities and Exchange Commission (SEC) registrant audit client in the capacity of chief executive officer, controller, chief financial officer, chief accounting officer or in any equivalent position wherein, you have put in more than ten hours of services at any point during the annual reporting period and within the one-year period prior to the commencement of the audit in progress.

#### **6. Other Terms**

**6.1 Confidentiality:** Except with the prior written consent of the LLP, you shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall you share your recommendations formulated in the course of, or as a result of, the services outside your project team and/or external parties. For purposes of this section, "confidential information" means any information or knowledge acquired by you arising out of, or in connection with, the performance of the services under this Agreement that is not otherwise available to the public. In the event of any breach of the stated provisions, you shall make good any loss / cost / damage / any claim whatsoever preferred by the Client or any Third Party against the LLP. Notwithstanding the foregoing and subject to applicable laws, any obligations imposed on you under this Agreement, including confidentiality obligations, that by their very nature survive the termination or expiry of this Agreement shall so survive the termination or expiry of this Agreement.

**6.2** You confirm that you will follow PwC's Information Security Policies, failing which disciplinary action may be taken against you which may include, but not limited to, termination of the contract with PwC.

**6.3** You understand that it is mandatory to complete the Information Security Awareness course and obtain a certificate of completion within 30 days of joining PwC.

**6.4** You, while working in the LLP's office premises, in any office across the country, must at all times, while at work, compulsorily and mandatorily display the LLP provided ID card. There can be no exception to this rule. You confirm to use your own ID access card for your entry / exit while on duty and avoid tailgating.

**6.5** You agree to comply with the clean desk policy and ensure that your workspaces are clean and that all confidential material is securely locked away at the time of leaving the desk.

**6.2** You confirm that if need be, you shall provide the Confirm with clear confirmation whether you have any relationship or involvement with any client where you will provide services through the LLP.

**6.7** The Code of Conduct Policy addresses how Staff Members in the LLP should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct. You are expected to carefully read the Code of Conduct, the full text of which is available at <http://pwcportal.pwcinternal.com>. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline. For further details please refer to the Human Capital Policy as amended from time to time.

**6.8** You also confirm that you have read the attached Anti Bribery Standard and that you shall comply with the same in connection with the performance of the assignment (Attachment — to be sent separately as a link via E-Mail)



**6.9** You agree not to enter into an engagement with companies which are directly or indirectly related to companies or its associates or companies that are in direct competition to the LLP during the validity of this engagement without prior consent in writing from the LLP. The indicative list of such companies is given below:

- Deloitte
- Ernst and Young
- KPMG
- BMR
- AT Kearney
- Accenture

**6.10 Right to access**

It is the LLP's policy to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. You understand that there may be regular checks in respect of usage or access of the LLP's system and equipment. For the avoidance of doubt, this includes, telephone systems, computer resources and systems, use of Email and internet systems and the postal system ("Facilities"). You also understand the LLP reserves the right, without notice, to access, listen to or read any communication or content made or received by you on its Facilities, to establish the existence of facts, to ascertain compliance with regulatory or self regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including 'Hacking'), to intercept for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations, to check voice mail systems when you are on holiday or on sick leave.

**6.11 Wrongful Dissemination**

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of the LLP or otherwise any information or material which: belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights;

- is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts; contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the LLP;
- contains any unlawful advertising, promotion or solicitation; or
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, paedophilic, libellous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever; is grossly offensive or menacing in nature; or impersonates another person.

**6.12 Consent**

You hereby consent, to the LLP to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your contract (in the course of your contract), for the purposes of the LLP, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the LLP, agents, contractors or sub-contractors or other PwC network Companies (each of which is a separate legal entity) of such personal information within or outside India.

**6.13 Relationship of Parties:**

You agree that this is a purely professional assignment and nothing contained in this agreement creates any employee-employer relationship between the LLP and you.

**6.14 Termination:**

This Agreement shall stand terminated on the occurrence of any of the following events:

- full and final discharge of all the obligations of the parties hereunder; or
- if you are otherwise in default of any term of the contract notwithstanding anything contrary contained anywhere else in this Agreement, either Party can terminate this Agreement by serving thirty days' written notice, without assigning any reasons, thereof. On discontinuation of this Agreement for any



reason you will return to the LLP all papers and documents and all other property pertaining to the LLP or affairs of the LLP or its clients or any of its associates or branches, which may be in your possession, and will not retain any copy or extract there from. In case of any breach of confidentiality covenant, either during or after the termination of this Agreement with the LLP, you agree to be personally liable to our clients or third parties.

**7. Dispute Resolution:**

Any dispute, disagreement, claim or controversy between the LLP and you arising under or relating to this Agreement which is subject to the terms and conditions of this Agreement, or performance or non performance hereunder or thereunder (a "Disputed Matter"), which cannot be resolved by mutual considerations shall be resolved by binding arbitration before a panel of three arbitrators. One arbitrator each will be selected by the LLP and you, and the third arbitrator will be selected by the party selected arbitrators. The parties will share the cost of arbitration equally, subject to any final apportionment by the panel of arbitrators. The arbitration will be held in the Mumbai city metropolitan area, and the decision of the majority of arbitrators will be final and binding on both parties. The disputed matter shall be settled by final and binding arbitration in accordance with the Arbitration and Conciliation Act, 1996.

**8. Notices:**

All notices, demands, and other communications hereunder shall be through email or in writing and shall be deemed to have been duly given if personally delivered or sent through registered post, or through speed post, or by overnight courier with package tracing capability as provided elsewhere in this Agreement, to the address set forth below. Either party may change the addresses set forth for it herein upon written notice thereof to the other.

**9. Notices to PricewaterhouseCoopers Services LLP:**

Shakir Iqbal  
PricewaterhouseCoopers Services LLP  
252 Veer Savarkar Marg  
Next to Mayor's Bungalow  
Shivaji Park Dadar  
Mumbai 400 028  
Maharashtra  
India

**Notices to**

Bhakti Bhalchandra Kulkarni  
Flat number 7Rukhmini Apartment Chetna nagarKalda CornerAurangabad Maharashtra 431005



**10. Applicable Laws:**

This Agreement shall be deemed to be entered into and shall be interpreted and construed in accordance with the laws of India. This letter is being signed in duplicate. Please sign and return one copy to us for the purpose of our record.

For and on behalf of PricewaterhouseCoopers Services LLP,

Shakir Iqbal

Director - Human Capital

Note: This document is digitally generated and sent from the official email ID and hence does not require a signature

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I have gone through the above terms & conditions and agree to abide by the same.

---

Name Signature Date



## DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the LLP as amended from time to time. In particular, I declare that:

- a) I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b) I acknowledge and agree to the LLP reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the LLP to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card, Aadhar) either directly or through a third party agency.
- c) There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence/ convicted by respective Institute, wherever applicable. I further declare that there are no Disciplinary action / proceedings either ongoing or pending against me in respect of my previous employment .
- d) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Firm or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the LLP, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the LLP.
- e) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the LLP's Code of Conduct.
- f) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the LLP and/ or its clients.

### Consent to cooperate

I consent to cooperate in and comply with any request for testimony or the production of documents made by the Public Company Accounting Oversight Board in furtherance of its authority and responsibilities under the Sarbanes-Oxley Act of 2002. I understand and agree that this consent is a condition of my continued employment by or other association with the LLP.

7 The responsibilities, duties and obligations under the Sarbanes-Oxley Act of 2002 shall survive even after my termination or disassociation with the LLP.

I accept the above.

Name/ Signature/ Date

**STRICTLY PRIVATE & CONFIDENTIAL**

01-04-2022

Navya Shukla  
Cummins

Dear Navya,

We are pleased to make you an offer of engagement as “**Summer Intern**”, to work with RBL Bank Ltd. in Technology and Solution department, it will be work from home. With effect from 1 June 2022 to 31 July 2022 on following term & conditions.

**Tenure:**

This engagement is for a fixed period and it will automatically come to an end on 31-07-2022 without any further notice.

**Compensation:**

- You will be entitled to a consolidated all-inclusive compensation of **INR 20,000/-** (Rupees Twenty Thousand only) per month.
- You will not be entitled any other benefits for & during the tenure of engagement.

**Duties:**

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the Bank are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Hours of Work:**

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in. You may be required to work on staggered timings/ shifts, the timings for which may be altered from time to time. You should discuss details on specific working hours with your reporting authority.

**Mobility:**

In view of the nature of our business, it may become necessary to require you to work in different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or locations of RBL Bank. Acceptance of our offer of engagement is acceptance of this obligation of flexibility on your part.

[www.rblbank.com](http://www.rblbank.com)

**RBL Bank Limited**

Controlling Office: One Indiabulls Centre, Tower 2B, 6th Floor, 841, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013, India.

Tel: +91 22 43020600 | Fax: +91 22 43020520 | CIN: U65191PN1943PLC007308 | E-mail: [customercare@rblbank.com](mailto:customercare@rblbank.com)

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Registered Office: 1st Lane, Shahupuri, Kolhapur - 416 001, India. | Tel.: +91 231 6650214 | Fax: +91 231 2657386

## Termination without Notice

At the sole discretion of the Bank your engagement is liable to be terminated without any notice or compensation in lieu thereof in the event of your involvement in any serious misconduct, misdemeanour or any offence which may or may not be directly connected with the business of the Bank notwithstanding what is contained in clause above.

## Other Terms and Conditions

- During your engagement, you will be subject to the service rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your engagement.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by other Policies and procedures of the Bank as presently applicable and as may be amended from time to time.
- You will not, during the continuance of your engagement undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with the Bank.
- You shall not during the course of your engagement, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at anytime use your engagement with the Bank to gain unfair advantage for personal purposes.

You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.

## Professional Ethics & Confidentiality

You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing

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**RBL Bank Limited**

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techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank. You hereby agree that you will not, at any time during or after your engagement with the Bank, make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any use thereof, except for the benefit of and on behalf of, the Bank. For the purpose of this paragraph, the term "Bank" shall also include all affiliates of the Bank.

Any disclosure which has not been expressly authorized by the Bank shall be called 'unauthorized disclosure' For the purpose of this paragraph; the term "Bank" shall also include all affiliates of the Bank.

Unauthorized Disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary action against you including termination of the engagement. Disclosure and use of Confidential information of the Bank after the termination of your engagement with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

During the period of your engagement with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case. It is the policy of RBL Bank to prohibit all those who are engaged with the bank from using confidential price sensitive or material non-public information in any transaction, personal or otherwise.

While you are engaged with the Bank, you will adhere to the Bank's Code of Conduct, IT Security Practice & Procedures and Insider Trading Policy as prescribed by the Bank and as applicable at present and as may be modified from time to time.

### **Indemnity**

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your engagement on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

You will be subject to the rules and regulations framed by the Bank from time to time. This engagement does not guarantee your employment with Bank in any way.

We look forward to having you work with RBL Bank.

**Yours Sincerely,**

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*SRDatta*

**Swati Datye Authorized Signatory**

I acknowledge that I have read and understood each and every term and condition set out in this letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions. **Accepted by**

**Name :** Navya Vikas Shukla

**Signature :** 

**Date :** 05/04/2022

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**STRICTLY PRIVATE & CONFIDENTIAL**

01-04-2022

Sai Athale  
Cummins

Dear Sai Athale,

We are pleased to make you an offer of engagement as “**Summer Intern**”, to work with RBL Bank Ltd. in Technology and Solution department, it will be work from home (Online Internship). With effect from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022 on following term & conditions.

**Tenure:**

This engagement is for a fixed period and it will automatically come to an end on 31-07-2022 without any further notice.

**Compensation:**

- You will be entitled to a consolidated all-inclusive compensation of **INR 20,000/-** (Rupees Twenty Thousand only) per month.
- You will not be entitled any other benefits for & during the tenure of engagement.

**Duties:**

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the Bank are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Hours of Work:**

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in. You may be required to work on staggered timings/ shifts, the timings for which may be altered from time to time. You should discuss details on specific working hours with your reporting authority.

**Mobility:**

In view of the nature of our business, it may become necessary to require you to work in different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or locations of RBL Bank. Acceptance of our offer of engagement is acceptance of this obligation of flexibility on your part.

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## Termination without Notice

At the sole discretion of the Bank your engagement is liable to be terminated without any notice or compensation in lieu thereof in the event of your involvement in any serious misconduct, misdemeanour or any offence which may or may not be directly connected with the business of the Bank notwithstanding what is contained in clause above.

## Other Terms and Conditions

- During your engagement, you will be subject to the service rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your engagement.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by other Policies and procedures of the Bank as presently applicable and as may be amended from time to time.
- You will not, during the continuance of your engagement undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with the Bank.
- You shall not during the course of your engagement, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at anytime use your engagement with the Bank to gain unfair advantage for personal purposes.

You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.

## Professional Ethics & Confidentiality

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Any disclosure which has not been expressly authorized by the Bank shall be called 'unauthorized disclosure' For the purpose of this paragraph; the term "Bank" shall also include all affiliates of the Bank.

Unauthorized Disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary action against you including termination of the engagement. Disclosure and use of Confidential information of the Bank after the termination of your engagement with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

During the period of your engagement with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case. It is the policy of RBL Bank to prohibit all those who are engaged with the bank from using confidential price sensitive or material non-public information in any transaction, personal or otherwise.

While you are engaged with the Bank, you will adhere to the Bank's Code of Conduct, IT Security Practice & Procedures and Insider Trading Policy as prescribed by the Bank and as applicable at present and as may be modified from time to time.

### **Indemnity**

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your engagement on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

You will be subject to the rules and regulations framed by the Bank from time to time. This engagement does not guarantee your employment with Bank in any way.

We look forward to having you work with RBL Bank.

**Yours Sincerely,**

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**Swati Datye Authorized Signatory**

I acknowledge that I have read and understood each and every term and condition set out in this letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions. **Accepted by**

**Name :** Sai Sunil Athale

**Signature :**



**Date :** 08/04/2022

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01-04-2022

Sai Akshitha  
Cummins

Dear Sai Akshitha,

We are pleased to make you an offer of engagement as “**Summer Intern**”, to work with RBL Bank Ltd. in Technology and Solution department, it will be work from home. With effect from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022 on following term & conditions.

**Tenure:**

This engagement is for a fixed period and it will automatically come to an end on 31-07-2022 without any further notice.

**Compensation:**

- You will be entitled to a consolidated all-inclusive compensation of **INR 20,000/-** (Rupees Twenty Thousand only) per month.
- You will not be entitled any other benefits for & during the tenure of engagement.

**Duties:**

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the Bank are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Hours of Work:**

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in. You may be required to work on staggered timings/ shifts, the timings for which may be altered from time to time. You should discuss details on specific working hours with your reporting authority.

**Mobility:**

In view of the nature of our business, it may become necessary to require you to work in different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or locations of RBL Bank. Acceptance of our offer of engagement is acceptance of this obligation of flexibility on your part.

**Termination without Notice**

At the sole discretion of the Bank your engagement is liable to be terminated without any notice or compensation in lieu thereof in the event of your involvement in any serious misconduct, misdemeanour or any offence which

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may or may not be directly connected with the business of the Bank notwithstanding what is contained in clause above.

### **Other Terms and Conditions**

- During your engagement, you will be subject to the service rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your engagement.
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- You will not, during the continuance of your engagement undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with the Bank.
- You shall not during the course of your engagement, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at anytime use your engagement with the Bank to gain unfair advantage for personal purposes.

You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.

### **Professional Ethics & Confidentiality**

You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank. You hereby agree that you will not, at any time during or after your engagement with the Bank, make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any use thereof, except for the benefit of and on behalf of, the Bank. For the purpose of this paragraph, the term "Bank" shall also include all affiliates of the Bank.



Any disclosure which has not been expressly authorized by the Bank shall be called ‘unauthorized disclosure’ For the purpose of this paragraph; the term “Bank” shall also include all affiliates of the Bank.

Unauthorized Disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary action against you including termination of the engagement. Disclosure and use of Confidential information of the Bank after the termination of your engagement with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an “order of injunction”. Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

During the period of your engagement with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank’s operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case. It is the policy of RBL Bank to prohibit all those who are engaged with the bank from using confidential price sensitive or material non-public information in any transaction, personal or otherwise.

While you are engaged with the Bank, you will adhere to the Bank’s Code of Conduct, IT Security Practice & Procedures and Insider Trading Policy as prescribed by the Bank and as applicable at present and as may be modified from time to time.

### **Indemnity**

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your engagement on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

You will be subject to the rules and regulations framed by the Bank from time to time. This engagement does not guarantee your employment with Bank in any way.

We look forward to having you work with RBL Bank.

**Yours Sincerely,**



**Swati Datye Authorized Signatory**

I acknowledge that I have read and understood each and every term and condition set out in this letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

**Accepted by**

**Name : Sai Akshitha Boddupalli**

**Signature :**



**Date : 05-04-2022**

**STRICTLY PRIVATE & CONFIDENTIAL**

01-04-2022

Astha Agarwal  
Cummins

Dear Astha,

We are pleased to make you an offer of engagement as “**Summer Intern**”, to work with RBL Bank Ltd. in Technology and Solution department, it will be work from home. With effect from 1<sup>st</sup> June 2022 to 31<sup>st</sup> July 2022 on following term & conditions.

**Tenure:**

This engagement is for a fixed period and it will automatically come to an end on 31-07-2022 without any further notice.

**Compensation:**

- You will be entitled to a consolidated all-inclusive compensation of **INR 20,000/-** (Rupees Twenty Thousand only) per month.
- You will not be entitled any other benefits for & during the tenure of engagement.

**Duties:**

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the Bank are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Hours of Work:**

Actual hours may vary and will be subject to change from time to time; depending on the nature of your work and the department you work in. You may be required to work on staggered timings/ shifts, the timings for which may be altered from time to time. You should discuss details on specific working hours with your reporting authority.

**Mobility:**

In view of the nature of our business, it may become necessary to require you to work in different divisions, associate companies, concerns, sections, subsidiaries, entities, offices or locations of RBL Bank. Acceptance of our offer of engagement is acceptance of this obligation of flexibility on your part.

**Termination without Notice**

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RBL Bank Limited

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At the sole discretion of the Bank your engagement is liable to be terminated without any notice or compensation in lieu thereof in the event of your involvement in any serious misconduct, misdemeanour or any offence which may or may not be directly connected with the business of the Bank notwithstanding what is contained in clause above.

### **Other Terms and Conditions**

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- You will not, during the continuance of your engagement undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with the Bank.
- You shall not during the course of your engagement, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at anytime use your engagement with the Bank to gain unfair advantage for personal purposes.

You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.

### **Professional Ethics & Confidentiality**

You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank. You hereby agree that you will

not, at any time during or after your engagement with the Bank, make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any use thereof, except for the benefit of and on behalf of, the Bank. For the purpose of this paragraph, the term “Bank” shall also include all affiliates of the Bank.

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“order of injunction’. Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

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### **Indemnity**

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your engagement on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

You will be subject to the rules and regulations framed by the Bank from time to time. This engagement does not guarantee your employment with Bank in any way.

We look forward to having you work with RBL Bank.

**Yours Sincerely,**




**Swati Datye Authorized Signatory**

I acknowledge that I have read and understood each and every term and condition set out in this letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

**Accepted by**

**Name :** Aastha Bipin Agrawal

**Signature :** 

**Date :** 05-04-2022

**STRICTLY PRIVATE & CONFIDENTIAL**

01-04-2022

Esha Mudgal  
Cummins

Dear Esha,

We are pleased to make you an offer of engagement as “**Summer Intern**”, to work with RBL Bank Ltd. in Technology and Solution department, it will be work from home. With effect from 1 June 2022 to 31 July 2022 on following term & conditions.

**Tenure:**

This engagement is for a fixed period and it will automatically come to an end on 31-07-2022 without any further notice.

**Compensation:**

- You will be entitled to a consolidated all-inclusive compensation of **INR 20,000/-** (Rupees Twenty Thousand only) per month.
- You will not be entitled any other benefits for & during the tenure of engagement.

**Duties:**

Although your normal work will consist of the duties assigned to you from time to time, you may be called upon to discharge any other duties which in the opinion of the Bank are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.

**Hours of Work:**

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**RBL Bank Limited**

Controlling Office: One Indiabulls Centre, Tower 2B, 6th Floor, 841, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013, India.

Tel: +91 22 43020600 | Fax: +91 22 43020520 | CIN: U65191PN1943PLC007308 | E-mail: [customercare@rblbank.com](mailto:customercare@rblbank.com)

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Registered Office: 1st Lane, Shahupuri, Kolhapur - 416 001, India. | Tel.: +91 231 6650214 | Fax: +91 231 2657386

## Termination without Notice

At the sole discretion of the Bank your engagement is liable to be terminated without any notice or compensation in lieu thereof in the event of your involvement in any serious misconduct, misdemeanour or any offence which may or may not be directly connected with the business of the Bank notwithstanding what is contained in clause above.

## Other Terms and Conditions

- During your engagement, you will be subject to the service rules, regulations and policy of the Bank applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Bank subsequently during the course of your engagement.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by other Policies and procedures of the Bank as presently applicable and as may be amended from time to time.
- You will not, during the continuance of your engagement undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with the Bank.
- You shall not during the course of your engagement, participate, whether directly or indirectly in any business competitive to the business of the Bank.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Bank or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi- judicial proceeding(s) you shall immediately inform the Bank the details thereof.
- You shall not at anytime use your engagement with the Bank to gain unfair advantage for personal purposes.

You shall follow all directions, instructions, guidelines and policies of the Bank issued from time to time in discharge of your duties.

## Professional Ethics & Confidentiality

You acknowledge that the business of the Bank is highly competitive and that any information concerning the Bank's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing

[www.rblbank.com](http://www.rblbank.com)

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Registered Office: 1st Lane, Shahupuri, Kolhapur - 416 001, India. | Tel.: +91 231 6650214 | Fax: +91 231 2657386



techniques and credit and financial data concerning Bank's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Bank. You hereby agree that you will not, at any time during or after your engagement with the Bank, make any unauthorized disclosure of any confidential business information or trade secrets of the Bank, or make any use thereof, except for the benefit of and on behalf of, the Bank. For the purpose of this paragraph, the term "Bank" shall also include all affiliates of the Bank.

Any disclosure which has not been expressly authorized by the Bank shall be called 'unauthorized disclosure' For the purpose of this paragraph; the term "Bank" shall also include all affiliates of the Bank.

Unauthorized Disclosure and use of confidential information constitutes a serious misconduct & the Bank shall be entitled to take appropriate disciplinary action against you including termination of the engagement. Disclosure and use of Confidential information of the Bank after the termination of your engagement with the Bank shall entitle the Bank to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Bank either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.

During the period of your engagement with the Bank you will safeguard all matters, documents, manuals etc. relating to the Bank's operations and you will not be permitted to undertake any other business, work of public office, honorary or remunerative, except with the written permission of the Bank in each case. It is the policy of RBL Bank to prohibit all those who are engaged with the bank from using confidential price sensitive or material non-public information in any transaction, personal or otherwise.

While you are engaged with the Bank, you will adhere to the Bank's Code of Conduct, IT Security Practice & Procedures and Insider Trading Policy as prescribed by the Bank and as applicable at present and as may be modified from time to time.

### **Indemnity**

You shall indemnify the Bank against any loss, damage, proceeding which the Bank might suffer due to any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Bank to terminate your engagement on such count or the right of the Bank to seek other remedies which the Bank may have to make good the Loss or damage.

You will be subject to the rules and regulations framed by the Bank from time to time. This engagement does not guarantee your employment with Bank in any way.

We look forward to having you work with RBL Bank.

**Yours Sincerely,**

[www.rblbank.com](http://www.rblbank.com)

**RBL Bank Limited**

Controlling Office: One Indiabulls Centre, Tower 2B, 6th Floor, 841, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013, India.

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Registered Office: 1st Lane, Shahupuri, Kolhapur - 416 001, India. | Tel.: +91 231 6650214 | Fax: +91 231 2657386



**Swati Datye Authorized Signatory**

I acknowledge that I have read and understood each and every term and condition set out in this letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions. **Accepted by**

**Name :**

**Signature :**

**Date :**

[www.rblbank.com](http://www.rblbank.com)

**RBL Bank Limited**

Controlling Office: One Indiabulls Centre, Tower 2B, 6th Floor, 841, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013, India.

Tel: +91 22 43020600 | Fax: +91 22 43020520 | CIN: U65191PN1943PLC007308 | E-mail: [customercare@rblbank.com](mailto:customercare@rblbank.com)

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**Liz Chrastil** <chrastil@uci.edu>

to Alina, Nikki, me ▾

Mon, Apr 25, 2:16 PM



Hi Priyanka

Thanks for your interest in my lab and research! Sorry for the slow reply, we've been assessing our needs for the summer. Your background sounds great and we can always use people who know coding, so we'd be happy to have you in the lab this summer. I'm copying my lab managers Alina and Nikki on this email, they will help get you started, so please include them on any replies.

Best wishes,

Dr C

\*\*\*

—

Assistant Professor

University of California, Irvine

Department of Neurobiology & Behavior

Center for the Neurobiology of Learning & Memory

SRIB || Magpie Interns -  
Onboarding Form (6 June ,  
2022 Batch) Inbox



Shruti Joshi 28 Apr  
to Samsung ▾



Dear Magpie Intern,

Greetings from Samsung Campus Team !

Thank You for accepting the 2M Internship Offer @ Samsung Research Institute (SRIB), we are delighted to welcome you onboard. Please find below the key information for your Internship with Samsung:

|                     |                               |
|---------------------|-------------------------------|
| Date of Joining     | 6th June , 2022               |
| Internship End Date | 5th August , 2022             |
| Stipend             | INR 50,000/- per month        |
| Mode of Work        | Virtual (for entire duration) |

- Please consider this as your official offer letter , No PDF documents will be shared separately.
- Please note that you will be eligible for joining us as a FTE upon completion of your course successfully through PPO process subject to you clearing SWC advanced test and based on your internship performance.
- The training for SWC advanced team will be conducted by SRI-B L&D Team post your internship joining.

**SAP Labs India Pvt. Ltd.**  
138, Export Promotion  
Industrial Park, WhiteField,  
Bangalore – 560 066. India  
T: +91-80-4139 5139  
F: +91-80-4139 6969  
[www.sap.com](http://www.sap.com)



SAP LABS. Bangalore.

27 May 2022

**Private & Confidential**

Ritika Sachin Pande  
502 Vindhyanchal Aakriti Greens  
Salaiya, Bhopal  
Madhya Pradesh 462026 India  
9039900006

Dear Ritika Sachin,

Subsequent to the interview you had with us, I am pleased to inform you that you have been selected as **Diploma Student / Intern** for a period of 2 months with SAP Labs India Pvt Ltd., starting from 06 June 2022 to 05 August 2022. Congratulations!

You would receive a stipend of Rs 35,000.00 per month during the period of your training (TDS would be deducted as per Income Tax rules and regulations).

Kindly acknowledge the enclosed copy of this letter as a token of acceptance and return to us at the earliest.

You are required to provide your PAN number and Bank details within 10 days of your date of joining as they are mandatory.

We would be pleased to furnish you with any further information or clarify your queries. We congratulate you once again on your success.

Looking forward to a mutually rewarding association.

Best regards,

For **SAP Labs India Pvt. Ltd.**

DocuSigned by:  
*Shweta Mohanty*  
FOR E33A035D10BB4C7...

DocuSigned by:  
*Sabish Kovath Bhaskar*  
D0D0CEC2E39A4A2...

**Shweta Mohanty**  
Head of Human Resource, India  
SAP, India

**Sabish Kovath Bhaskar**  
Manager, Local HR Services India  
HR Services Centre, SAP, India

I accept the terms & conditions of service outlined above

DocuSigned by:  
*Ritika*  
71ABEA8BE1534C9...

27-May-2022 | 14:56:56 CEST

.....  
**Ritika Sachin Pande**

.....  
**Date**

Schlumberger India Technology Centre Private Limited

Office 301, 3<sup>rd</sup> Floor, Building 8, CommerZone,

Samrat Ashok Path, Off Airport Road,  
Yerwada, Pune, 411006, Maharashtra, India Phone: +91-20-6741 7900 [www.slb.com](http://www.slb.com)



**Date: 10-May-2022**

**To,**  
**Hardiki Sonchhatra**  
**Pune**

**Subject: Internship Agreement Letter**

Dear Hardiki,

We are pleased to offer you an opportunity as **Intern** with Schlumberger India Technology Centre Pvt. Ltd for duration of 2 months starting from **01/06/2022** or on successfully passing of the medical examination. A notice period of 3 working days has to be served in the event of an early termination of this trainee agreement.

Located in Pune, you shall report to Saurabh Purwar - DES QA Manager.

You will be eligible to receive a monthly stipend of **INR 30,000/-** (subject to Tax regulations).

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, which will be conducted prior to the commencement of the internship.
- You shall be required to produce the documents listed in Appendix 1 of this offer. Please let us know if you do not have passport and degree certificate (at least provisional).
- Your acceptance of further documents pertaining to Schlumberger Code of Ethics and Confidentiality of information.

Please note that this offer letter is for internship for the period described above. This letter does not constitute an offer of employment or guarantees employment with Schlumberger at a future date.

Please indicate your agreement and acceptance to the above terms by signing the duplicate of this letter and returning it to us as your acceptance thereof.

Congratulations and we wish you all the best in your future endeavours.

Sincerely,

Agreed & Accepted,

-----  
**Priyanka Prabhudesai**  
**PITC Talent Acquisition Manager**

-----  
**Name:** Hardiki Sonchhatra  
**Date:** 11-05-2022

Company Identification Number (CIN): U29299PN2008PTC131255

Schlumberger-Private

## Appendix 1:

### Required Documents:

- ✦ You are requested to bring along the following documents. Please bring the originals and a photocopy of the following documents with you on your first day, along with it carry a digital copy of the same documents. Your originals will be returned to you after document verification. ✦ Class X and class XII or equivalent mark sheet if highest qualification is a graduate,
- ✦ Diploma or degree certificates (bachelors, masters or Ph. D.) for the highest qualification along with the final year mark sheet of that qualification,
- ✦ Photo identity proof in the form of any one of the following: Passport (Preferred) or Pan Card, Aadhar Card, Voter's ID or Driving License.
- ✦ Address proof in the form of any one of the following: Passport (preferred), Utility bill with clearly stated address, or attested Leave and License Agreement,
- ✦ Permanent Account Number (PAN) card
- ✦ Details of bank accounts (NEFT, cancelled cheque) for transfer of salary

### Please also bring:

- ✦ Four passport size (35 mm x 35 mm) photographs of yourself and one each of your family members.

Schlumberger India Technology Centre Pvt. Ltd.  
Office No. 701,702, 7<sup>th</sup> Floor, Building No 6,  
Commerzone, Survey No.144/145,  
Samrat Ashok Path, Off Air Port Rd,  
Yerawada, Pune – 411 006.  
Maharashtra, India  
Tel. : +91- 20- 39869000  
Fax: +91- 20- 39869171  
CIN: U29299PN2008PTC131255  
[www.slb.com](http://www.slb.com)

**Schlumberger**

**To**  
**Name:** Yukta Bukkawar  
**Email:** yukta554bukkawar@gmail.com  
**Phone:** 7901751330

Date: 18-Jan-22

**Subject: Internship Offer Letter**

Based on your application and subsequent interview(s), we are pleased to inform you that you have been selected as an Intern 2022 by Schlumberger.

We are pleased to offer you internship with Schlumberger India Technology Center Pvt. Ltd effective May 30, 2022 on successfully passing your pre-employment medical.

Duration of internship will be 2 months, from May, 2022 to July 2022 and you will be eligible to receive a stipend of INR 40000/month after the internship subject to fulfillment of associated tasks and formalities. You will have a Group Accidental Insurance cover for the duration of the internship.

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, which will be conducted prior to the commencement of internship.
- Signing of the internship agreement at the time of commencement of internship.

Please sign, date and return a scanned copy of this letter within 3 days of receipt to [athombre@slb.com](mailto:athombre@slb.com), and [ppargaonkar@slb.com](mailto:ppargaonkar@slb.com) to acknowledge your acceptance of this internship offer.

By accepting this offer letter you confirm that you will comply with applicable Schlumberger policies during the course of your internship. Please note that this offer letter is for the requested internship only and does not create any employment or guarantee future employment, with Schlumberger.


We would like to take this opportunity to welcome you to Schlumberger and wish you success in your future career.

Yours Sincerely,



Sadaf Nakhawa  
HR Manager

I, Yukta Bukkawar, accept the internship offer and terms and conditions mentioned above.

Signature  Date 18-Jan-22



Schlumberger India Technology Centre Private Limited

Office 301, 3<sup>rd</sup> Floor, Building 8, CommerZone,

Samrat Ashok Path, Off Airport Road,  
Yerwada, Pune, 411006, Maharashtra, India Phone: +91-20-6741 7900 [www.slb.com](http://www.slb.com)



**Date: 10-May-2022**

**To,  
Vaishnavi Bhavsar  
Pune**

**Subject: Internship Agreement Letter**

Dear Vaishnavi,

We are pleased to offer you an opportunity as **Intern** with Schlumberger India Technology Centre Pvt. Ltd for duration of 2 months starting from **01/06/2022** or on successfully passing of the medical examination. A notice period of 3 working days has to be served in the event of an early termination of this trainee agreement.

Located in Pune, you shall report to Pravin Shinde - SAP QA Manager.

You will be eligible to receive a monthly stipend of **INR 30,000/-** (subject to Tax regulations).

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, which will be conducted prior to the commencement of the internship.
- You shall be required to produce the documents listed in Appendix 1 of this offer. Please let us know if you do not have passport and degree certificate (at least provisional).
- Your acceptance of further documents pertaining to Schlumberger Code of Ethics and Confidentiality of information.

Please note that this offer letter is for internship for the period described above. This letter does not constitute an offer of employment or guarantees employment with Schlumberger at a future date.

Please indicate your agreement and acceptance to the above terms by signing the duplicate of this letter and returning it to us as your acceptance thereof.

Congratulations and we wish you all the best in your future endeavours.

Sincerely,

Agreed & Accepted,

-----  
**Priyanka Prabhudesai**  
**PITC Talent Acquisition Manager**

-----  
**Name:**  
**Date:**

Company Identification Number (CIN): U29299PN2008PTC131255

Schlumberger-Private

## Appendix 1:

### Required Documents:

- ✦ You are requested to bring along the following documents. Please bring the originals and a photocopy of the following documents with you on your first day, along with it carry a digital copy of the same documents. Your originals will be returned to you after document verification. ✦ Class X and class XII or equivalent mark sheet if highest qualification is a graduate,
- ✦ Diploma or degree certificates (bachelors, masters or Ph. D.) for the highest qualification along with the final year mark sheet of that qualification,
- ✦ Photo identity proof in the form of any one of the following: Passport (Preferred) or Pan Card, Aadhar Card, Voter's ID or Driving License.
- ✦ Address proof in the form of any one of the following: Passport (preferred), Utility bill with clearly stated address, or attested Leave and License Agreement,
- ✦ Permanent Account Number (PAN) card
- ✦ Details of bank accounts (NEFT, cancelled cheque) for transfer of salary

### Please also bring:

- ✦ Four passport size (35 mm x 35 mm) photographs of yourself and one each of your family members.

Schlumberger India Technology Centre Pvt. Ltd.  
Office No. 701,702, 7<sup>th</sup> Floor, Building No 6,  
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Samrat Ashok Path, Off Air Port Rd,  
Yerawada, Pune – 411 006.  
Maharashtra, India  
Tel. : +91- 20- 39869000  
Fax: +91- 20- 39869171  
CIN: U29299PN2008PTC131255  
[www.slb.com](http://www.slb.com)

Date: 18-Jan-22

**To**

**Name:** Pratiksha Jagtap

**Email:** pratiksha.jagtap@cumminscollege.in

**Phone:** 9307648270

**Subject: Internship Offer Letter**

Based on your application and subsequent interview(s), we are pleased to inform you that you have been selected as an Intern 2022 by Schlumberger.

We are pleased to offer you internship with Schlumberger India Technology Center Pvt. Ltd effective May 30, 2022 on successfully passing your pre-employment medical.

Duration of internship will be 2 months, from May, 2022 to July 2022 and you will be eligible to receive a stipend of INR 40000/month after the internship subject to fulfillment of associated tasks and formalities. You will have a Group Accidental Insurance cover for the duration of the internship.

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, which will be conducted prior to the commencement of internship.
- Signing of the internship agreement at the time of commencement of internship.

Please sign, date and return a scanned copy of this letter within 3 days of receipt to [athombre@slb.com](mailto:athombre@slb.com), and [ppargaonkar@slb.com](mailto:ppargaonkar@slb.com) to acknowledge your acceptance of this internship offer.

By accepting this offer letter you confirm that you will comply with applicable Schlumberger policies during the course of your internship. Please note that this offer letter is for the requested internship only and does not create any employment or guarantee future employment, with Schlumberger.

We would like to take this opportunity to welcome you to Schlumberger and wish you success in your future career.

Yours Sincerely,

Sadaf Nakhawa  
HR Manager

I, Pratiksha Nivrutti Jagtap, accept the internship offer and terms and conditions mentioned above.

Signature



Date 19-Jan-22

Schlumberger-Private

Schlumberger India Technology Centre Private Limited

Office 301, 3<sup>rd</sup> Floor, Building 8, CommerZone,

Samrat Ashok Path, Off Airport Road,  
Yerwada, Pune, 411006, Maharashtra, India Phone: +91-20-6741 7900 [www.slb.com](http://www.slb.com)



**Date: 10-May-2022**

**To,**  
**Sakshi Walwadkar**  
**Pune**

**Subject: Internship Agreement Letter**

Dear Sakshi,

We are pleased to offer you an opportunity as **Intern** with Schlumberger India Technology Centre Pvt. Ltd for duration of 2 months starting from **01/06/2022** or on successfully passing of the medical examination. A notice period of 3 working days has to be served in the event of an early termination of this trainee agreement.

Located in Pune, you shall report to Saurabh Purwar- DES QA Manager.

You will be eligible to receive a monthly stipend of **INR 30,000/-** (subject to Tax regulations).

The offer is subject to satisfactory completion of:

- A medical examination by a doctor of our choice, which will be conducted prior to the commencement of the internship.
- You shall be required to produce the documents listed in Appendix 1 of this offer. Please let us know if you do not have passport and degree certificate (at least provisional).
- Your acceptance of further documents pertaining to Schlumberger Code of Ethics and Confidentiality of information.

Please note that this offer letter is for internship for the period described above. This letter does not constitute an offer of employment or guarantees employment with Schlumberger at a future date.

Please indicate your agreement and acceptance to the above terms by signing the duplicate of this letter and returning it to us as your acceptance thereof.

Congratulations and we wish you all the best in your future endeavours.

Sincerely,

Agreed & Accepted,

-----  
**Priyanka Prabhudesai**  
**PITC Talent Acquisition Manager**

-----  
**Name:**  
**Date:**

Company Identification Number (CIN): U29299PN2008PTC131255

Schlumberger-Private

## Appendix 1:

### Required Documents:

- ✦ You are requested to bring along the following documents. Please bring the originals and a photocopy of the following documents with you on your first day, along with it carry a digital copy of the same documents. Your originals will be returned to you after document verification. ✦ Class X and class XII or equivalent mark sheet if highest qualification is a graduate,
- ✦ Diploma or degree certificates (bachelors, masters or Ph. D.) for the highest qualification along with the final year mark sheet of that qualification,
- ✦ Photo identity proof in the form of any one of the following: Passport (Preferred) or Pan Card, Aadhar Card, Voter's ID or Driving License.
- ✦ Address proof in the form of any one of the following: Passport (preferred), Utility bill with clearly stated address, or attested Leave and License Agreement,
- ✦ Permanent Account Number (PAN) card
- ✦ Details of bank accounts (NEFT, cancelled cheque) for transfer of salary

### Please also bring:

- ✦ Four passport size (35 mm x 35 mm) photographs of yourself and one each of your family members.

**INTERN AGREEMENT**

This Agreement is made on this day **01/06/2022** by and between **Siemens Industry Software (India) Pvt. Ltd., Tower C, Panchshil Business Park, Survey No. 21, Balewadi, Pune 411 045, India** (hereinafter referred to as "SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.") and **Rithika Hebbar** an individual residing at **Prateek Stylome , Sector-45 , Noida.**

WHEREAS, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD wishes to obtain the services of "Intern" as an independent contractor, and not as an employee, on a temporary basis; and

WHEREAS, "Intern" is willing to provide such services upon the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants stated herein, the parties agree as follows.

1. This Consulting Agreement shall be effective as of **01/06/2022** and shall remain in force **2 Months**. However, the contract can be canceled at any time with or without cause, by written notice from either party to the other delivered not less than **One Month** prior to the specified date of cancellation.
2. During the life of this Agreement, "Intern" agrees to carry out services pertaining to the Statement of Work attached hereto as Exhibit A ("SOW"), which will be performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. on dates and at locations either specified by or acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., or otherwise by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
3. "Intern" agrees to hold confidential during the term of this Agreement, and after its termination, all confidential information that has been appropriately identified as being confidential as well as customers of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. made known to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in connection with this Agreement. "Intern" shall be subject to the following obligations:

A. "Intern" agrees it will use a reasonable degree of care that is at least the same degree of care "Intern" uses to protect its own information of a like kind to not disclose SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party's Confidential Information to any third party other than "Intern" personnel provided that each such person is obligated contractually with "Intern" to maintain the confidentiality of information. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party's Confidential Information is defined as information which is marked as "Confidential" (or synonymous term) or if disclosed verbally or by demonstration to "Intern" is identified as being "Proprietary", "Confidential" or similar designations to "Intern" contemporaneously with its disclosure to "Intern" and is documented in writing by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. as Confidential Information within thirty (30) days following the date of first disclosure to "Intern", or due to the nature of the disclosure and the information is such that reasonable person would believe that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. intends or is obligated to maintain the information as confidential. "Intern's obligations contained in this Article 3. Shall continue in full force and effect after termination of this Agreement.

B. As used in this Agreement, Confidential Information shall include software and may include (without limitation) information relevant to such software, documentation, source code, research, research efforts, product development, product plans and timing, intellectual property, customer profiles, or the design, manufacturing, testing, purchasing, accounting, marketing, merchandising and selling operations of its and or its third party's business.

C. The confidentiality obligations contained in this Agreement shall not extend to any item of information identified as Confidential Information which is disclosed or made available by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. which:

1. was in "Intern's possession before receipt from SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.;
2. Is or becomes a matter of public knowledge through no fault of "Intern";
3. Is rightfully received by "Intern" from a rightfully possessing third party without duty of confidentiality;
4. Is disclosed by "Intern" in accordance with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s prior written approval;
5. Is independently developed by "Intern" without access to Confidential Information exchanged hereunder, as provable by competent evidence.

D. Upon written request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., "Intern" will return, within thirty (30) days of its receipt of said request, any and all materials containing such Confidential Information provided to it by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., plus any and all copies, derivations or summaries, written or machine made. At the same time, "Intern" shall provide a written affirmation signed by "Intern" representing that all materials, notes and other information related thereto and any copies thereof have been returned or destroyed. The return of such items shall also operate as an affirmation that all items and copies thereof have been returned or destroyed.

E. Any Confidential Information disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. to "Intern" shall remain the property of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party. Except where specifically stated otherwise, nothing contained herein shall be construed as granting, conferring or implying any rights by a license, trademark, copyright, patent or otherwise to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. However, with regard to information which is disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and is contained in works of authorship fixed in tangible form, with the exception of software, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. realizes that it may be necessary for "Intern" to make a limited number of copies in order for "Intern" to adequately use such information for the purposes of this Agreement. As such, a nonexclusive, non-royalty bearing license is hereby granted to "Intern", under SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party copyrights covering the disclosed information, to make copies during the term of this Agreement, provided that all proprietary legends and notices on the originals are also reproduced on such copies and that each copy is controlled by "Intern" as originals, in accordance with the terms of this Agreement.



- F. In the event that “Intern” is legally requested or required by demand to disclose the Confidential Information, “Intern” shall provide SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prompt notice of such request or demand and all related proceedings so that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. may seek an appropriate protective order or waive “Intern’s compliance with the confidentiality provisions of this Agreement. If, as a result of any such demand, “Intern” is compelled to disclose Confidential Information to any tribunal or else stand liable to contempt or other censure or penalty, “Intern” may disclose such Confidential Information to such tribunal without liability hereunder provided it provides SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prior written notice.
4. “Intern” agrees to hold confidential during the term of this Agreement, and after its termination, all material developed by “Intern” hereunder and material “Intern” is required to supply to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. under the provisions of this Agreement, and particularly to refrain from publishing or otherwise disclosing all or part of such information to others, with the understanding that the provisions of this paragraph shall not apply to information now generally available to the Trade by publication or otherwise and to information hereafter generally available to the Trade through no fault of “Intern”, except by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
  5. If SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. requires “Intern’s services to be provided as specified in Paragraph 2 of this Agreement, and if “Intern” is available to provide such consulting services on dates and at locations acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. agrees to pay “Intern” for such consulting services performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. at the rate mentioned in Annexure A
  6. If “Intern” agrees to perform the services specified in Paragraph 2 of this Agreement on behalf of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., any and all work product, copyrights, all inventions and improvements developed or conceived hereunder and all rights of every kind that result or may result from “Intern’s performance under this Agreement are hereby assigned, transferred and conveyed entirely and exclusively to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. without further consideration. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. shall have the exclusive right to patent any inventions developed or conceived hereunder and to obtain copyright and renewals of copyright in any such work product and modifications or improvements thereto and to reproduce the copyrighted work or prepare derivative works based thereon in any manner or medium. “Intern” shall assist SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in obtaining patents on any such inventions, but entirely at the expense of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
  7. “Intern” shall be responsible for and shall hold SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. harmless from all expenses, including legal fees, which arise from “Intern’s performance hereunder and which are for actual or alleged injury to any person or damage to any property, including that of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
  8. If “Intern” is required to perform any consulting services away from “Intern’s normal place of business, with the prior approval of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., “Intern” shall be reimbursed for all reasonable costs associated with travel, lodging, meals and related out-of-pocket expense actually incurred. Receipts for such expenses shall be submitted at SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.’s request.

9. Nothing contained herein shall be construed to create the relationship of employer and employee, or constitute a partnership or joint venture. It is understood that "Intern" shall perform the services hereunder as an independent contractor. "Intern" shall not be entitled to medical coverage, workmen's compensation, unemployment benefits, life insurance, pension and profit sharing plans or any other expenses customarily paid by an employer on behalf of an employee.
10. This Agreement is personal and shall not be assignable by "Intern" and its terms, covenants and conditions shall be binding upon and inure to the benefit of "Intern", SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s successors and assigns.
11. This Agreement shall be governed by the laws of India.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

**"Intern"**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Name: **Lalita Potekar**

Signature: **Potekar**  
**Lalita**

Digitally signed  
by Potekar Lalita  
Date: 2022.05.27  
16:40:57 +05'30'

Title: **HR Specialist**

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature **Subramaniam**  
**Sridhar**

Digitally signed by Subramaniam Sridhar  
DN: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:53:25 +05'30'

Cost Center: **75355802**

Date: \_\_\_\_\_

### EXHIBIT A STATEMENT OF WORK

**1. Scope of Work:**

- Performs software programming for products and services under the supervision of a mentor.
- Successfully learns and follows the Coding, Testing, Maintenance steps in the SDLC process, implementing some portion of the designs of more senior staff.
- At this level, the employee performs the essential functions under the direct supervision of a mentor.

**2. Specifications:** As Communicated from time to time

**3. Project Schedule:** 2

Agreed To:

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Signature: **Potekar Lalita**  
Name: **Lalita Potekar**  
Title: **HR Specialist**

Digitally signed  
by Potekar Lalita  
Date: 2022.05.27  
16:41:21 +05'30'

**“Intern”:**

Signature: \_\_\_\_\_  
Name: **Rithika Hebbar**  
Date: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature **Subramaniam Sridhar**

Digitally signed by Subramaniam Sridhar  
DN: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:53:41 +05'30'

Cost center: **75355802**

## INTERN AGREEMENT

This Agreement is made on this day **01/06/2022** by and between **Siemens Industry Software (India) Pvt. Ltd., Tower C, Panchshil Business Park, Survey No. 21, Balewadi, Pune 411 045, India** (hereinafter referred to as "SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.") and **Mandira Samjiskar** an individual residing at **Anand Nagar, Poladpur, Raigad, Maharashtra- 402 303**.

WHEREAS, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD wishes to obtain the services of "Intern" as an independent contractor, and not as an employee, on a temporary basis; and

WHEREAS, "Intern" is willing to provide such services upon the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants stated herein, the parties agree as follows.

1. This Consulting Agreement shall be effective as of **01/06/2022** and shall remain in force **2 Months**. However, the contract can be canceled at any time with or without cause, by written notice from either party to the other delivered not less than **One Month** prior to the specified date of cancellation.
2. During the life of this Agreement, "Intern" agrees to carry out services pertaining to the Statement of Work attached hereto as Exhibit A ("SOW"), which will be performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. on dates and at locations either specified by or acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., or otherwise by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
3. "Intern" agrees to hold confidential during the term of this Agreement, and after its termination, all confidential information that has been appropriately identified as being confidential as well as customers of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. made known to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in connection with this Agreement. "Intern" shall be subject to the following obligations:

A. "Intern" agrees it will use a reasonable degree of care that is at least the same degree of care "Intern" uses to protect its own information of a like kind to not disclose SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party's Confidential Information to any third party other than "Intern" personnel provided that each such person is obligated contractually with "Intern" to maintain the confidentiality of information. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party's Confidential Information is defined as information which is marked as "Confidential" (or synonymous term) or if disclosed verbally or by demonstration to "Intern" is identified as being "Proprietary", "Confidential" or similar designations to "Intern" contemporaneously with its disclosure to "Intern" and is documented in writing by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. as Confidential Information within thirty (30) days following the date of first disclosure to "Intern", or due to the nature of the disclosure and the information is such that reasonable person would believe that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. intends or is obligated to maintain the information as confidential. "Intern's obligations contained in this Article 3. Shall continue in full force and effect after termination of this Agreement.

B. As used in this Agreement, Confidential Information shall include software and may include (without limitation) information relevant to such software, documentation, source code, research, research efforts, product development,

**Mandira Samjiskar**

product plans and timing, intellectual property, customer profiles, or the design, manufacturing, testing, purchasing, accounting, marketing, merchandising and selling operations of its and or its third party's business.

C. The confidentiality obligations contained in this Agreement shall not extend to any item of information identified as Confidential Information which is disclosed or made available by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. which:

1. was in "Intern's possession before receipt from SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.;
2. Is or becomes a matter of public knowledge through no fault of "Intern";
3. Is rightfully received by "Intern" from a rightfully possessing third party without duty of confidentiality;
4. Is disclosed by "Intern" in accordance with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s prior written approval;
5. Is independently developed by "Intern" without access to Confidential Information exchanged hereunder, as provable by competent evidence.

D. Upon written request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., "Intern" will return, within thirty (30) days of its receipt of said request, any and all materials containing such Confidential Information provided to it by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., plus any and all copies, derivations or summaries, written or machine made. At the same time, "Intern" shall provide a written affirmation signed by "Intern" representing that all materials, notes and other information related thereto and any copies thereof have been returned or destroyed. The return of such items shall also operate as an affirmation that all items and copies thereof have been returned or destroyed.

E. Any Confidential Information disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. to "Intern" shall remain the property of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party. Except where specifically stated otherwise, nothing contained herein shall be construed as granting, conferring or implying any rights by a license, trademark, copyright, patent or otherwise to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. However, with regard to information which is disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and is contained in works of authorship fixed in tangible form, with the exception of software, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. realizes that it may be necessary for "Intern" to make a limited number of copies in order for "Intern" to adequately use such information for the purposes of this Agreement. As such, a nonexclusive, non-royalty bearing license is hereby granted to "Intern", under SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party copyrights covering the disclosed information, to make copies during the term of this Agreement, provided that all proprietary legends and notices on the originals are also reproduced on such copies and that each copy is controlled by "Intern" as originals, in accordance with the terms of this Agreement.

F. In the event that "Intern" is legally requested or required by demand to disclose the Confidential Information, "Intern" shall provide SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prompt notice of such request or demand and all related proceedings so that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. may seek an appropriate protective order or waive "Intern's compliance with the confidentiality provisions of this Agreement. If, as

**Mandira Samjiskar**

a result of any such demand, "Intern" is compelled to disclose Confidential Information to any tribunal or else stand liable to contempt or other censure or penalty, "Intern" may disclose such Confidential Information to such tribunal without liability hereunder provided it provides SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prior written notice.

4. "Intern" agrees to hold confidential during the term of this Agreement, and after its termination, all material developed by "Intern" hereunder and material "Intern" is required to supply to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. under the provisions of this Agreement, and particularly to refrain from publishing or otherwise disclosing all or part of such information to others, with the understanding that the provisions of this paragraph shall not apply to information now generally available to the Trade by publication or otherwise and to information hereafter generally available to the Trade through no fault of "Intern", except by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
5. If SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. requires "Intern's services to be provided as specified in Paragraph 2 of this Agreement, and if "Intern" is available to provide such consulting services on dates and at locations acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. agrees to pay "Intern" for such consulting services performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. at the rate mentioned in Annexure A
6. If "Intern" agrees to perform the services specified in Paragraph 2 of this Agreement on behalf of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., any and all work product, copyrights, all inventions and improvements developed or conceived hereunder and all rights of every kind that result or may result from "Intern's performance under this Agreement are hereby assigned, transferred and conveyed entirely and exclusively to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. without further consideration. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. shall have the exclusive right to patent any inventions developed or conceived hereunder and to obtain copyright and renewals of copyright in any such work product and modifications or improvements thereto and to reproduce the copyrighted work or prepare derivative works based thereon in any manner or medium. "Intern" shall assist SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in obtaining patents on any such inventions, but entirely at the expense of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
7. "Intern" shall be responsible for and shall hold SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. harmless from all expenses, including legal fees, which arise from "Intern's performance hereunder and which are for actual or alleged injury to any person or damage to any property, including that of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
8. If "Intern" is required to perform any consulting services away from "Intern's normal place of business, with the prior approval of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., "Intern" shall be reimbursed for all reasonable costs associated with travel, lodging, meals and related out-of-pocket expense actually incurred. Receipts for such expenses shall be submitted at SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s request.
9. Nothing contained herein shall be construed to create the relationship of employer and employee, or constitute a partnership or joint venture. It is understood that "Intern" shall perform the services hereunder as an independent contractor. "Intern" shall not be entitled to medical coverage, workmen's compensation, unemployment benefits, life insurance, pension and profit sharing plans or any other expenses customarily paid by an employer on behalf of an employee.

10. This Agreement is personal and shall not be assignable by "Intern" and its terms, covenants and conditions shall be binding upon and inure to the benefit of "Intern", SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s successors and assigns.

11. This Agreement shall be governed by the laws of India.


IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

**"Intern"**

Name: Mandira Sudhakar Samjiskar

Address: Sir Sasoon David Hostel,  
Cummins College Rd, Dnydeep Colony,  
Karve Nagar, Pune, Maharashtra 411052

Telephone: 9307673431

Signature: 

Date: 31/05/2022

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Name: **Lalita Potekar**

Signature: Poteka Digitally signed  
by Potekar Lalita

r Lalita Date: 2022.05.27  
Title: **HR Specialist** 16:43:42 +05'30'

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature Subramaniam Digitally signed by Subramaniam Sridhar  
Sridhar DN: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:55:51 +05'30'

Cost Center: **79364026**

Date: \_\_\_\_\_

### EXHIBIT A STATEMENT OF WORK

- 1. Scope of Work:**
  - Performs software programming for products and services under the supervision of a mentor.
  - Successfully learns and follows the Coding, Testing, Maintenance steps in the SDLC process, implementing some portion of the designs of more senior staff.
  - At this level, the employee performs the essential functions under the direct supervision of a mentor.
- 2. Specifications:** As Communicated from time to time
- 3. Project Schedule:** 2

Agreed To:

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Signature: **Potekar Lalita**  
Digitally signed by Potekar Lalita  
Date: 2022.05.27 16:44:05 +05'30'

Name: **Lalita Potekar**  
Title: **HR Specialist**

Date: \_\_\_\_\_

“Intern”:

Signature: **Mandira**  
Name: **Mandira Samjiskar**  
Date: **31/05/2022**

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature: **Subramaniam Sridhar**  
Digitally signed by Subramaniam Sridhar  
DN: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:56:14 +05'30'

Cost center: **79364026**



**INTERN AGREEMENT**

This Agreement is made on this day **01/06/2022** by and between **Siemens Industry Software (India) Pvt. Ltd., Tower C, Panchshil Business Park, Survey No. 21, Balewadi, Pune 411 045, India** (hereinafter referred to as "SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.") and **Vinaya Patil** an individual residing at **9,Chakradhar colony nimzary naka shirpur Dist.Dhule.**

WHEREAS, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD wishes to obtain the services of "Intern" as an independent contractor, and not as an employee, on a temporary basis; and

WHEREAS, "Intern" is willing to provide such services upon the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants stated herein, the parties agree as follows.

1. This Consulting Agreement shall be effective as of **01/06/2022** and shall remain in force **2 Months**. However, the contract can be canceled at any time with or without cause, by written notice from either party to the other delivered not less than **One Month** prior to the specified date of cancellation.
2. During the life of this Agreement, "Intern" agrees to carry out services pertaining to the Statement of Work attached hereto as Exhibit A ("SOW"), which will be performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. on dates and at locations either specified by or acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., or otherwise by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
3. "Intern" agrees to hold confidential during the term of this Agreement, and after its termination, all confidential information that has been appropriately identified as being confidential as well as customers of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. made known to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in connection with this Agreement. "Intern" shall be subject to the following obligations:

A. "Intern" agrees it will use a reasonable degree of care that is at least the same degree of care "Intern" uses to protect its own information of a like kind to not disclose SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party's Confidential Information to any third party other than "Intern" personnel provided that each such person is obligated contractually with "Intern" to maintain the confidentiality of information. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party's Confidential Information is defined as information which is marked as "Confidential" (or synonymous term) or if disclosed verbally or by demonstration to "Intern" is identified as being "Proprietary", "Confidential" or similar designations to "Intern" contemporaneously with its disclosure to "Intern" and is documented in writing by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. as Confidential Information within thirty (30) days following the date of first disclosure to "Intern", or due to the nature of the disclosure and the information is such that reasonable person would believe that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. intends or is obligated to maintain the information as confidential. "Intern's obligations contained in this Article 3. Shall continue in full force and effect after termination of this Agreement.

B. As used in this Agreement, Confidential Information shall include software and may include (without limitation) information relevant to such software, documentation, source code, research, research efforts, product development,

product plans and timing, intellectual property, customer profiles, or the design, manufacturing, testing, purchasing, accounting, marketing, merchandising and selling operations of its and or its third party's business.

C. The confidentiality obligations contained in this Agreement shall not extend to any item of information identified as Confidential Information which is disclosed or made available by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. which:

1. was in "Intern's possession before receipt from SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.;
2. Is or becomes a matter of public knowledge through no fault of "Intern";
3. Is rightfully received by "Intern" from a rightfully possessing third party without duty of confidentiality;
4. Is disclosed by "Intern" in accordance with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s prior written approval;
5. Is independently developed by "Intern" without access to Confidential Information exchanged hereunder, as provable by competent evidence.

D. Upon written request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., "Intern" will return, within thirty (30) days of its receipt of said request, any and all materials containing such Confidential Information provided to it by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., plus any and all copies, derivations or summaries, written or machine made. At the same time, "Intern" shall provide a written affirmation signed by "Intern" representing that all materials, notes and other information related thereto and any copies thereof have been returned or destroyed. The return of such items shall also operate as an affirmation that all items and copies thereof have been returned or destroyed.

E. Any Confidential Information disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. to "Intern" shall remain the property of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party. Except where specifically stated otherwise, nothing contained herein shall be construed as granting, conferring or implying any rights by a license, trademark, copyright, patent or otherwise to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. However, with regard to information which is disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and is contained in works of authorship fixed in tangible form, with the exception of software, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. realizes that it may be necessary for "Intern" to make a limited number of copies in order for "Intern" to adequately use such information for the purposes of this Agreement. As such, a nonexclusive, non-royalty bearing license is hereby granted to "Intern", under SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party copyrights covering the disclosed information, to make copies during the term of this Agreement, provided that all proprietary legends and notices on the originals are also reproduced on such copies and that each copy is controlled by "Intern" as originals, in accordance with the terms of this Agreement.

F. In the event that "Intern" is legally requested or required by demand to disclose the Confidential Information, "Intern" shall provide SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prompt notice of such request or demand and all related proceedings so that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. may seek an

appropriate protective order or waive "Intern's compliance with the confidentiality provisions of this Agreement. If, as a result of any such demand, "Intern" is compelled to disclose Confidential Information to any tribunal or else stand liable to contempt or other censure or penalty, "Intern" may disclose such Confidential Information to such tribunal without liability hereunder provided it provides SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prior written notice.

4. "Intern" agrees to hold confidential during the term of this Agreement, and after its termination, all material developed by "Intern" hereunder and material "Intern" is required to supply to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. under the provisions of this Agreement, and particularly to refrain from publishing or otherwise disclosing all or part of such information to others, with the understanding that the provisions of this paragraph shall not apply to information now generally available to the Trade by publication or otherwise and to information hereafter generally available to the Trade through no fault of "Intern", except by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
5. If SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. requires "Intern's services to be provided as specified in Paragraph 2 of this Agreement, and if "Intern" is available to provide such consulting services on dates and at locations acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. agrees to pay "Intern" for such consulting services performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. at the rate mentioned in Annexure A
6. If "Intern" agrees to perform the services specified in Paragraph 2 of this Agreement on behalf of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., any and all work product, copyrights, all inventions and improvements developed or conceived hereunder and all rights of every kind that result or may result from "Intern's performance under this Agreement are hereby assigned, transferred and conveyed entirely and exclusively to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. without further consideration. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. shall have the exclusive right to patent any inventions developed or conceived hereunder and to obtain copyright and renewals of copyright in any such work product and modifications or improvements thereto and to reproduce the copyrighted work or prepare derivative works based thereon in any manner or medium. "Intern" shall assist SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in obtaining patents on any such inventions, but entirely at the expense of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
7. "Intern" shall be responsible for and shall hold SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. harmless from all expenses, including legal fees, which arise from "Intern's performance hereunder and which are for actual or alleged injury to any person or damage to any property, including that of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
8. If "Intern" is required to perform any consulting services away from "Intern's normal place of business, with the prior approval of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., "Intern" shall be reimbursed for all reasonable costs associated with travel, lodging, meals and related out-of-pocket expense actually incurred. Receipts for such expenses shall be submitted at SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s request.
9. Nothing contained herein shall be construed to create the relationship of employer and employee, or constitute a partnership or joint venture. It is understood that "Intern" shall perform the services hereunder as an independent contractor. "Intern" shall not be entitled to medical coverage, workmen's compensation, unemployment benefits, life

insurance, pension and profit sharing plans or any other expenses customarily paid by an employer on behalf of an employee.

10. This Agreement is personal and shall not be assignable by "Intern" and its terms, covenants and conditions shall be binding upon and inure to the benefit of "Intern", SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s successors and assigns.

11. This Agreement shall be governed by the laws of India.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

**"Intern"**

Name: Vinaya Keshavrao Patil

Address: Baya Karve Hostel Complex,  
Karve nagar, Pune. Pin code:- 411 052

Telephone: 8888210540

Signature: 

Date: 31/05/2022

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Name: **Lalita Potekar**

Signature: Potekar  
Lalita  
Digitally signed by  
Potekar Lalita  
Date: 2022.05.27  
16:38:11 +05'30'

Title: **HR Specialist**

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature Subramaniam  
Sridhar  
Digitally signed by Subramaniam Sridhar  
DN: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:50:59 +05'30'

Cost Center: **706702025**

Date: \_\_\_\_\_

### EXHIBIT A STATEMENT OF WORK

**1. Scope of Work:**

- Performs software programming for products and services under the supervision of a mentor.
- Successfully learns and follows the Coding, Testing, Maintenance steps in the SDLC process, implementing some portion of the designs of more senior staff.
- At this level, the employee performs the essential functions under the direct supervision of a mentor.

**2. Specifications:** As Communicated from time to time

**3. Project Schedule:** 2


Agreed To:

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Signature: **Potekar**  
**Lalita**  
Name: **Lalita Potekar**  
Title: **HR Specialist**

Digitally signed  
by Potekar Lalita  
Date: 2022.05.27  
16:38:32 +05'30'

**"Intern":**

Signature:   
Name: **Vinaya Patil**  
Date: **31/05/2022**

Date: \_\_\_\_\_

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature **Subramaniam**  
**Sridhar**

Digitally signed by Subramaniam Sridhar  
DN: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:51:17 +05'30'

Cost center: **706702025**

**INTERN AGREEMENT**

This Agreement is made on this day **01/06/2022** by and between **Siemens Industry Software (India) Pvt. Ltd., Tower C, Panchshil Business Park, Survey No. 21, Balewadi, Pune 411 045, India** (hereinafter referred to as "SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.") and **Shivani Mohankumar** an individual residing at **Palm groves,B.T kawade road,pune.**

WHEREAS, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD wishes to obtain the services of "Intern" as an independent contractor, and not as an employee, on a temporary basis; and

WHEREAS, "Intern" is willing to provide such services upon the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants stated herein, the parties agree as follows.

1. This Consulting Agreement shall be effective as of **01/06/2022** and shall remain in force **2 Months**. However, the contract can be canceled at any time with or without cause, by written notice from either party to the other delivered not less than **One Month** prior to the specified date of cancellation.
2. During the life of this Agreement, "Intern" agrees to carry out services pertaining to the Statement of Work attached hereto as Exhibit A ("SOW"), which will be performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. on dates and at locations either specified by or acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., or otherwise by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
3. "Intern" agrees to hold confidential during the term of this Agreement, and after its termination, all confidential information that has been appropriately identified as being confidential as well as customers of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. made known to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in connection with this Agreement. "Intern" shall be subject to the following obligations:

A. "Intern" agrees it will use a reasonable degree of care that is at least the same degree of care "Intern" uses to protect its own information of a like kind to not disclose SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party's Confidential Information to any third party other than "Intern" personnel provided that each such person is obligated contractually with "Intern" to maintain the confidentiality of information. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party's Confidential Information is defined as information which is marked as "Confidential" (or synonymous term) or if disclosed verbally or by demonstration to "Intern" is identified as being "Proprietary", "Confidential" or similar designations to "Intern" contemporaneously with its disclosure to "Intern" and is documented in writing by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. as Confidential Information within thirty (30) days following the date of first disclosure to "Intern", or due to the nature of the disclosure and the information is such that reasonable person would believe that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. intends or is obligated to maintain the information as confidential. "Intern's obligations contained in this Article 3. Shall continue in full force and effect after termination of this Agreement.

B. As used in this Agreement, Confidential Information shall include software and may include (without limitation) information relevant to such software, documentation, source code, research, research efforts, product development,

**Shivani Mohankumar**

product plans and timing, intellectual property, customer profiles, or the design, manufacturing, testing, purchasing, accounting, marketing, merchandising and selling operations of its and or its third party's business.

C. The confidentiality obligations contained in this Agreement shall not extend to any item of information identified as Confidential Information which is disclosed or made available by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. which:

1. was in "Intern's possession before receipt from SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.;
2. Is or becomes a matter of public knowledge through no fault of "Intern";
3. Is rightfully received by "Intern" from a rightfully possessing third party without duty of confidentiality;
4. Is disclosed by "Intern" in accordance with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s prior written approval;
5. Is independently developed by "Intern" without access to Confidential Information exchanged hereunder, as provable by competent evidence.

D. Upon written request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., "Intern" will return, within thirty (30) days of its receipt of said request, any and all materials containing such Confidential Information provided to it by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., plus any and all copies, derivations or summaries, written or machine made. At the same time, "Intern" shall provide a written affirmation signed by "Intern" representing that all materials, notes and other information related thereto and any copies thereof have been returned or destroyed. The return of such items shall also operate as an affirmation that all items and copies thereof have been returned or destroyed.

E. Any Confidential Information disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. to "Intern" shall remain the property of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. or its third party. Except where specifically stated otherwise, nothing contained herein shall be construed as granting, conferring or implying any rights by a license, trademark, copyright, patent or otherwise to "Intern" by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. However, with regard to information which is disclosed by SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and is contained in works of authorship fixed in tangible form, with the exception of software, SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. realizes that it may be necessary for "Intern" to make a limited number of copies in order for "Intern" to adequately use such information for the purposes of this Agreement. As such, a nonexclusive, non-royalty bearing license is hereby granted to "Intern", under SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s or its third party copyrights covering the disclosed information, to make copies during the term of this Agreement, provided that all proprietary legends and notices on the originals are also reproduced on such copies and that each copy is controlled by "Intern" as originals, in accordance with the terms of this Agreement.

F. In the event that "Intern" is legally requested or required by demand to disclose the Confidential Information, "Intern" shall provide SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prompt notice of such request or demand and all related proceedings so that SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. may seek an appropriate protective order or waive "Intern's compliance with the confidentiality provisions of this Agreement. If, as

**Shivani Mohankumar**

a result of any such demand, "Intern" is compelled to disclose Confidential Information to any tribunal or else stand liable to contempt or other censure or penalty, "Intern" may disclose such Confidential Information to such tribunal without liability hereunder provided it provides SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. with prior written notice.

4. "Intern" agrees to hold confidential during the term of this Agreement, and after its termination, all material developed by "Intern" hereunder and material "Intern" is required to supply to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. under the provisions of this Agreement, and particularly to refrain from publishing or otherwise disclosing all or part of such information to others, with the understanding that the provisions of this paragraph shall not apply to information now generally available to the Trade by publication or otherwise and to information hereafter generally available to the Trade through no fault of "Intern", except by prior agreement with SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
5. If SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. requires "Intern's services to be provided as specified in Paragraph 2 of this Agreement, and if "Intern" is available to provide such consulting services on dates and at locations acceptable to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. agrees to pay "Intern" for such consulting services performed at the prior request of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. at the rate mentioned in Annexure A
6. If "Intern" agrees to perform the services specified in Paragraph 2 of this Agreement on behalf of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., any and all work product, copyrights, all inventions and improvements developed or conceived hereunder and all rights of every kind that result or may result from "Intern's performance under this Agreement are hereby assigned, transferred and conveyed entirely and exclusively to SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. without further consideration. SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. shall have the exclusive right to patent any inventions developed or conceived hereunder and to obtain copyright and renewals of copyright in any such work product and modifications or improvements thereto and to reproduce the copyrighted work or prepare derivative works based thereon in any manner or medium. "Intern" shall assist SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. in obtaining patents on any such inventions, but entirely at the expense of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
7. "Intern" shall be responsible for and shall hold SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. harmless from all expenses, including legal fees, which arise from "Intern's performance hereunder and which are for actual or alleged injury to any person or damage to any property, including that of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.
8. If "Intern" is required to perform any consulting services away from "Intern's normal place of business, with the prior approval of SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD., "Intern" shall be reimbursed for all reasonable costs associated with travel, lodging, meals and related out-of-pocket expense actually incurred. Receipts for such expenses shall be submitted at SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s request.
9. Nothing contained herein shall be construed to create the relationship of employer and employee, or constitute a partnership or joint venture. It is understood that "Intern" shall perform the services hereunder as an independent contractor. "Intern" shall not be entitled to medical coverage, workmen's compensation, unemployment benefits, life insurance, pension and profit sharing plans or any other expenses customarily paid by an employer on behalf of an employee.



10. This Agreement is personal and shall not be assignable by "Intern" and its terms, covenants and conditions shall be binding upon and inure to the benefit of "Intern", SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD. and SIEMENS INDUSTRY SOFTWARE (INDIA) PVT. LTD.'s successors and assigns.

11. This Agreement shall be governed by the laws of India.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first above written.

"Intern"

Name: Shivani Mohankumar

Address: Palm Groves, Livstonia:2, flat no:1  
B.T kawade road,Ghorpadi ,Pune-411036

Telephone: 9623053399

Signature: 

Date: 31/05/2022

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Name: **Lalita Potekar**

Signature: **Potekar** Digitally signed  
by Potekar Lalita

**Lalita** Date: 2022.05.27  
16:45:28 +05'30'

Title: **HR Specialist**

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature **Subramaniam** Digitally signed by Subramaniam Sridhar  
Sridhar DNI: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:57:36 +05'30'

Cost Center: **71612510**

Date: \_\_\_\_\_

### EXHIBIT A STATEMENT OF WORK

- 1. Scope of Work:**
  - Performs software programming for products and services under the supervision of a mentor.
  - Successfully learns and follows the Coding, Testing, Maintenance steps in the SDLC process, implementing some portion of the designs of more senior staff.
  - At this level, the employee performs the essential functions under the direct supervision of a mentor.
- 2. Specifications:** As Communicated from time to time
- 3. Project Schedule:** 2

Agreed To:

**Siemens INDUSTRY Software (India) Pvt. Ltd.**

Signature: **Potekar Lalita**  
Digitally signed by Potekar Lalita  
Date: 2022.05.27 16:45:50 +05'30'

Name: **Lalita Potekar**  
Title: **HR Specialist**

Date: \_\_\_\_\_

“Intern”:

Signature: \_\_\_\_\_ 

Name: **Shivani Mohankumar**  
Date: 31/05/2022

Supervisor's Name: **Sridhar Subramaniam**

Supervisor's Signature **Subramaniam Sridhar**  
Digitally signed by Subramaniam Sridhar  
DN: cn=Subramaniam Sridhar, o=Siemens,  
email=sridhar.subramaniam@siemens.com  
Reason: I am approving this document  
Date: 2022.05.29 21:57:51 +05'30'

Cost center: **71612510**



Date: 06 Jun 2022

Ms Mansi S Indore  
Manchar Mulewadi road

Suncity 410503

Employee No: 2428815  
Dear Ms Mansi S Indore

### **Offer letter - Internship**

We welcome you to **TeamLease Services Limited**. As per the terms of engagement you would be required to get associated for your "**Internship Program**" with our client **SUEZ Water Technologies and Solutions (India) Private Limited**.

1. Your period of Internship will start from 06 Jun 2022 and expire on 30 Jul 2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 06 Jun 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. . Following are the terms and conditions to be referred by the Interns in case of the program if it is on virtual or onsite.
3. **Term & Conditions for Onsite Internship Program:**
  - The net stipend will be Rs 20000 (Twenty Thousand) per month.
  - All interns are advised to make their own travel arrangements by the convenient mode based on the dates mentioned in this Letter of Intent.
  - Travel expenses (To & From joining location) shall be reimbursed by the company up to INR 8000 (Eight thousand only), any cost over and above including cancellations, rescheduling etc. shall be borne by the intern.
  - Initial joining accommodation shall be provided for a period of 7 days. All expenses incurred on meals, laundry etc. shall be borne by the intern. For the remaining duration of the project/internship, interns are required to make their own arrangements for stay and daily commute
  - The intern can be assigned to work at any of the offices/sites/plant location of SWTS in South Asia region.
  - Expenses incurred on business related travel during the internship period shall be reimbursed as per the employee travel policy. The interns shall be guided by their mentors for the same.
  - All reimbursements are subject to submission of proper documents and expense reports. For travel actual tickets/boarding pass must be submitted to the HR Representative within 1 week after their travel.

### **Term & Conditions in case the Internship Program is on Virtual basis:**

1. In case the Internship program is led in a virtual mode then, the net stipend is Rs 10,000 (Ten Thousand) per month, and there will be no other reimbursements.
4. You will adhere to the instructions of your mentors and abide by the rules of discipline either existing or enforced from time to time.
- 5 .The internship can be terminated by the company at any time in case of any misbehavior, ethical misconduct or serious EHS & POSH violations by the intern.
- 6 .You would be required to complete the full period of Internship and deliver your assigned project as mentioned above

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to successfully complete your internship.

7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

8. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not generally entitle you to an employment offer”.

9. The stipend payout will be made as per the agreed payout date.

10. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of engagement provided in the Service Rules, which is attached herein.

11. During your engagement with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this offer Letter would stand canceled/revoked.

We at TeamLease would like to create an environment and culture committed to cooperation, quality, and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood, and accepted the terms and conditions of the offer letter. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

**ENDORSEMENT**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For TEAMLEASE SERVICES LIMITED**

(Authorized Signatory)

Accepted and Agreed

Signature and date:  
Name: MANSI S INDORE

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

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**TeamLease Services Limited., CIN No. L74140KA2000PLC118395**  
Registered Address: BMTc Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.  
Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)



Date: 06 Jun 2022

Ms Shruti P Prabhu  
Bldg D2 Flat 601 Rahul Park

Ga 411058

Employee No: 2428545  
Dear Ms Shruti P Prabhu

### **Offer letter - Internship**

We welcome you to **TeamLease Services Limited**. As per the terms of engagement you would be required to get associated for your “**Internship Program**” with our client **SUEZ Water Technologies and Solutions (India) Private Limited**.

1. Your period of Internship will start from 06 Jun 2022 and expire on 30 Jul 2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 06 Jun 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. . Following are the terms and conditions to be referred by the Interns in case of the program if it is on virtual or onsite.
3. **Term & Conditions for Onsite Internship Program:**
  - The net stipend will be Rs 20000 (Twenty Thousand) per month.
  - All interns are advised to make their own travel arrangements by the convenient mode based on the dates mentioned in this Letter of Intent.
  - Travel expenses (To & From joining location) shall be reimbursed by the company up to INR 8000 (Eight thousand only), any cost over and above including cancellations, rescheduling etc. shall be borne by the intern.
  - Initial joining accommodation shall be provided for a period of 7 days. All expenses incurred on meals, laundry etc. shall be borne by the intern. For the remaining duration of the project/internship, interns are required to make their own arrangements for stay and daily commute
  - The intern can be assigned to work at any of the offices/sites/plant location of SWTS in South Asia region.
  - Expenses incurred on business related travel during the internship period shall be reimbursed as per the employee travel policy. The interns shall be guided by their mentors for the same.
  - All reimbursements are subject to submission of proper documents and expense reports. For travel actual tickets/boarding pass must be submitted to the HR Representative within 1 week after their travel.

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1. In case the Internship program is led in a virtual mode then, the net stipend is Rs 10,000 (Ten Thousand) per month, and there will be no other reimbursements.
4. You will adhere to the instructions of your mentors and abide by the rules of discipline either existing or enforced from time to time.
- 5 .The internship can be terminated by the company at any time in case of any misbehavior, ethical misconduct or serious EHS & POSH violations by the intern.
- 6 .You would be required to complete the full period of Internship and deliver your assigned project as mentioned above

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to successfully complete your internship.

7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.

8. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not generally entitle you to an employment offer”.

9. The stipend payout will be made as per the agreed payout date.

10. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of engagement provided in the Service Rules, which is attached herein.

11. During your engagement with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this offer Letter would stand canceled/revoked.

We at TeamLease would like to create an environment and culture committed to cooperation, quality, and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood, and accepted the terms and conditions of the offer letter. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

**ENDORSEMENT**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
Signature and date:  
Name: SHRUTI P PRABHU

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

\*\*This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful. \*\*



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**TeamLease Services Limited., CIN No. L74140KA2000PLC118395**  
Registered Address: BMTC Commercial Complex, 6th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.  
Ph : (91-80) 33002345, Fax : (91-80) 33243001 [www.teamlease.com](http://www.teamlease.com)





(An ISO 9001:2015 Company)

# Sumago Infotech Pvt. Ltd.

*Strive With Technology...!*

SIPL/Appointment/Internship-2022/231

06-06-2022

To,  
Ms. Ishita Bhadekar  
Shri Ganesh B – Safalya Row Houses,  
Near Swami Samarth Kendra,  
Prashant Nagar, Pathardi Phata,  
Nashik, Maharashtra 422010.

**Sub: Trainee Android Developer**

Dear Ishita,

With reference to your application and subsequent interview you had with us, the management is pleased to appoint you as a Trainee Software Developer in our organization with effect from **01<sup>st</sup> June, 2022**.

This appointment is subject to the following terms and conditions: -

1. You shall be governed by the Rules and Regulations of this Company as decided by the Management from time to time.
2. You shall require completing an internship period of two Months with effect from the date of joining. The management, however, reserves the right to extend the period of your internship.
3. Your case will be reviewed for employment in our company on expiry of the internship; if however, your conduct and/or performance are found satisfactory. If your conduct and/or performance is not found satisfactory or if you are found otherwise unsuitable, your service will be terminated by the management any time during the internship period or on the expiry of the said period as the case may be without assigning any reason.
4. During internship period you will not be entitled for any fixed stipend. But your stipend will be based on performance of duty if found satisfactory, during the internship in terms of efficiency, regularity etc.
5. During internship period you will not be entitled for any leave.
6. During the period of your service, you will not indulge in any activities, such as anti-social or anti-institutional which in the opinion of Management will be prejudicial or against the interest of the Company.

Third Floor, Sadashiv Motkari Sankul, Sadguru Nagar,  
Near Sadashiv Nagar, Govind Nagar, Nashik - 422009

☎ 0253 - 2315668 📞 : 9028288668 / 8408084888 ✉ info@sumagoinfotech.com

🌐 sumagoinfotech 🌐 <https://www.sumagoinfotech.com>

7. You should devote your whole time & attention exclusively to the tasks and other activities assigned to you & not engage yourself directly or indirectly in any other activity or capacity either full time or part time.

8. You should keep confidential all the transactions and data of the company.

9. This appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading/insufficient information or withholding material information the company will be free to terminate your service at any time without notice.

10. You are requested to join the Company on or before **01<sup>th</sup> June, 2022** at 3<sup>rd</sup> floor, Sadashiv Motkari Sankul, Sadashiv Nagar, Govind Nagar, Nashik.

11. Your working hours in Company will be 8.00 hrs.

12. We welcome you to our organization and trust your association with us, as will be a long and happy one.

13. Please indicate acceptance of your appointment on the above terms & conditions by signing the duplicate copy of this letter.

14. Wishing you the best of future in our organization.

*Ishita*  
06/06/22  
HR Executive



*Ishita*  
Ms. Ishita Bhadekar



Majo.George 17 Feb

to me



Dear Sudeshna,

Greetings from Target!

Congratulations on your selection for the UpCurve program at Target! We are excited to officially launch the program through a zoom session. We will use this time to share a detailed overview of the program and a closer look at what we do at Target.

### UpCurve Program Launch Details

Date & Day: 18<sup>th</sup> February 2022, Friday

Time: 5:30pm to 7:00pm

Meeting URL: <https://target.zoom.us/j/95101310266?pwd=MU1sY29jQnlqVzVZUytjTUVHdHdqUT09&from=addon>

Meeting ID: 951 0131 0266

Passcode: 403562

We look forward to seeing you on the call.

Thanks and Regards,


**Majo George**

Campus Hiring | Target | Phone: 9980911070

work somewhere you I [Careers@Target](#)




Target: UpCurve TTS

Programme  Inbox



Feuona.Bennis 20 May

to Majo.George, Bhagyalaksh... 



Hello,

Thank you for evincing interest in **Target** and participating in the UpCurve TTS programme !

Congratulations! You have been selected for interview and as discussed, **Request you to send your resume to [Feuona.Bennis@target.com](mailto:Feuona.Bennis@target.com) at the earliest.** We will reach out to you to schedule the interview.

Thanks and Regards,

Feuona Bennis | Sr. Process Specialist | HR  
Strategy & Process I +91 7760913352  
Target in India | Manyata Embassy Business  
Park - SE7 Unit, Rachanahalli, Nagawara Village.



## Target: UpCurve - Online

Test Details - 4th June 2022



External

Inbox



Majo.George 4 Jun

to me ▾



Dear Rutuja,

Greetings from Target!

As informed, you will have the online assessment today at **7:00pm**. It is a multiple choice test which covers the below mentioned topics.

- Java frameworks
- Core Java
- RESTful Web Services
- Spring Boot
- JavaScript

The test duration is 35 minutes and you have to complete 30 questions. Request you to make sure you have good internet connectivity and an audio - video enabled device.



## Target : UpCurve Launch

External

Inbox

Imp



**Majo, George** <Majo.George@target.com>  
to me

Thu, Feb 17, 11:17 PM (2 days ago)



Dear Vaishnavi,

Greetings from Target!

Congratulations on your selection for the UpCurve program at Target! We are excited to officially launch the program through a zoom session. We will use this time to share a detailed overview of the program and a closer look at what we do at Target.

### UpCurve Program Launch Details

Date & Day: 18<sup>th</sup> February 2022, Friday

Time: 5:30pm to 7:00pm

Meeting URL: <https://target.zoom.us/j/95101310266?pwd=MUlsY29jQnlnVzVZLUYjTUVHNHdqUT09&from=addon>

Meeting ID: 951 0131 0266

Passcode: 403562

We look forward to seeing you on the call.

Thanks and Regards,

**Majo George**

Campus Hiring | Target | Phone: 9980911070

work somewhere you ❤️ | [Careers@Target](mailto:Careers@Target)

File No. **Anaya/PT/206202201/USC**

**June 02, 2022**

**Ms Anaya Dandekar**  
**96/40, Rajdeep Apt, near Sachin Tendulkar Jogging Park, Rajendra**  
**Nagar, Navi peth.**

**Dear Ms Anaya Dandekar,**

With reference to your application, we are pleased to inform you that you are allowed to pursue your academic project as a "Student Trainee", for enabling you to fulfill the requirements of your course namely **Graduation**, from **Cummins College of Engineering for Women, Karvenagar Pune, Pune**. During the period of your training at Tech Mahindra Ltd, you will be governed by the following terms and conditions:

You will be a Student Trainee with the Company for the period of **2 months** starting from **June 03, 2022** to **July 30, 2022** your training will come to an end on **July 30, 2022** automatically without any further communication from the Company.

This training is not an "Offer of Employment" with the Company and you will not be entitled for any payment or employee benefits during the training period.

1. This training does not give you any right for permanent absorption in the Company or any of its associated companies.



2. During this training period, you will report directly to **Pankaj Kale**<pk0013085@techmahindra.com>, **Principle Architect** who can be contacted at **Tech Mahindra Ltd. Sharda Center** for any assistance related to this training.
3. The Company reserves the right to terminate your training at any time at its sole discretion.
4. Your training location would be **Pune**. On the day of joining please report to **Prasanna Pathak** <pp00328904@techmahindra.com> latest by **9:00 am** at the following address: - **Tech Mahindra Ltd. Off Karve Road, Erandwane, Pune 411004**.
5. You will be taking up this assignment/engagement on your own accord and at your own risk and responsibility and the organization will not be responsible for any untoward incident that might happen during your engagement as Student Trainee with us.
6. By agreeing to undertake project training at Tech Mahindra Ltd as Student Trainee, you tacitly agree to abide by Company's dress code and conduct yourself in a manner that does not damage the image and reputation of the Company.

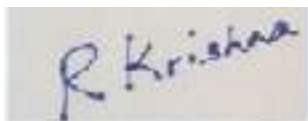
Please return the acceptance copy (attached) to **K. Ankita Jaiswal** <KJ00759476@TechMahindra.com> duly affixing your full signature as a token of your acceptance.

Thanking you,

Yours faithfully,

**For Tech Mahindra Limited**





**Krishna Ramaswami**  
**Head - Resource Management Group**

Agreed and accepted



**Ms Anaya Dandekar**

## **Appendix A Non-Disclosure Agreement**

I, **Ms Anaya Dandekar**, hereby certify that: -

I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my training.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the completion of my training, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its

suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech

Mahindra Limited's customers. This Section is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my training.

- a. Because it may not be clear to Project Trainee which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Trainee agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.
- b. Project Trainee may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Project Trainee (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.
- c. In the event of a breach or threatened breach of this Section by Project Trainee, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Trainee hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Trainee waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.
- d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Trainee agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

Name: **Ms Anaya Dandekar**

Signature:



Date: 03/06/2022

## **Appendix B**

### **Confidentiality Undertaking**

I understand that during my Training with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement “Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as “confidential information”.

A few examples of confidential information are given below. However, these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, Trainee customer and claimant data, sales, and list of customers, including future developments and planning concerning them.

- 2) Computers /software programs and Trainee documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that:
  - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
  - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
  - The use of confidential information is furnished to me during my Training on a confidential and secret basis for a sole and exclusive use and pursuing my Training duties at Tech Mahindra Limited.
  - I will not, during and after my Training at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
  - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
  - Upon completion of my Training with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my Training at Tech Mahindra Limited. which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon completion of my Training.
  - This confidentiality agreement will continue to be in effect after the completion of my Training with Tech Mahindra Limited.

- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name: **Ms Anaya Dandekar**

Signature:



Date: 03/06/2022

03/06/2022

**Ms. Anshika Upadhyay,**

Noida

Dear **Anshika Upadhyay,**

Based on earlier discussions, it is our pleasure to extend the following letter of Internship to you with TELUS International (legally registered as Xavient Software Solutions India Pvt. Ltd. and hereinafter referred to as "TELUS International"). We look forward to your joining our dynamic team and welcoming you on board. We believe that your background and experience is an excellent match to our requirement and we are pleased to offer you the position of **Intern** with the Company on the following terms and conditions:

**Date of Commencement:**

Your Training Period will commence on **06-Jun-22** and will continue for a period of three to six months.

**"You will work as intern, for a period of 3 to 6 months ('Initial term), which may be altered by Xavient at its option. Xavient will impart skill enhancing lessons & such other trainings to you during internship. The cost of such training is estimated at Rs. 200,000/- (Two Lakhs INR) approximately, which is not charged from you, at your request. In lieu of said contribution by Xavient, you have agreed and undertook not to discontinue your association with Xavient (as an intern), in the Initial Term or any extended period of internship. If, after the successful completion of internship, you are inducted as an employee, at such happening, you shall be legally responsible to, further continue with Xavient, for a minimum period of 1 (one) Year, from the date of employment. Should you breach the above commitment, you shall be liable to reimburse the costs of Rs.200,000/- (Two Lakhs INR) to Xavient. You shall furnish appropriate security/guarantee, to the satisfaction of Xavient at the time of your joining or any time later . If you (or your guarantor) fail to repay, the costs mentioned hereto, Xavient shall recover it legally solely at your risk and cost."**

**Location:**

Your present job location will be Noida.

At the time of joining, you will be given a formal NDA Agreement which will consist all terms and conditions of Internship Programme.

You are requested to carry following original documents along with their self-attested copies at the time of joining:

- **All Educational Documents- 10th , 12th , Graduation – Photocopy + Original**
- **Pan card copy, Address Proof- Adhaar Card copy**
- **2 Photographs.**
- **2 Copies of Resume**

If the above offer is acceptable to you, you are requested to please formally indicate the same by providing us with a signed copy of this letter.

Once again, we look forward to welcoming you to TELUS International and hope for a long term and mutually beneficial association.

Best Regards,  
**Talent Acquisition Team**



Universal Test Solutions  
ROI Simplified

303, ANURAG BUSINESS CENTER, W.T. PATIL MARG, CHEMBUR, MUMBAI - 400071

Date: 25 April 2022,

Surabhi Umesh Thakur,

Survey No.120, Shivtirthnagar,  
Modern Colony, Kothrud,  
Pune - 411038

Dear Surabhi,

We are pleased to offer you an internship at our company in the Development department at our office 303 Anurag Business Centre, WT Patil Marg, Chembur, Mumbai – 400071. Your internship shall commence on 1<sup>st</sup> June 2022 and shall end on 31<sup>st</sup> July 2022 "Term". The terms and conditions of your internship with the Company 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 internship.
2. You are eligible for a stipend of Rs.5000/- per month during the Term.
3. Your timings will be from 10:00am to 6:00pm Monday to Friday.
4. The internship cannot be construed as an employment or an offer of employment with M/s Universal Test Solutions LLP.

Please confirm your acceptance of the terms of this offer by 2<sup>nd</sup> May 2022, failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,

Mr. AV Ramachandran,

HR Manager





## Appointment Letter

30/05/2022

**Sakshi Manoj Rathi**

A- 13, D Patel Plaza, Bhagwat Plot, Akola - 444001

Dear **Sakshi Manoj Rathi**,

### Offer of Employment

I am pleased to offer you the position of **Software Engineer Intern** starting on **June 1<sup>st</sup> 2022**. I proposed that the terms of employment will be those in terms given below.

Terms –

You will be assigned to the **Famo Eats Project** for Updatus Inc. Software Private Limited.

1. You will start your job on June 1st 2022 and you will be responsible to be the developing web application for Famo Eats project

If you disagree with, do not understand or wish to clarify anything in this offer, please contact Sumit Wagh ([swagh@updatusinc.com](mailto:swagh@updatusinc.com)) your manager to discuss.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me by **June 1<sup>st</sup> 2022**. If I have not heard from you by that date, this offer will be automatically withdrawn.

Yours Sincerely,



**Shrinivas Badrinarayan Kalantri,**  
**Director Updatus Inc. Software Private Ltd.**

I, Sakshi Manoj Rathi, confirm that I have agreed on the terms of employment set out in this letter, that I fully understand them and their implications and that now I accept the offer of employment.

**Signed By -**



**Date: 31/05/2022**



Date: 5 June, 2022  
Miss. Shivani Jaysingh Bhangade,  
Karvenagar, Pune

### **Internship Joining Letter**

Dear Shivani,

On behalf of Vedbiz Technologies Pvt Ltd I am excited to extend an offer to you for an internship position within our web development department. This position is located in pune. The position is for the role of a web development intern.

This position is scheduled to begin on June 6, 2022. We look forward to having you begin your career at Vedbiz Technologies Pvt Ltd and wish you a successful internship.

Welcome to our team!

For Vedbiz Technologies Pvt Ltd.

Sourabh Raorane  
Director & CTO Vedbiz Technologies Pvt Ltd.



## Virtual **Internship** Program- Orientation session Inbox



**Megha Goja** 6 days ago

to Urvashi, Syed, bcc: me



Dear Participant,

### Greetings from **\_VOIS for Tech Program Team!**

Thank you for registering for the Virtual **Internship** Program under **\_VOIS** Innovation Marathon 2022. We are glad that you selected **\_VOIS** for Tech Program for the learning opportunity. The initiative aims to enhance the technical knowledge and skills on IR 4.0 skills under **Vodafone Intelligent Solutions** (**\_VOIS**) led program.

It is to inform you that your registration got successfully accepted. Your learning journey will start with an orientation session to enable you to understand the various aspects of the **internship** program.

**\*Note: It is mandatory for all the team members to join the session.**

Following are the meeting details of the session:

Date: 21st June, 2022

Time: 5:30PM-6:30PM

Meeting Link: <https://tinyurl.com/yhvt99hh>

Feel free to reach out to me in case you have any queries.

Thanks & Regards,





## Virtual Internship Program- Orientation session

External

Inbox

**Megha Goja** 4:46 PM

to Urvashi, Syed, bcc: me



Dear Participant,

### Greetings from \_VOIS for Tech Program Team!

Thank you for registering for the Virtual Internship Program under \_VOIS Innovation Marathon 2022. We are glad that you selected \_VOIS for Tech Program for the learning opportunity. The initiative aims to enhance the technical knowledge and skills on IR 4.0 skills under **Vodafone Intelligent Solutions (\_VOIS)** led program.

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**\*Note: It is mandatory for all the team members to join the session.**

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Time: 5:30PM-6:30PM

Meeting Link: <https://tinyurl.com/yhvt99hh>

Feel free to reach out to me in case you have any queries.

Thanks & Regards,

Megha  
FICE

Thanks, I will  
be there.

I accept the  
invitation.

Sorry, I won't  
be able to  
attend.



## Virtual Internship Program- Orientation session

Inbox



**Megha Goja** 3 days ago  
to bcc: me



Dear Participant,

### **Greetings from \_VOIS for Tech Program Team!**

Thank you for registering for the Virtual Internship Program under \_VOIS Innovation Marathon 2022. We are glad that you selected \_VOIS for Tech Program for the learning opportunity. The initiative aims to enhance the technical knowledge and skills on IR 4.0 skills under **Vodafone Intelligent Solutions (\_VOIS)** led program.

It is to inform you that your registration got successfully accepted. Your learning journey will start with an orientation session to enable you to understand the various aspects of the internship program.

**\*Note: It is mandatory for all the team members to join the session.**

Following are the meeting details of the session:

Date: 21st June, 2022

Time: 5:30PM-6:30PM

Meeting Link: <https://tinurl.com/vhvt99hh>





## Virtual Internship Program- Orientation session

External



Inbox

**Megha Goja** Jun 14

to Urvashi, Syed, bcc: me



Dear Participant,

### Greetings from \_VOIS for Tech Program Team!

Thank you for registering for the Virtual Internship Program under \_VOIS Innovation Marathon 2022. We are glad that you selected \_VOIS for Tech Program for the learning opportunity. The initiative aims to enhance the technical knowledge and skills on IR 4.0 skills under **Vodafone Intelligent Solutions (\_VOIS)** led program.

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Feel free to reach out to me in case you have any queries.

Thanks & Regards,

Megha  
FICE

Thanks, I will  
be there.

I accept the  
invitation.

Sorry, I won't  
be able to  
attend.

← Reply

↶ Reply all

→ Forward

# varian

A Siemens Healthineers Company



Varian Medical Systems  
International India Pvt. Ltd.

Unit No. 33, Kalpataru Square,  
Off Andheri Kurla Road, Andheri (East),  
Mumbai- 400 059 India  
Tel: +91 (22) 6785 2200 / 6785 2210  
Fax: +91 (22) 2838 5614  
www.varian.com  
CIN No.: U74990MH2009PTC195575

15/Jun/2022

Mitali Ramugade  
D-1004, Sun Satellite, Sun city, Sinhagad Rd  
Pune - 411051

**Subject:** OFFER OF Internship

Dear Mitali,

Further to your application for internship in our company and your discussions with us, we are pleased to offer you an internship with Varian Medical Systems International India Pvt. Ltd., (hereinafter referred to as the "**Company**").

This letter formally confirms our offer to you to join the Company as Intern Technical, (Intern Technical) for a fixed term period & does not guarantee a full-time employment. It is expected that your internship program will commence on June 20, 2022 & will be terminated on August 10, 2022 at the close of business hours.

The Company will pay you a monthly stipend of INR 25,000.00/- per month. The initial location of your employment will be Level 6, Wing A & B, Tower IV, Pune, India.

Please note that as a pre-requisite to your internship you will be required to sign a confidentiality, non-competition and assignment of intellectual property rights undertaking/ agreement, whose terms and conditions shall be in accordance with this offer, the applicable local law and the Company's policy and procedures. You shall be required to abide by all the rules and regulation of the company.

We wish you all the best for your assignment as an intern at Varian.

The acceptance should reach us within 24 hours from the time it is sent to you.

We look forward to receiving your acceptance of our offer.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tom Byrom".

---

Tom Byrom  
Head of Global Talent Acquisition

---

Employee Signature





## Virtual Internship Program- Orientation session Inbox



**Megha Goja** 3 days ago  
to bcc: me ^



From Megha Goja • megha@fice.in  
Bcc pranavi.gawade@cumminscollege.in  
Date 17 Jun 2022, 6:57 pm  
 Standard encryption (TLS).  
[See security details](#)

Dear Participant,

### **Greetings from \_VOIS for Tech Program Team!**

Thank you for registering for the Virtual Internship Program under \_VOIS Innovation Marathon 2022. We are glad that you selected \_VOIS for Tech Program for the learning opportunity. The initiative aims to enhance the technical knowledge and skills on IR 4.0 skills under **Vodafone Intelligent Solutions (\_VOIS)** led program.

It is to inform you that your registration got successfully accepted. Your learning journey will start with an orientation session to enable you to understand the various aspects of the internship program.

**\*Note: It is mandatory for all the team members to join the session.**

Following are the meeting details of the session:



## Virtual Internship Program- Orientation session

Inbox



**Megha Goja** 3 days ago  
to bcc: me



Dear Participant,

### **Greetings from \_VOIS for Tech Program Team!**

Thank you for registering for the Virtual Internship Program under **\_VOIS** Innovation Marathon 2022. We are glad that you selected **\_VOIS** for Tech Program for the learning opportunity. The initiative aims to enhance the technical knowledge and skills on IR 4.0 skills under **Vodafone Intelligent Solutions (\_VOIS)** led program.

It is to inform you that your registration got successfully accepted. Your learning journey will start with an orientation session to enable you to understand the various aspects of the internship program.

**\*Note: It is mandatory for all the team members to join the session.**

Following are the meeting details of the session:

Date: 21st June, 2022

Time: 5:30PM-6:30PM



## Virtual Internship Program- Orientation session

External

Inbox



Megha Goja 4 days ago

to bcc: me ▾



Dear Participant,

### **Greetings from \_VOIS for Tech Program Team!**

Thank you for registering for the Virtual Internship Program under \_VOIS Innovation Marathon 2022. We are glad that you selected \_VOIS for Tech Program for the learning opportunity. The initiative aims to enhance the technical knowledge and skills on IR 4.0 skills under **Vodafone Intelligent Solutions (\_VOIS)** led program.

It is to inform you that your registration got successfully accepted. Your learning journey will start with an orientation session to enable you to understand the various aspects of the internship program.

**\*Note: It is mandatory for all the team members to join the session.**

Following are the meeting details of the session:

Date: 21st June, 2022

Time: 5:30PM-6:30PM

Meeting Link: <https://tinurl.com/ubut00hh>



03-Mar-2022

Sejal Pagare  
Cummins College of Engineering for Women  
Pune  
Maharashtra

**Dear Sejal,**

This is your letter for the proposed Internship ("Letter of Internship") between you and WM Global Technology Services India Pvt. Ltd. ("the Company") or its affiliate. The Company provides interns with a supportive environment and the Company hopes that you will find your internship rewarding and enjoyable.

### **1. Internship**

Your start date of internship will be 02-Jun-2022 and the duration of internship shall be 2 (Two) months ("Internship Period") at our Bengaluru, Karnataka, India office.

The purpose of this internship is to inculcate a sense of team work, discipline, develop a sense of leadership and expose you to real-life problem solving methods.

### **2. Induction and Training**

We will provide an induction explaining what the Company does and provide training to assist you to meet the standards we expect from interns.

### **3. Stipend**

Your internship stipend is INR 85,000 (Eighty Five Thousand Only)/-per month. The Company will deduct taxes at source as required under the Income Tax Act, 1961.

### **4. Supervision and Support**

**VP International Tech** ("Intern Host") will be your main point of contact during the period of internship. The Intern Host will be your buddy during the course of your internship. You will have regular interactions with the Intern Host for discussing your learning objectives as well as any problems which you may face during the course of your internship.

### **5. Hours of Internship and Leave**

You are required to come for your internship from 9 a.m. to 5.30 p.m. - Monday to Friday. In the event you are unable to attend to your internship, please inform the Intern Host in advance.

Further, you will be entitled to a paid leave of 1 day per month in addition to Saturdays and Sundays and the other public holidays on which the Company is closed for operations.

### **6. Non-Disclosure of Confidential Information and Product Assignment**

You will not at any time, without the consent of the Intern Host disclose or divulge or make public, except under legal obligation, any information regarding the Company's affairs or administration or service carried out, whether the same be confided to you or become known to you during the course of your internship or otherwise.

Your obligations not to disclose Company confidential information are described in more detail in the Non-Disclosure and Product Assignment Agreement ("Agreement"). You understand your internship is conditioned upon your understanding and accepting the terms of that Agreement. Further, you understand the terms of that Agreement continue throughout your internship and beyond, as described in the Agreement.

**WM Global Technology Services India Private Limited**

## 7. Code of Conduct

We expect you to perform the work plan and achieve the learning objectives set out in the work plan to the best of your ability. During the course of the internship we expect you to be enthusiastic, sincere and diligent. In case of any questions relating to work plan, you should approach your Intern Host who will guide you and address your questions.

## 8. Discontinuation of Internship

The Company can discontinue your internship by informing you 2 days in advance.

## 9. General

Upon the discontinuation of your internship or at the end of the Internship Period you will be required to return all memoranda, notes, records or other documents made or compiled by you or made available to you during the Internship Term concerning the business and/or operations of the Company as the same will be the Company's property and shall, if in your possession or under your control, be delivered to the Company at the end of your internship. You shall not use for yourself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by you as a result of your internship, unless authorized by the Company. It is hereby clarified that the Company is not hiring you as an apprentice and therefore the provisions of the Apprentices Act, 1961 and the rules framed there under will not be applicable to your internship.

Further, the Company does not intend to create any employment relationship with you pursuant to this Letter of Internship nor does this Letter of Internship create an obligation on the Company to offer you employment with the Company.

This Letter of Internship will be governed by and construed in accordance with the laws of India.

Please acknowledge receipt and acceptance of this letter by signing, dating and returning this Letter of Internship.

Yours Sincerely,  
WM Global Technology Services Pvt. Ltd



**Sudeep Ralhan**  
Vice President, People

## Confirmation and Acceptance

I, **Sejal**, hereby accept to be a part of the Company and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

---

Name: **Sejal**

Date:

Father's/Husband's Name:

Date of Birth:

Contact Number & Email ID:

WM Global Technology Services India Private Limited

03-Mar-2022

Chetana Nagare  
Cummins College of Engineering for Women  
Pune  
Maharashtra

**Dear Chetana,**

This is your letter for the proposed Internship ("Letter of Internship") between you and WM Global Technology Services India Pvt. Ltd. ("the Company") or its affiliate. The Company provides interns with a supportive environment and the Company hopes that you will find your internship rewarding and enjoyable.

### **1. Internship**

Your start date of internship will be 02-Jun-2022 and the duration of internship shall be 2 (Two) months ("Internship Period") at our Bengaluru, Karnataka, India office.

The purpose of this internship is to inculcate a sense of team work, discipline, develop a sense of leadership and expose you to real-life problem solving methods.

### **2. Induction and Training**

We will provide an induction explaining what the Company does and provide training to assist you to meet the standards we expect from interns.

### **3. Stipend**

Your internship stipend is INR 85,000 (Eighty Five Thousand Only)/-per month. The Company will deduct taxes at source as required under the Income Tax Act, 1961.

### **4. Supervision and Support**

**VP Engineering, US Tech, IDC** ("Intern Host") will be your main point of contact during the period of internship. The Intern Host will be your buddy during the course of your internship. You will have regular interactions with the Intern Host for discussing your learning objectives as well as any problems which you may face during the course of your internship.

### **5. Hours of Internship and Leave**

You are required to come for your internship from 9 a.m. to 5.30 p.m. - Monday to Friday. In the event you are unable to attend to your internship, please inform the Intern Host in advance.

Further, you will be entitled to a paid leave of 1 day per month in addition to Saturdays and Sundays and the other public holidays on which the Company is closed for operations.

### **6. Non-Disclosure of Confidential Information and Product Assignment**

You will not at any time, without the consent of the Intern Host disclose or divulge or make public, except under legal obligation, any information regarding the Company's affairs or administration or service carried out, whether the same be confided to you or become known to you during the course of your internship or otherwise.

Your obligations not to disclose Company confidential information are described in more detail in the Non-Disclosure and Product Assignment Agreement ("Agreement"). You understand your internship is conditioned upon your understanding and accepting the terms of that Agreement. Further, you understand the terms of that Agreement continue throughout your internship and beyond, as described in the Agreement.

**WM Global Technology Services India Private Limited**

Regd. Office: Building 11, 1<sup>st</sup> Floor, SEZ-CESSNA Business Park, Kadubeesanahalli Village, Varthur Hobli, Outer Ring Road, Bangalore East Taluk, Bangalore – 560 087  
Phone 91.80.40358008, Fax 91.80.40358000  
[www.walmart.com](http://www.walmart.com)  
CIN-U72200KA2011PTC059719

## 7. Code of Conduct

We expect you to perform the work plan and achieve the learning objectives set out in the work plan to the best of your ability. During the course of the internship we expect you to be enthusiastic, sincere and diligent. In case of any questions relating to work plan, you should approach your Intern Host who will guide you and address your questions.

## 8. Discontinuation of Internship

The Company can discontinue your internship by informing you 2 days in advance.

## 9. General

Upon the discontinuation of your internship or at the end of the Internship Period you will be required to return all memoranda, notes, records or other documents made or compiled by you or made available to you during the Internship Term concerning the business and/or operations of the Company as the same will be the Company's property and shall, if in your possession or under your control, be delivered to the Company at the end of your internship. You shall not use for yourself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by you as a result of your internship, unless authorized by the Company. It is hereby clarified that the Company is not hiring you as an apprentice and therefore the provisions of the Apprentices Act, 1961 and the rules framed there under will not be applicable to your internship.

Further, the Company does not intend to create any employment relationship with you pursuant to this Letter of Internship nor does this Letter of Internship create an obligation on the Company to offer you employment with the Company.

This Letter of Internship will be governed by and construed in accordance with the laws of India.

Please acknowledge receipt and acceptance of this letter by signing, dating and returning this Letter of Internship.

Yours Sincerely,  
WM Global Technology Services Pvt. Ltd



**Sudeep Ralhan**  
Vice President, People

## Confirmation and Acceptance

I, **Chetana**, hereby accept to be a part of the Company and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

---

Name: **Chetana**

Date:

Father's/Husband's Name:

Date of Birth:

Contact Number & Email ID:

WM Global Technology Services India Private Limited



Wells Fargo International Solutions Private LTD  
Outer Ring Rd  
BENGALURU URBAN,KA, 560103

May 01, 2022

Ms Shriharsha Shirish Dhobe  
F-614, Pebbles 2  
Pune

Dear Shriharsha,

### Offer of Internship

We are pleased to offer you an Educational Internship at Wells Fargo International Solutions Private LTD ("Wells Fargo"), on the following terms and conditions:

1. You will be designated as **Intern**. On your first day of internship, June 06, 2022 you will need to report at **7:30 AM** to Outer Ring Rd, BENGALURU URBAN, KA, 560103.
2. The Internship Period is for **2 Months** starting on June 06, 2022 and ending on the close of business on August 05, 2022 ("Internship Period")
3. You would be eligible to receive a maximum stipend of ₹960,000.00 /- ₹80,000.00 per month during the Internship Period, subject to you meeting the criteria laid down by Wells Fargo and continue exhibiting good performance during the Internship Period. On successful completion of your internship you will be provided with Internship completion certificate, in the manner and form as may be deem fit and proper by Wells Fargo.
4. You will be based at the Wells Fargo Offices at BENGALURU URBAN. You shall report to a designated person who will be indicated at the time of joining and you can carry out the learning activities all through Monday to Friday during ordinary working hours at Wells Fargo office.
5. Your internship will include Training/Orientation and focus primarily on learning and developing new skills and gaining deeper understanding on the concepts through hands on application of the knowledge you have gained.
6. As an intern, you will have access to Wells Fargo's confidential information and you may, during the course of your Internship, develop certain information or inventions, which will become the property of Wells Fargo, or its parent or any of its subsidiaries, associate companies or that of its customers or partners. You may be required to sign a Non Disclosure Agreement as a condition of your Internship at the date of joining Wells Fargo or thereafter. In the event, you develop certain intellectual property, information and inventions during the Internship Period, you shall specifically agree to sign and execute the assignment deed or such agreement as may be necessary to confer the ownership rights of such information, intellectual property or invention to Wells Fargo.
7. Internship Program is purely an academic learning activity which attracts course credit and therefore, your institute shall have an equal right to evaluate your performance and manage/supervise you during the internship, subject to necessary approvals from Wells Fargo.
8. During the Internship period, you will be eligible for Personal Accident cover of **INR 500,000**.
9. Separation with Cause/no Cause: With a prior notice of 7 (seven) calendar days; Wells Fargo may terminate your internship before completion of Internship Period, upon notifying the reason of such termination to your educational institute and you. Your failure to conduct yourself in accordance to the policies of Wells Fargo may render you liable for such actions as may be prescribed under the applicable laws and/or policy of Wells Fargo. You agree that all property, including, without limitation, laptop, equipment, tangible proprietary information, documents, computer disks (and other computer-generated files and data) and copies thereof, created on any



medium and furnished to, obtained by, or prepared by you in the course of or incident to your internship, belongs to Wells Fargo and shall be returned promptly to Wells Fargo upon termination or expiration of the Internship Period.

10. During the Internship Period, you shall abide by such reasonable instructions of your reporting personnel appointed by Wells Fargo and you shall fully abide by the applicable policies of Wells Fargo. Your Internship appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of Wells Fargo.

11. You shall keep Wells Fargo and/or its employees indemnified and harmless in the event of any loss, expenses, claim or penalties to/against Wells Fargo/its employees, due to your act/s or omission/s or directly/indirectly attributable to you in any manner.

12. You are required to submit various documents as detailed in Annexure 'B' for our records on or before joining Wells Fargo as an intern.

13. This Internship offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. Should any discrepancy arise or the background screening reveal that any information provided by you, including without limitation the details regarding educational qualifications, for securing the offer was incorrect/fraudulent, this offer stands terminated or withdrawn in its entirety.

At the discretion of Wells Fargo, you may be provided with maximum of INR 10,000/- (Rupees Ten Thousand Only) towards relocation cost, expenses and other allowances. This will be paid subject to applicable taxes and norms. In addition, your expenses towards travel (Onward and Return) for Internship will be reimbursed as prescribed under the policy of Wells Fargo - if not previously paid by the business.

**Your Internship with Wells Fargo does not in anyway be considered as an offer of employment or your candidature for employment with Wells Fargo.**

I take this opportunity to wish you a great Internship Program at Wells Fargo. Please confirm your acceptance of Internship by signing and returning one of the original Internship letter, failing which this Internship offer shall deemed to be declined by you. Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

For Wells Fargo International Solutions Private LTD,

Chandrasekhar Narayana Bhatta  
Recruiting Senior Manager

#### **Annexure 'B'**

##### **List of Documents to be submitted prior to joining Wells Fargo**

1. Education provisional certificate or mark sheets of the highest qualified degree / professional qualification.
2. Copy of passport (First and Last Pages).
3. Two (2) passport size photographs.
4. Copy of the PAN (permanent account number) Card, self attested.
5. Supporting documents for Background verification.
6. Internship request letter.
7. Recommendation letter from College.



Wells Fargo International Solutions Private LTD  
OLD MUMBAI HWY FL 1-12  
SERILINGAMPALLY, TS, 500032

May 01, 2022

Ms Sanika Aniruddha Ghare  
Flat No. 302, Swapnil Ira 2 Apartments  
Nagpur

Dear Sanika,

### **Offer of Internship**

We are pleased to offer you an Educational Internship at Wells Fargo International Solutions Private LTD ("Wells Fargo"), on the following terms and conditions:

1. You will be designated as **Intern**. On your first day of internship, June 06, 2022 you will need to report at **7:30 AM** to OLD MUMBAI HWY FL 1-12, SERILINGAMPALLY, TS, 500032.
2. The Internship Period is for **2 Months** starting on June 06, 2022 and ending on the close of business on August 05, 2022 ("Internship Period")
3. You would be eligible to receive a maximum stipend of ₹960,000.00 /- ₹80,000.00 per month during the Internship Period, subject to you meeting the criteria laid down by Wells Fargo and continue exhibiting good performance during the Internship Period. On successful completion of your internship you will be provided with Internship completion certificate, in the manner and form as may be deemed fit and proper by Wells Fargo.
4. You will be based at the Wells Fargo Offices at SERILINGAMPALLY. You shall report to a designated person who will be indicated at the time of joining and you can carry out the learning activities all through Monday to Friday during ordinary working hours at Wells Fargo office.
5. Your internship will include Training/Orientation and focus primarily on learning and developing new skills and gaining deeper understanding on the concepts through hands on application of the knowledge you have gained.
6. As an intern, you will have access to Wells Fargo's confidential information and you may, during the course of your Internship, develop certain information or inventions, which will become the property of Wells Fargo, or its parent or any of its subsidiaries, associate companies or that of its customers or partners. You may be required to sign a Non Disclosure Agreement as a condition of your Internship at the date of joining Wells Fargo or thereafter. In the event, you develop certain intellectual property, information and inventions during the Internship Period, you shall specifically agree to sign and execute the assignment deed or such agreement as may be necessary to confer the ownership rights of such information, intellectual property or invention to Wells Fargo.
7. Internship Program is purely an academic learning activity which attracts course credit and therefore, your institute shall have an equal right to evaluate your performance and manage/supervise you during the internship, subject to necessary approvals from Wells Fargo.
8. During the Internship period, you will be eligible for Personal Accident cover of **INR 500,000**.
9. Separation with Cause/no Cause: With a prior notice of 7 (seven) calendar days; Wells Fargo may terminate your internship before completion of Internship Period, upon notifying the reason of such termination to your educational institute and you. Your failure to conduct yourself in accordance to the policies of Wells Fargo may render you liable for such actions as may be prescribed under the applicable laws and/or policy of Wells Fargo. You agree that all property, including, without limitation, laptop, equipment, tangible proprietary information, documents, computer disks (and other computer-generated files and data) and copies thereof, created on any

medium and furnished to, obtained by, or prepared by you in the course of or incident to your internship, belongs to Wells Fargo and shall be returned promptly to Wells Fargo upon termination or expiration of the Internship Period.

10. During the Internship Period, you shall abide by such reasonable instructions of your reporting personnel appointed by Wells Fargo and you shall fully abide by the applicable policies of Wells Fargo. Your Internship appointment at Wells Fargo would require you to be bound by the prevailing code of conduct, rules, regulations, policies, procedures and guidelines of Wells Fargo.

11. You shall keep Wells Fargo and/or its employees indemnified and harmless in the event of any loss, expenses, claim or penalties to/against Wells Fargo/its employees, due to your act/s or omission/s or directly/indirectly attributable to you in any manner.

12. You are required to submit various documents as detailed in Annexure 'B' for our records on or before joining Wells Fargo as an intern.

13. This Internship offer is conditional on Wells Fargo receiving a satisfactory reference and background check on you, as well as not having an outside activity that is in conflict with Wells Fargo's interests. Should any discrepancy arise or the background screening reveal that any information provided by you, including without limitation the details regarding educational qualifications, for securing the offer was incorrect/fraudulent, this offer stands terminated or withdrawn in its entirety.

At the discretion of Wells Fargo, you may be provided with maximum of INR 10,000/- (Rupees Ten Thousand Only) towards relocation cost, expenses and other allowances. This will be paid subject to applicable taxes and norms. In addition, your expenses towards travel (Onward and Return) for Internship will be reimbursed as prescribed under the policy of Wells Fargo - if not previously paid by the business.

**Your Internship with Wells Fargo does not in anyway be considered as an offer of employment or your candidature for employment with Wells Fargo.**

I take this opportunity to wish you a great Internship Program at Wells Fargo. Please confirm your acceptance of Internship by signing and returning one of the original Internship letter, failing which this Internship offer shall deemed to be declined by you. Your signature below will acknowledge that you have read, understood and agreed to the terms and conditions of this offer.

For Wells Fargo International Solutions Private LTD,

Chandrasekhar Narayana Bhatta  
Recruiting Senior Manager

#### **Annexure 'B'**

##### **List of Documents to be submitted prior to joining Wells Fargo**

1. Education provisional certificate or mark sheets of the highest qualified degree / professional qualification.
2. Copy of passport (First and Last Pages).
3. Two (2) passport size photographs.
4. Copy of the PAN (permanent account number) Card, self attested.
5. Supporting documents for Background verification.
6. Internship request letter.
7. Recommendation letter from College.



Wells Fargo International Solutions Private LTD  
Outer Ring Rd  
BENGALURU URBAN,KA, 560103

April 30, 2022

Ms Bhakti Rajendrakumar Pagar  
Shubham park, building no-6, flat no-1, ambad link road, Uttamnagar  
Nashik

Dear Bhakti,

### Offer of Internship

We are pleased to offer you an Educational Internship at Wells Fargo International Solutions Private LTD ("Wells Fargo"), on the following terms and conditions:

1. You will be designated as **Intern**. On your first day of internship, June 06, 2022 you will need to report at **7:30 AM** to Outer Ring Rd, BENGALURU URBAN, KA, 560103.
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12. You are required to submit various documents as detailed in Annexure 'B' for our records on or before joining Wells Fargo as an intern.

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For Wells Fargo International Solutions Private LTD,

Chandrasekhar Narayana Bhatta  
Recruiting Senior Manager

#### **Annexure 'B'**

##### **List of Documents to be submitted prior to joining Wells Fargo**

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2. Copy of passport (First and Last Pages).
3. Two (2) passport size photographs.
4. Copy of the PAN (permanent account number) Card, self attested.
5. Supporting documents for Background verification.
6. Internship request letter.
7. Recommendation letter from College.

Hello Team,

PFD List of students selected as an Intern in Tech Steer

Kindly update on your end.

| Sr No | Full Name                  | Contact number | Branch |
|-------|----------------------------|----------------|--------|
| 1     | Durga Sanil Parbhakar      | 8605903660     | COMP   |
| 2     | Vidhya prakash waghmare    | 9665356262     | COMP   |
| 3     | Pallavi Prakash Satpute    | 9611872604     | COMP   |
| 4     | Akshata Sanjay Bagul       | 8655063329     | ENTC   |
| 5     | Mugdha Ashok Desai         | 9766513105     | ENTC   |
| 6     | AdB Ubairsh Jagdale        | 7722096055     | ENTC   |
| 7     | Sannubhi Machineta Chavhan | 9256043907     | ENTC   |
| 8     | Nikita Parojshi            | 9484974405     | ENTC   |
| 9     | Anant Kabir                | 7666872042     | ENTC   |
| 10    | Anushree Deshpande         | 8780297322     | ENTC   |
| 11    | Seetal Suresh Chitale      | 7719081804     | ENTC   |
| 12    | Pradnya Jadhav             | 7556263966     | ENTC   |
| 13    | Manasi Preraga Gai         | 7385276567     | IT     |
| 14    | Akanksha Satpute           | 7666813907     | IT     |
| 15    | Neha Rajendra Khurade      | 7522965626     | IT     |
| 16    | Rohini Suresh Javraj       | 9907124300     | IT     |

Regards,

Team Training and Placement

[Prof. Jyoti Linghi](#)

Training and Placement Officer

Maharshi Karve School of Studies, Semest-02

Cummins College of Engineering for Women

Karve Nagar, Pune-411008

[www.ccew.ac.in](http://www.ccew.ac.in)

[Mobile Number : 9422920202](#)

[Mrs. Vandana Anand](#)

Hello Team,

PFD List of students selected as an Intern in Tech Steer

Kindly update on your end.

| Sr No | Full Name                  | Contact number | Branch |
|-------|----------------------------|----------------|--------|
| 1     | Durga Sanil Parbhakar      | 8605903660     | COMP   |
| 2     | Vidhya prakash waghmare    | 9665356262     | COMP   |
| 3     | Pallavi Prakash Satpute    | 9611872604     | COMP   |
| 4     | Akshata Sanjay Bagul       | 8655063329     | ENTC   |
| 5     | Mugdha Ashok Desai         | 9766513105     | ENTC   |
| 6     | AdB Ubairsh Jagdale        | 7722096055     | ENTC   |
| 7     | Sannubhi Machineta Chavhan | 9256043907     | ENTC   |
| 8     | Nikita Parojshi            | 9484974405     | ENTC   |
| 9     | Anant Kabir                | 7666872042     | ENTC   |
| 10    | Anashree Deshpande         | 8780267322     | ENTC   |
| 11    | Seetal Suresh Chitale      | 7719081804     | ENTC   |
| 12    | Pradnya Jadhav             | 7556263966     | ENTC   |
| 13    | Manasi Preriga Gid         | 7385276567     | IT     |
| 14    | Akanksha Satpute           | 7666813907     | IT     |
| 15    | Neha Rajendra Khurade      | 7522965626     | IT     |
| 16    | Rohini Suresh Javraj       | 9907124300     | IT     |

Regards,

Team Training and Placement

**Prof. Jyoti Laghi**  
Training and Placement Officer  
Maharshi Karve School of Studies, Semest-02  
Cummins College of Engineering for Women  
Kamnagar, Pune-411008  
www.ccewom.com

**Mobile Number : 9422020202**

**Mrs. Vandana Anand**

ADITYA BIRLA



UltraTech

To,  
Ms. Renuka Aole  
D/o- Mr. Upendra Aole,  
Balaji Residency,  
Manawar, M.P.- 454446

Date:- 09<sup>th</sup> June 2022

Dear Ms. Renuka Aole,

Sub:- Internship

Reference to your request for the internship of two months in our Instrumentation department, you are being permitted here for the same

Please note that in terms with your request, the Internship will commence from 10<sup>th</sup> June 2022 & will last upto 09<sup>th</sup> August 2022.

Necessary instructions related to your safety & plant layout/machines will be provided to you on your joining.

Good wishes to you !!!

UltraTech Cement Limited  
(Unit: Dhar Cement Works)

Bhupendra Singh  
Function Head - HR

cc to: Principal, M.K.S.S.'s Cummins College of Engineering for Women, Karmenagar, Pune.

UltraTech  
The Engineer's Choice

UltraTech Cement Ltd.  
(Unit : Dhar Cement Works)



भारत सरकार, रक्षा मंत्रालय  
रक्षा अनुसंधान एवं विकास संगठन  
आयुध अनुसंधान एवं विकास संस्थापन  
डॉ. होमी भाभा रोड,  
आयुध डाकघर, पाषाण,  
पुणे - 411021  
भारत



रक्षा सेवासेवा के समर्पण  
Service to Services

Government of India, Ministry of Defence  
Defence R & D Organisation (DRDO)  
Armament R&D Estt. (ARDE)  
Dr. Homi Bhabha Road,  
Armament Post, Pashan,  
Pune - 411021  
INDIA

आयुध सं. 9001 : 2015 प्रमाणित  
ISO 9001 : 2015 Certified



वेबसाइट / Website : [www.drdo.gov.in](http://www.drdo.gov.in)

No. ARDE/35/2/iv/96-Tech

15 Jun 2022

The Principal  
Cummins College of Engineering for Women  
Karvenagar, Pune-411052

**Sub: Permission for Internship at ARDE, Pune**

Ref: Letter No. Nil dt. 13 May 2022

Following B. Tech. (Electronics and Telecommunication) student from Cummins College of Engineering for Women, Pune has been approved to do internship as a part of her curriculum at ARDE, Pune from 01 June 2022 to 31 Jul 2022.

➤ Ms. Shriya Ravindra Avachat

The student will work under the guidance of Shri Vishwanath Sonna, Sc 'F' of this establishment.

  
Sc 'F'  
(Alok Kanhai)  
For Director ARDE

To,  
**Cummins College of Engineering**  
**For Women**  
**Pune**

**भारत इलेक्ट्रॉनिक्स लिमिटेड**

(भारत सरकार का उद्यम, रक्षा मंत्रालय)  
एन. डी. ए. रोड, पाषाण, पुणे - 411021 - भारत

**BHARAT ELECTRONICS LIMITED**

(A Govt. of India Enterprise, Ministry of Defence)  
N.D.A. ROAD, PASHAN, PUNE 411 021 India.

☎ : 091 - 20 - 2290 3000

Fax : 091 - 20 - 2586 5729, 25865708

MMD MKTG

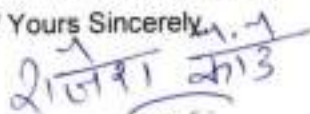
विषय : बी टेक इलेक्ट्रॉनिक्स एंड टेलीकम्युनिकेशन के लिए प्रकल्प /  
इंडस्ट्रियल ट्रेनिंग  
SUB : Project/ Industrial Training/ Summer Internship for  
**B.Tech Electronics and Telecommunication**

Dear Sir / महोदय,

1. **अदिती सुहास चिटनीस** छात्र बी टेक इलेक्ट्रॉनिक्स एंड टेलीकम्युनिकेशन प्रबंध परियोजना / इंडस्ट्रियल ट्रेनिंग/ प्रैक्टिस स्कूल कार्य के लिए अनुमति के संबंध में दिनांकित **08.04.2022** आपका पत्र प्राप्त हुआ,  
This has reference to your Letter dtd. **08.04.2022** in connection with permission for Industrial Training/ Project Work/Practice School to **Aditi Suhas Chitnis** student of **B.Tech Electronics and Telecommunication**
2. आपको यह सूचित करते हुए खुशी हो रही है, प्रकल्प प्रशिक्षण के लिए आवश्यक अनुमति उपर्युक्त छात्रा को दी जाती है. /In this regard, we are pleased to inform you that the necessary permission for project training is granted to the above-mentioned student.
3. छात्रा, **श्री आर. वाई. चौधरी, वरि. उपमहाप्रबंधक, डी अँड ई** विभाग को रिपोर्ट कर सकते हैं.  
Student may report to **Shri R. Y. Chaudhari, Sr. Dy.General Manager, D & E Department**
4. प्रकल्प की अवधि **01 जून 2022 से 31 जुलाई 2022**  
Period of the project will be from **01 June 2022 to 31 July 2022**
5. प्रशिक्षण/ प्रकल्प के दौरान कोई वजीफा नहीं भुगतान किया जाएगा.  
No stipend will be paid during the Training/Project.
6. छात्रा प्रशिक्षण/परियोजना कार्य के लिए केवल कॉलेज वर्दी या औपचारिक पोशाक पहन सकते हैं. (सफ़ेद टॉप और काला बॉटम) Student is expected to report for Training/Project work in his/her College Uniform only. In case college has not prescribed uniform, student may wear **formal attire (White top & Black bottom)**.
7. छात्र को शामिल होने के दिन पहचान पत्र के लिए दो फोटो लाने हैं.  
Student to bring 2 Small Stamp Size Photographs for Identity Card on the day of Joining.
8. यदि आवश्यक हालांकि, कंपनी के सौजन्य/मुफ्त भोजन प्रदान करेगा.  
However, if required the company will provide courtesy/ free lunch.
9. कोविड -19 के दो खुराक का टिकाकरण प्रमाण पत्र अनिवार्य है/ Covid 19 both doses Vaccination Certificate is mandatory

आपको धन्यवाद/ Thanking you,

भवदीय/ Yours Sincerely,



**अधिकृत हस्ताक्षरकर्ता**  
**AUTHORIZED SIGNATORY**

**राजेश एस. कांडे**  
**RAJESH S. KONDE**  
सहा. प्रबंधक (भ.सं. व प्र.)  
Asst. Manager (HR & A)

सीसी: 1 वरि. उमप्र (डी अँड ई)/ SR.GM (D&E)  
2. सुरक्षा अधिकारी/SECURITY OFFICER

3. कैटीन/ VC CANTEEN



Date: March 2, 2022

Ms. Prajakta Deshpande,  
A-101 Kakade city, Karve nagar, opposite Ratna hotel, Pune-411052

Dear Prajakta,

We are pleased to make you an offer of an internship position under Mastercard Technology Private Limited, ("The Company/Mastercard") whose ultimate indirect parent company is Mastercard International Incorporated or its successor entity. Unless repugnant to the context, each of 'Intern' and 'Mastercard' are individually referred to as 'Party' and collectively as 'Parties'.

This internship program is offered on the following terms and conditions, subject to your understanding and agreement on the terms and conditions, and subject to Mastercard's prevailing policies/practices, that may be changed from time to time by Mastercard at its sole discretion.

- 1) **Internship** : This full-time Internship program is for a period commencing on **May 16, 2022** and ending on **July 15, 2022**
- 2) **Placement/Scope of Training** : Whilst every endeavor will be made to adhere to the assigned duties, there may, however, be occasions where the nature of the environment and consequent business needs, your duties and assignment may change subject to the discretion of Mastercard. You may also be called upon from time to time to assist in other duties that may be considered necessary in ensuring that the established objectives of this internship are met.
- 3) **Hours of Internship Program** : A normal workday will be from 9:30 am to 6:30 pm, from Monday to Friday.
- 4) **Payment of Allowances** : You will be paid a local stipend of **INR 40,000** per month.
- 5) **Insurance, Medical & Dental** : You will be responsible for the cost of your own travel and medical insurance, medical and/or dental needs.
- 6) **Income Taxes** : You will be responsible for all personal income taxes arising from your Internship Program with Mastercard and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

Prajakta D  
XX



- 1) Confidentiality/Conflict of Interest :** You agree to abide by all company policies and agree to sign a Confidentiality Agreement, Code of Conduct Certification or any such document as required by the company from time to time under its policies. It is an expressed condition of your internship that you will not disclose to any other person, institution or party any proprietary or confidential information of the Mastercard or its members unless required to by applicable law.

It is also an expressed condition of your internship that you may not participate in any other form of assignment, venture and/or activity which would result in a conflict of interest with Mastercard and that you will at all times act in the best interest of Mastercard.

- 2) Termination of Internship :** During the nine-week program, your internship may be terminated by either party by giving one (1) week notice or salary-in-lieu of notice. In the event of gross negligence or breach of Clause as above, termination of your internship will be immediate without notice.

**9) Intellectual Property:**

You agree to promptly disclose to Mastercard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of Mastercard, which you may create, invent, discover, develop or learn in connection with your Internship Program. In consideration of your Internship Program with the Mastercard, you agree that such Intellectual Property, whether created at your home or at the office premises of Mastercard or any other place, shall be the exclusive and absolute property of Mastercard and that Mastercard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of Internship Program and that which may be relevant to the subject matter of your Internship Program by the Mastercard and Mastercard, whether or not the same was made at the direction of Mastercard or was intended for Mastercard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created,



mastercard

conceived of or reduced to practice by you does not automatically vest in Mastercard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to Mastercard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to Mastercard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.

- a. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 ("Copyright Act") or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as "moral rights" or "authors' special rights" including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of Mastercard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of Mastercard created by you prior to the date of appointment.

You agree that at Mastercard's request and expense, for the purpose of perfecting the title of Mastercard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of Mastercard, and you shall make best endeavors to do so and shall also make best endeavors to provide such information and documents as may be requested from time to time by Mastercard, both before and after the termination of this Internship Program Letter for any reason.

You acknowledge and accept that Mastercard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by Mastercard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under of this letter, at its sole discretion.

- b. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect Mastercard in the conduct of its business and that, if you become employed/associated by another employer, you shall be required to disclose the existence of this Paragraph to such employer and you hereby consent to and Mastercard is hereby given permission to disclose the existence of this letter to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of Mastercard, and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- c. You acknowledge and agree that this Internship Program including, without limitation, the restraints imposed upon you pursuant to this Letter does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Letter will result in irreparable harm and continuing damages to Mastercard and its business and that Mastercard's remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of Mastercard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 103, Oppi Poona Club Golf Course, Airport Road, Yerwada, Pune 411006

Tel: +91 20 27074000 Fax: +91 20 27074001  
E-mail: [hr@mastercard.com](mailto:hr@mastercard.com)  
CIN: U72200PN30009470000494

Prajakta  
X1.



restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Internship Program Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Internship Program Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

#### 10. Consent to Use Image

You grant full permission to Mastercard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "Image") in any internal or external communication, public filings or advertising materials for any purpose Mastercard considers appropriate. You understand that any such Images and all rights associated with them will belong solely and exclusively to Mastercard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such Images including compensation, copyright, privacy rights and any right to inspect or approve such Images.

#### 11. General:

- The execution and delivery of this Internship Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound
- During the period of internship, you hereby agree to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all prevailing applicable Mastercard's policies, procedure and guidelines from Mastercard.

If you agree to accept the internship appointment on the foregoing terms and conditions, please sign and return the duplicate copy of this letter to signify your acceptance by the close of business on **March 06, 2022**.

Sincerely yours,

**Priti Singh**  
Senior Vice President, Human Resources

I agree to and accept the internship program on the above terms and conditions offered.

Signature and Date :

Prajakta D. 03/3/22

Name :

Prajakta Deshpande

Prajakta D.  
xx



27/05/2022

## **INTERNSHIP OFFER LETTER**

Ms. MADHURA MANOJ DHARMADHIKARI  
Register No. : 3133  
Electronics and Communication Engineering  
MKSSS Cummins College of Engineering for Women, Pune

Dear MADHURA MANOJ DHARMADHIKARI,  
We are pleased to offer you the position of Intern with HDLC Technologies.  
Please find the following confirmation of the specifics of your internship:

Position Title: Intern  
Start Date: 28-05-2022  
End Date: 28-07-2022  
Number of Work Hours Per Week: 15 hours per week.  
Domain : Data Science

**For HDLC Technologies Ltd**

A handwritten signature in black ink, appearing to read 'G. K. S.', positioned below the company name.

**Authorized signatory**



**HRSSC/07-06-2022/290218**

**07 June 2022**

**Ms. Shravani Dongargaonkar**  
**Mobile Number: +91 9284859512**  
**Email ID: [Shravani.hd.2206@gmail.com](mailto:Shravani.hd.2206@gmail.com)**

**Dear Shravani,**

We are pleased to appoint you as “**Project Trainee**” with **Tata Communications Limited** in “**Basics of ISP operations covering ILL, GVPN, TX services**” under the guidance of **Ms. Jyoti Vikrant Kadam**. You will be working at our office Pune-Dighi.

The terms and conditions of your appointment are enclosed, kindly return a digital signed copy of this letter as an acceptance.

**Following are the terms & conditions:**

**1) Stipend**

No Stipend will be paid to you during internship.

**2) Duration of Training**

The assignment will be valid from **08 June 2022 to 08 August 2022** as per the letter provided by the college.

**3) Confidentiality**

You will devote your whole time, attention and ability to the successful completion of this assignment with Tata Communications Ltd. and will not take up employment or will work in any capacity for any other person/firm/company/organization in whatever form during the period of this assignment.

You will keep Tata Communications informed of all the particulars of all agencies including government and private with whom you interact in connection with this assignment. All information statistics and other data that you collect in connection with and during the course of this assignment shall not be disclosed to any agency government or private without the prior written consent of **Tata Communications Limited**.

**TATA COMMUNICATIONS**

Tata Communications Limited

Pune-Alandi Road, Dighi, Pune 411 015 India. Tel: +91 20 6615 3333 Fax: +91 20 6615 3309

Regd. Office: VSB Mahatma Gandhi Road, Fort, Mumbai 400 001 India.

Tel: +91 22 6657 8765 Fax: +91 22 6639 5162 email: [askhr@tatacommunications.com](mailto:askhr@tatacommunications.com)

CIN no. :L64200MH1986PLC039266 website: [www.tatacommunications.com](http://www.tatacommunications.com)





**4) Termination/Continuation/Extension of Internship**

This assignment will terminate automatically at the end of the assignment or can be terminated at any point by giving a week notice by either party or by mutual consent. In case you leave the organization before the training period, the company will not issue the training completion certificate.

**5) Alteration/Amendment to contract**

All terms and conditions of this contract may be modified by mutual consent during the tenure of the contract.

6) You will be governed by the provisions of the Tata Code of Conduct.

We wish you the very best for your project and a mutually beneficial association.

Thanking you,

For Tata Communications Limited,

DocuSigned by:  
*Aman Gupta*  
D1277F3E66EC482...

**Aman Gupta**  
Associate Vice President – HR

Accepted

Signature: \_\_\_\_\_

DocuSigned by:  
*Shravan*  
C8A2F19F774D474...

Shravani Dongargaonkar

Name: \_\_\_\_\_

6/7/2022

Date: - \_\_\_\_\_

**TATA COMMUNICATIONS**

Tata Communications Limited

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Regd. Office: VSB Mahatma Gandhi Road, Fort, Mumbai 400 001 India.

Tel: +91 22 6657 8765 Fax: +91 22 6639 5162 email: askhr@tatacommunications.com

CIN no. :L64200MH1986PLC039266 website: www.tatacommunications.com



**HRSSC/07-06-2022/290218**

**07 June 2022**

**Ms. Garima Baleja**

**Mobile Number: +91 9607731445**

**Email ID: [garima.baleja@cummincollege.in](mailto:garima.baleja@cummincollege.in)**

**Dear Garima,**

We are pleased to appoint you as “**Project Trainee**” with **Tata Communications Limited** in “**Basics of ISP operations covering ILL, GVPN, TX services**” under the guidance of **Ms. Jyoti Vikrant Kadam**. You will be working at our office Pune-Dighi.

The terms and conditions of your appointment are enclosed, kindly return a digital signed copy of this letter as an acceptance.

**Following are the terms & conditions:**

**1) Stipend**

No Stipend will be paid to you during internship.

**2) Duration of Training**

The assignment will be valid from **08 June 2022 to 08 August 2022** as per the letter provided by the college.

**3) Confidentiality**

You will devote your whole time, attention and ability to the successful completion of this assignment with Tata Communications Ltd. and will not take up employment or will work in any capacity for any other person/firm/company/organization in whatever form during the period of this assignment.

You will keep Tata Communications informed of all the particulars of all agencies including government and private with whom you interact in connection with this assignment. All information statistics and other data that you collect in connection with and during the course of this assignment shall not be disclosed to any agency government or private without the prior written consent of **Tata Communications Limited**.

**TATA COMMUNICATIONS**

Tata Communications Limited

Pune-Alandi Road, Dighi, Pune 411 015 India. Tel:+91 20 6615 3333 Fax: +91 20 6615 3309

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This assignment will terminate automatically at the end of the assignment or can be terminated at any point by giving a week notice by either party or by mutual consent. In case you leave the organization before the training period, the company will not issue the training completion certificate.

**5) Alteration/Amendment to contract**

All terms and conditions of this contract may be modified by mutual consent during the tenure of the contract.

**6) You will be governed by the provisions of the Tata Code of Conduct.**

We wish you the very best for your project and a mutually beneficial association.

**Thanking you,**

**For Tata Communications Limited,**

DocuSigned by:  
*Aman Gupta*  
D1277F3E66EC482...

**Aman Gupta**  
**Associate Vice President – HR**

Accepted

DocuSigned by:  
*Garima Baleja*  
DC673C99E4C34B9...

Signature: \_\_\_\_\_

**Garima Baleja**

Name: \_\_\_\_\_

**6/7/2022**

Date: - \_\_\_\_\_

**TATA COMMUNICATIONS**

Tata Communications Limited

Pune-Alandi Road, Dighi, Pune 411 015 India. Tel:+91 20 6615 3333 Fax: +91 20 6615 3309

Regd. Office: VSB Mahatma Gandhi Road, Fort, Mumbai 400 001 India.

Tel: +91 22 6657 8765 Fax: +91 22 6639 5162 email: askhr@tatacommunications.com

CIN no. :L64200MH1986PLC039266 website: www.tatacommunications.com



**Date:** 13<sup>th</sup> June 2022

**Subject:** Offer Letter as Intern

Dear Ms. Shruti Sanjay Gavhane

We are pleased to offer you an opportunity as **Intern** with Prognosticsoft Solutions Pvt. Ltd. For duration of 2 months starting from **15<sup>th</sup> June 2022**.

You are initially appointed to work in Pune office of our Prognosticsoft Solutions Pvt. Ltd.

During this period, we are not providing any stipend.

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

1. Xerox copy of proof of date of birth & educational qualifications together with the originals.
2. Two stamp sized photographs.

Welcome to Prognosticsoft Solutions Pvt. Ltd. and here's wishing you a rewarding career.

Thanks and Regards,

Authorized Signature,



**Prognosticsoft Solutions Pvt. Ltd.**

S/W Development | Website Designing | Mobile Application | QA Testing

Web Application Development | ERP Application Development | SEO (Search Engine Optimization)

---

**PROGNOSTICSOFT SOLUTIONS PVT. LTD**

CIN: U72900PN2014PTC151473

Office: Udit Apartment, 1<sup>st</sup> Floor, Sangavi Nagar Road, Near Parihar Chowk, Aundh, Pune - 411 007

Tel: +91 82370 02436 | Email Id: [contactus@prognosticsoft.com](mailto:contactus@prognosticsoft.com) | Website: [www.prognosticsoft.com](http://www.prognosticsoft.com)



## SOFTRA SYSTEM PVT. LTD.

Date: 11<sup>th</sup> May 2022

**Subject: Offer Letter as Intern**

**Dear Ms. Apoorva Shivaji Ghuge**

We are pleased to offer you an opportunity as **Intern** with Softra System Pvt. Ltd. for duration of 3 months starting from **01<sup>st</sup> June 2022**.

You are initially appointed to work in Pune office of our Softra System Pvt. Ltd.

During this period, we are not providing any stipend.

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

1. Xerox copy of proof of date of birth & educational qualifications together with the originals.
2. Two stamp sized photographs.

Welcome to Softra System Pvt Ltd and here's wishing you a rewarding career.

Yours Faithfully,



Mr. Santosh Chavan  
HR Manager  
Softra System Pvt. Ltd.



## INTERNSHIP LETTER

Harshita NA  
Hno.25,Lane No.4,Basant Nagar Extension, Paloura, Jammu, Jammu and Kashmir  
Jammu – 181121  
JK  
IN

Dear Harshita,

On behalf of **Amazon Transportation Services Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi - 110019, Delhi India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Malad**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

### **1. Date of Commencement**

Your internship with Amazon India will commence on **30-May-2022** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the "Term".

### **2. Duties**

- 2.1 You will be engaged in the position of **Team Lead (Intern)**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures (as may be applicable to you), as communicated to you. Amazon

1

India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.

- 2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **3. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

### **4. Place of Work**

Your initial place of work will be at Amazon India's facility in Malad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

### **5. Remuneration**

- 5.1 Your internship stipend will be **Rs.10,000** per month made payable in arrears and subject to all lawful deductions of tax.

- 5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

## 6. Leave and Benefits

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

## 7. Confidential Information and Confidentiality Obligations

- 7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
  - (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
  - (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
  - (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;



- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated,

tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

## 7.2 Confidentiality Obligations:

- (i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective

order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (ii) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **8. Intellectual Property Rights**

- 8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.
- 8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
  - (i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
  - (ii) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;

- (i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

- 8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 8.6 No Grant of Rights.  
You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

## 9. Data Protection

- 9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.
- 9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected

management throughout the Amazon group worldwide will be authorised to access this database.

**10. Exclusivity**

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

**11. Relationship of parties**

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

**12. Termination of Internship**

- 12.1 Your internship will automatically end on **29-Jul-2022**, unless terminated earlier as per the provisions of this Section.
- 12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.
- 12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

**13. Background Investigation**

- 13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being

true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

- 13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

#### **14. Foreign Nationals**

- 14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.
- 14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

#### **15. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party, except pursuant to written authorization by such third party to do so;
- 15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party;
- 15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.
- 15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

**16. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**17. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

**18. Severability**

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**19. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**20. Governing Law and Jurisdiction**

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.



**21. Agreement/Modifications**

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**22. Headings**

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

**23. Survival**

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Transportation Services Private Limited

#### **AUTHORIZATION**

By

Signed by: NISHA SUNIL  
Date: 2022.04.12 18:13:01 +05:30  
Location: India

#### **ACCEPTANCE**

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.



+ 0721-2520922  
+ 91-7774092700  
+ 91-7774092701

**ECE India Energies Private Limited**

CIN-U31908MH2015PTC270990

F 27, Amravati MIDC Area, Express Highway NH 06, Amravati 444607, Maharashtra.

ECEINDIA/OL/2022/05/24-01

Date: 24<sup>th</sup> May 2022

### Internship Offer Letter

Samradhini Jadhav  
III Year, Branch:ENTC  
MKSSS'S Cummins College Of Engineering  
Pune.

Dear Samradhini,

This in response to your application for Summer Internship with ECE INDIA ENERGIES PVT. LTD.

We are pleased to offer you the position of Technical Intern this Summer with our company.

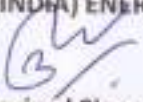
Please find the following confirmation of the specifics of your internship.

Position Title: Technical Intern  
Start Date : 1<sup>st</sup> June 2022  
End Date : 30<sup>th</sup> July 2022

**Office Location:** ECE INDIA ENERGIES PVT. LTD. Plot No: F-27, Amravati MIDC Area,  
Express Highway, NH-06, Amravati-444607(MS) INDIA.

We congratulate you on your appointment and hope your association with us will broaden your spectrum of knowledge.

Yours faithfully,  
ECE (INDIA) ENERGIES PVT.LTD.

  
Authorized Signatory



**FarmDew**  
QUALITY GUARANTEED

FarmDew Retail Pvt Ltd, Lane No.4,  
Lohegaon, Pune - 411047  
Website: <https://farmdew.in>  
Contact: +91 9529706532  
Email: [admin@farmdew.in](mailto:admin@farmdew.in)

Outward No: 326

Date: 10 June 2022

**Internship Offer Letter**

Varsha Jagtap  
III Year, Branch: ENTC  
MKSSS's Cummins College Of Engineering  
Pune.

Dear Varsha,

This is in response to your application for Summer Internship with FarmDew Retail Pvt Ltd.

We are pleased to offer you the position of Junior Web Developer intern this summer with our company. Please find the following confirmation of the specifics of your internship.

**Position Title: Junior Web Developer Intern**

**Start date: 15th June 2022**

**End date: 30th July 2022**

**Mode of Internship: Virtual**

We congratulate you on your appointment and hope your association with our company and broaden your spectrum of knowledge.

Yours Faithfully

Director

FarmDew Retail Pvt Ltd

**Farmdew Retail Private Limited**

Authorized Signatory, Director

---

**GLOBALINK RESEARCH INTERNSHIP AWARD  
DISBURSEMENT INFORMATION AND PLACEMENT TERMS AND CONDITIONS**

Dear Purva Kane,

Congratulations! You have been selected by Mitacs and Professor Shamsodin Taheri from Université du Québec en Outaouais – Gatineau to receive a 2022 Globalink Research Internship award. You are therefore invited to participate in a research project at **Université du Québec en Outaouais – Gatineau. Pursuant to an agreement with Université du Québec en Outaouais – Gatineau, Mitacs will administer your funding grant.**

Mitacs Globalink Research Internship is a competitive program that pairs top-ranked international students with specific research expertise with faculty at Canadian academic institutions for a twelve (12) week research project of mutual interest between May and October 2022. You have been selected by your Canadian host faculty project leader due to your background and skills in the research area and the unique contribution you will be making to the research during your stay. **The skills required for your role (as described in the research description below) were found to clearly match your skills set, education, and research experience.**

**Research internship details**

|  |  |
|--|--|
| <b>University/Institution:</b>           | Université du Québec en Outaouais – Gatineau   |
| <b>Host professor:</b>                   | Shamsodin Taheri   |
| <b>Research project title:</b>           | Design of an artificial intelligence-based controller for a solar inverter   |
| <b>NOC code:</b>                         | 4012 Post-secondary teaching and research assistants   |
| <b>Research description:</b>             | Design of an artificial intelligence-based controller for a solar inverter<br>(1) study different types of control; (2) develop algorithms based on artificial intelligence techniques to predict the energy of a solar system; (3) simulate the proposed control technique; (4) validate the proposed control technique in the laboratory |
| <b>During your internship, you will:</b> | The student should 1) attend the laboratory regularly, 2) collaborate with my research team to achieve the objectives, 3) prepare regular and final reports of the project process.  |
| <b>Duration of research:</b>             | 12 weeks — to begin between May 1 and July 31, 2022 (unless otherwise approved by Mitacs) and end no later than October 31, 2022 (unless otherwise approved by Mitacs). Shortened durations must be agreed upon with the host professor and Mitacs. Durations of more than twelve (12) weeks will not be permitted.                        |
| <b>Hours of work:</b>                    | Minimum of forty (40) hours per week.  |

Your award covers the full twelve (12) week of your internship unless you fall short of the full twelve (12) weeks, in which case the award will be prorated according to time actually spent in Canada contributing to the internship project.

Due to COVID-19, you will need to follow all travel and public health requirements as mandated by the Public Health Agency of Canada, your host province, and your host institution in Canada. The following requirements are subject to change at any time; please ensure you keep yourself updated regularly: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada#entry-vaccinated>.

As an intern, pursuant to Canada's *Immigrant and Refugee Protection Regulations* s2, you are entering Canada to undertake activities classified as "work". As such, you might be exempt from a work permit under the [Global Skills Strategy](#). If you are required to obtain a work permit, due to COVID-19, immigration processing times might be longer than usual. You will be supported by Mitacs to plan accordingly.

By accepting this internship and agreeing to this Award Letter, you will follow all clauses as laid out in *Appendix A: Terms and Conditions – Obligations of the Globalink research intern*.

Upon arrival at the Port of Entry, you should have supporting documents, including (but not limited to):

- a copy of this Award Letter in its entirety
- your valid passport and any other document required to enter Canada (see <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/entry-requirements-country.html>)
- proof that you meet requirements of the job, such as proof of work experience and education
- necessary immigration documentation (i.e. letter of introduction, biometrics, visa if applicable)
- documents as required by the Government of Canada to demonstrate you are adhering to public health protocol, e.g., pre-entry test results, ArriveCAN receipt, proof of vaccination, quarantine plan, etc. Please be sure to check the Government of Canada website regularly as requirements may change at any time: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada#entry-vaccinated>.

*We look forward to welcoming you as a temporary member of the research team at Université du Québec en Outaouais – Gatineau.*

● Montréal, QC  
405 avenue Ogilvy  
Bureau 101  
Montréal, QC H3N 1M3

● Ottawa, ON  
58 Sparks Street  
Suite 300  
Ottawa, ON K1P 5A8

● Toronto, ON  
Banting Institute, University of Toronto  
522 – 100 College Street  
Toronto, ON M5G 1L5

● Vancouver, BC  
Suite 301 – 6100 Agronomy Road  
University of British Columbia  
Vancouver, BC V6T 1Z3

Mitacs Globalink gratefully acknowledges the financial support of the Government of Québec through the Fonds de recherche du Québec - Nature et technologies (FRQNT), the Government of Canada as well as our partner in India, All India Council for Technical Education (AICTE). Mitacs Globalink is offered jointly by Mitacs and FRQNT.

**Mitacs Globalink is delivered by Mitacs on behalf of the following Academic partners:**

|                                       |   |   |
|---------------------------------------|---|---|
| Acadia University                     | Ontario Tech University                       | Université du Québec en Outaouais       |
| Algoma University                     | Polytechnique Montréal                        | Université Laval                        |
| Athabasca University                  | Queen's University                            | University of Alberta                   |
| Brandon University                    | Royal Military College of Canada              | University of British Columbia          |
| Brock University                      | Royal Roads University                        | University of Calgary                   |
| Cape Breton University                | Ryerson University                            | University of Guelph                    |
| Carleton University                   | Saint Mary's University                       | University of Lethbridge                |
| Concordia University                  | Saint Paul University                         | University of Manitoba                  |
| Concordia University of Edmonton      | Simon Fraser University                       | University of New Brunswick             |
| Dalhousie University                  | St. Francis Xavier University                 | University of Northern British Columbia |
| École de Technologie Supérieure       | St. Thomas University                         | University of Ottawa                    |
| Emily Carr University of Art + Design | Trinity Western University                    | University of Prince Edward Island      |
| HEC Montréal                          | Thompson Rivers University                    | University of Regina                    |
| INRS                                  | Trent University                              | University of Saskatchewan              |
| Lakehead University                   | Trinity Western University                    | University of the Fraser Valley         |
| Laurentian University                 | Université Bishop                             | University of Toronto                   |
| MacEwan University                    | Université de Moncton                         | University of Victoria                  |
| McGill University                     | Université de Montréal                        | University of Waterloo                  |
| McMaster University                   | Université de Sherbrooke                      | University of Windsor                   |
| Memorial University of Newfoundland   | Université du Québec à Chicoutimi             | University of Winnipeg                  |
| Mount Allison University              | Université du Québec à Montréal               | Vancouver Island University             |
| Mount Royal University                | Université du Québec à Rimouski               | Western University                      |
| Mount Saint Vincent University        | Université du Québec à Trois-Rivières         | Wilfrid Laurier University              |
| OCAD University                       | Université du Québec en Abitibi-Témiscamingue | York University                         |

Sincerely,



Petra Kukacka  
Director, Program Operations

Enclosure:

- Appendix A: Terms and Conditions

## Appendix A: Terms and Conditions

Please note that your funding is provided in accordance with the All India Council for Technical Education (AICTE).

### Obligations of Mitacs

#### a) Financial arrangements

Mitacs will be responsible for providing the following:

1. An airfare stipend of Can\$1,500;
2. A stipend of Can\$175 to contribute to the cost of transportation from the Canadian airport to accommodation, unless otherwise arranged by your host institution
3. A living stipend of Can\$200 per week
4. Ensure that you receive Canadian medical insurance
5. A daily allowance of Can\$45 for housing, for the duration of your research internship
6. A stipend of Can\$300 for any student fees charged to you by your Canadian host institution (the intern must pay the student fees to the institution directly; student fees above Can\$300 are the responsibility of the intern)
7. Reimbursement of immigration permit application fees (as required to participate in the research internship — up to a maximum of Can\$240)
8. A stipend of Can\$500 for any COVID-19-related expenses (e.g., COVID test, quarantine, expenses incurred during isolation, etc.)

Under Mitacs's funding policy, we are unable to provide you with any funds in advance of your internship start date and arrival in Canada. In order to receive funding, all interns must possess a valid immigration permit for the duration of their internship. Interns will be responsible for opening a Canadian bank account, following Mitacs's instructions, in order to receive funds once in Canada.

#### b) Local arrangements

**You are responsible for finding and acquiring your accommodations for the duration of your stay, but Mitacs will provide support for your search should you require it.**

Mitacs will assume responsibility for the following aspects of your local arrangements:

1. Provision of medical insurance to cover you for the duration of your research internship, either through participation in a mandatory healthcare insurance policy offered by your host institution, or an equivalent policy purchased by Mitacs on your behalf;
2. Professional skills workshops and/or industry and/or government meetings to enhance the experience of your research internship;
3. Provision of a Mitacs-approved Globalink Mentor for you to consult with about issues and questions that arise during your stay in Canada and act as your emergency contact. (Please note that the University of Alberta provides their own mentors.)
4. Other activities at the sole discretion of Mitacs.

● Montréal, QC  
405 avenue Ogilvy  
Bureau 101  
Montréal, QC H3N 1M3

● Ottawa, ON  
56 Sparks Street  
Suite 300  
Ottawa, ON K1P 5A8


● Toronto, ON  
Banting Institute, University of Toronto  
522 – 100 College Street  
Toronto, ON M5G 1L5


● Vancouver, BC  
Suite 301 – 6100 Agronomy Road  
University of British Columbia  
Vancouver, BC V6T 1Z3




## **Obligations of the Globalink research intern**

1. As COVID-19 continues to impose public health concerns and travel restrictions, this award is contingent on the permission of Canadian governments, the host institution, as well as the government of your home country for free movement of interns across borders for research purposes. Should travel restrictions impede your ability to travel safely to Canada, Mitacs will seek to provide a comparable internship experience through distance research. However, award amounts would be adjusted to reflect limited travel. In circumstances where travel is not possible and where virtual/distance interactions cannot be arranged to support your project, this Award Letter will be terminated and you will be reimbursed any eligible costs provided you have followed Mitacs's instructions in preparation for your internship and that such costs have not been incurred against the advice of Mitacs.
2. Upon your arrival in Canada and throughout your stay, you are required to follow all public health protocols and guidelines of the federal government, the province in which you are hosted and the Canadian institution at which you are performing research. You must also comply with all instructions provided by Mitacs including, but not limited to, arrangement of flights and housing, arrangement of immigration documentation, dates of travel, etc. Mitacs will not cover any costs incurred where the intern has not complied with instructions delivered through Mitacs.
3. Please be advised that, for immigration purposes, Mitacs is not your representative and cannot provide advice on immigration matters. Mitacs will provide you with information as available on public government websites to potentially help navigate through the process on immigration, but Mitacs cannot guarantee nor make any representation regarding positive immigration outcomes.
4. Interns are required to participate in the program for 12 weeks, working a total of 40 hours per week for their host professor on their research project, unless otherwise arranged with the Canadian faculty member and approved by Mitacs. If your internship length needs to be shortened, contact Mitacs at [helpdesk@mitacs.ca](mailto:helpdesk@mitacs.ca).
5. As a key component of the Globalink program, Mitacs may offer program participants opportunities to engage in professional skills courses, industry and government relations meetings, and other networking opportunities to supplement your research experience. Mitacs will, whenever possible, schedule meetings and courses in such a way as to minimize the impact on your primary focus, that of contributing to the research project. You are encouraged to participate in such Mitacs-arranged meetings and courses, and your host professor will be asked to support this component of the Globalink program. You are normally expected to dedicate 40 hours per week on your research project and will need to make arrangements with your host professor regarding time away from your research project.
6. Interns are expected to complete a final survey administered by Mitacs to rate their experience of the program.
7. Interns are required to check with their home institution regarding any conditions or actions involved with participating in the program.

 **Montréal, QC**  
405 avenue Ogilvy  
Bureau 101  
Montréal, QC H3N 1M3

 **Ottawa, ON**  
56 Sparks Street  
Suite 300  
Ottawa, ON K1P 5A8

 **Toronto, ON**  
Banting Institute, University of Toronto  
522 – 100 College Street  
Toronto, ON M5G 1L5

 **Vancouver, BC**  
Suite 301 – 6100 Agronomy Road  
University of British Columbia  
Vancouver, BC V6T 1Z3

To,

Date: 06<sup>th</sup> Jun 2022

Akanksha Milind Kharkar

Cummins College of Engineering for Women,

Pune, Maharashtra.

Mobile: 8669832074

Subject: Selection for student internship

Dear Akanksha,

This is in response to your application & interview for summer internship with Endress+Hauser InfoServe (India) Pvt. Ltd. Aurangabad MH. We are glad to select you for 2 months of full-time on-site internship in our Business Applications Department.

Your internship will start from 8<sup>th</sup> June 2022 to 8<sup>th</sup> August 2022. During internship the focus will be to introduce, make you understand & provide exposure to SAP ERP system, Ticket monitoring system, Robotic Process Automation, Software testing, Digital workplace tools. You will report to Mr. Manoj Patil - Head of Business Applications.

We will be happy to train you to learn new skills which are very helpful in deciding your future professional career path

  
Manoj Patil



Head of Business Applications

Endress+Hauser InfoServe (India) Pvt. Ltd.

M-174/175, MIDC, Waluj, Aurangabad, MH



**HRSSC/07-06-2022/290218**

**07 June 2022**

**Ms. Shivani Khilari**

**Mobile Number: +91 9284968953**

**Email ID: [shivanikhilari28@gmail.com](mailto:shivanikhilari28@gmail.com)**

**Dear Shivani,**

We are pleased to appoint you as “**Project Trainee**” with **Tata Communications Limited** in “**Basics of ISP operations covering ILL, GVPN, TX services**” under the guidance of **Ms. Jyoti Vikrant Kadam**. You will be working at our office Pune-Dighi.

The terms and conditions of your appointment are enclosed, kindly return a digital signed copy of this letter as an acceptance.

**Following are the terms & conditions:**

**1) Stipend**

No Stipend will be paid to you during internship.

**2) Duration of Training**

The assignment will be valid from **08 June 2022 to 08 August 2022** as per the letter provided by the college.

**3) Confidentiality**

You will devote your whole time, attention and ability to the successful completion of this assignment with Tata Communications Ltd. and will not take up employment or will work in any capacity for any other person/firm/company/organization in whatever form during the period of this assignment.

You will keep Tata Communications informed of all the particulars of all agencies including government and private with whom you interact in connection with this assignment. All information statistics and other data that you collect in connection with and during the course of this assignment shall not be disclosed to any agency government or private without the prior written consent of **Tata Communications Limited**.

**TATA COMMUNICATIONS**

Tata Communications Limited

Pune-Alandi Road, Dighi, Pune 411 015 India. Tel:+91 20 6615 3333 Fax: +91 20 6615 3309

Regd. Office: VSB Mahatma Gandhi Road, Fort, Mumbai 400 001 India.

Tel: +91 22 6657 8765 Fax: +91 22 6639 5162 email: [askhr@tatacommunications.com](mailto:askhr@tatacommunications.com)

CIN no. :L64200MH1986PLC039266 website: [www.tatacommunications.com](http://www.tatacommunications.com)



**4) Termination/Continuation/Extension of Internship**

This assignment will terminate automatically at the end of the assignment or can be terminated at any point by giving a week notice by either party or by mutual consent. In case you leave the organization before the training period, the company will not issue the training completion certificate.

**5) Alteration/Amendment to contract**

All terms and conditions of this contract may be modified by mutual consent during the tenure of the contract.

6) You will be governed by the provisions of the Tata Code of Conduct.

We wish you the very best for your project and a mutually beneficial association.

Thanking you,

For Tata Communications Limited,

DocuSigned by:  
*Aman Gupta*  
D1277F3E66EC482...

**Aman Gupta**  
Associate Vice President – HR

Accepted

Signature: \_\_\_\_\_

shivani khilari

Name: \_\_\_\_\_

6/7/2022

Date: - \_\_\_\_\_

DocuSigned by:  
*Shilari*  
F2D2B4AE82664B1...

**TATA COMMUNICATIONS**

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Tel: +91 22 6657 8765 Fax: +91 22 6639 5162 email: askhr@tatacommunications.com

CIN no. :L64200MH1986PLC039266 website: www.tatacommunications.com

Aadyaa Originals Pvt Ltd.  
Regd Add: 7, Gulmohar Apartment,  
S. No. 106/1, Sahakar Sadan Path,  
Erandwane, Pune-411004, India  
Studio: 1206/A32, Shirode Road,  
Vinayak Shinde Sankul,  
Shivaji Nagar, Pune-411004, India



Email: sales@aadyaa.com | Website: www.aadyaa.com | GSTIN: 27AAQC49850K12R | CIN: U74999PN2018PTC176921

TO WHOMSOEVER IT MAY CONCERN

Date: 01-June-2022

Dear Vaishnavi Padhar,

We are delighted to offer you an internship at "House of Aadyaa" for an internal IT project.

The duration of this internship is from 01-June-2022 to 31-July-2022. Working time will be 10am to 6pm from Monday to Saturday and you will be paid a stipend of INR 15,000 at the end of your 2 months internship.

If the project extends, and if you are available to work on it post your college works, we will be happy to give an extension with same commercial terms.

All the best,

For AADYAA ORIGINALS PVT. LTD.



Director

Jaydeep Hingne

Director – Aadyaa Originals Private Limited





**Ref:** ABO/Intern/B.tech/2022/01

**Date:** 03/06/2022

**Rucha Shailesh Jagtap**

Guruprasad, Plot No. - 50, Sr. No. - 55/1  
Lane No. - 15, Gokul Nagar, Dhanori Road  
Pune  
411015  
Maharashtra

Dear Rucha,

Thank you for your recent conversation with our Cummins representative. They were impressed with your background, accomplishments and experience. We also believe you would fit well into the Cummins culture. As a result, Cummins is pleased to extend you an offer of internship.

Our culture of "Working Right" is one that provides you with global opportunities to develop your career, make your community a better place and work with the most innovative people, processes and ideas in the world today.

Every day, you will be counted on to make people's lives better by doing some extraordinary things as well as simply being dependable. Our ethics, core values, performance culture and commitment is to develop technology that provides value to our customers, as well as our environment.

If you have any additional questions about the internship or work assignment, please contact your HR representative listed below.

Global growth...career development...your future career opportunities. We look forward to welcome you to Cummins in India.

Cummins Technical Centre India  
Division of Cummins Technologies India Private Limited  
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[ctipl@cummins.com](mailto:ctipl@cummins.com)

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Tower A, 2nd, 4th and 8<sup>th</sup> Floor, Sr. No. 21, Balewadi, Pune - 411 045  
CIN: U29113PN1994FTC199153



## OFFER SUMMARY

Intern Name: Rucha Shailesh Jagtap  
HR Representative: Paulomi Lodh  
HR Email: [paulomi.lodh@cummins.com](mailto:paulomi.lodh@cummins.com)

Business Unit: PSBU  
Work Location: Pune  
Monthly Stipend: INR 20,000 Per month

## INTERNSHIP GUIDELINES

1. Your internship duration will be from (6 June 2022) to (6 August 2022).
2. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, techniques and processes of manufacturing and management and the like, which may come to your knowledge during your internship period in the organization.
3. You will be required to submit the project report on completion of your internship.
4. You will be reimbursed the 2 tier - AC Train / Bus return fare from the institute to the project location on submission of proofs.
5. You will be required to make your own arrangements for accommodation and daily travel to the location of internship.
6. You may choose to avail of our canteen facilities on the payment of a fixed amount.
7. Your internship would be governed by the Company's Rules and Regulations in force currently and as applicable from time to time.
8. You shall maintain and render an account of all such Company properties and equipment entrusted to you and shall be liable for the same.
9. You will not resort to / Indulge in use of tobacco in any form, i.e. smoking, chewing and snuffing on the premises of the company.
10. Leave Guideline -

| Internship Duration            | Number of Earned Leaves (EL) Per Month | Leaves availed post exhaustion of earned leave |
|--------------------------------|--|--|
| Less than or equal to 3 months | 0                                      | Stipend to be deducted                         |
| Greater than 3 months          | 1                                      | Stipend to be deducted                         |

Thanking You

**Amarjeet Singh**  
HR Leader PS Eng and Project Business.

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CIN: U29113PN1994FTC139353



Please note:-

- ELs are not encashable or transferable if not availed during the course of internship.
- DePauw Interns would get 5 EL during their course of internship.
- ELs are over and above the weekly offs and paid holidays as governed by the company policy

Please sign the duplicate copy of this letter in token of acceptance of the above terms and conditions, and, return the same to us.

#### TERMS AND CONDITIONS OF APPOINTMENT

1. Your services would be governed by the Company's rules and regulations in force currently and as applicable from time to time. The facilities, amenities and benefits provided to interns in excess of the statutory requirements do not form a part of the conditions of service and are subject to change or be reduced at the discretion of the Management.
2. You are liable to be transferred to any of the Company's establishments which may be set up in any part of the country. On your transfer, you will be governed by the Company's rules and regulations applicable to that establishment.
3. You will be entitled to leave (vacation) in accordance with the Company guideline.
4. During the period of your internship with the Company you shall not engage in any other profession or business, publish any articles or deliver any talk pertaining to your profession or be associated with any organization pertaining to your profession, without the written consent of the Company.
5. You shall, at all times, maintain complete secrecy about the Company's business affairs, inventions, techniques and processes of manufacturing and management and the like which may come to your knowledge during your internship.
6. You shall inform the Company immediately regarding any inventions, patents, processes etc. that you may make or discover in the course of your internship and the Company shall have the right to take over the patent, process or invention on payment of such compensation as may be considered appropriate by the Company.

You shall promptly disclose in confidence to the Company all Inventions that you make or conceive or first reduce to practice or create, either alone or jointly with others, during the term of your internship. You hereby undertake that all such Inventions shall vest exclusively and perpetually with the Company and you shall have no claims or rights to such Inventions.

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7. You agree to execute a separate 'assignment deed' from time to time, as and when required by the Company, for the purpose of assignment of all the inventions in favour of the Company. You shall at all times co-operate with the Company and its agents and/or attorneys as may be necessary to perfect, maintain, defend and enforce the patenting of the inventions including the future developments / improvements / modifications thereof, and to perform all actions and execute all such deeds and documents as shall be necessary to formalize the vesting of the legal and beneficial title/ownership of the Company thereto.

#### TERMS AND CONDITIONS OF APPOINTMENT

You for the purpose of giving to the Company, the full benefit of the provisions of this Clause, hereby agree to issue an irrevocable and indefinite power of attorney to the following effect:

"Where Cummins India Private Limited is unable, after contacting Rucha Shailesh Jagtap either in person or by registered post addressed to the last known address of such Rucha Shailesh Jagtap as in Cummins India Private Limited records, to secure Rucha Shailesh Jagtap's signature for any reason whatsoever, Rucha Shailesh Jagtap irrevocably designates and appoints Cummins India Private Limited and its duly authorized officers and agents, as Rucha Shailesh Jagtap's agent and attorney-in-fact, to act for and on behalf of Rucha Shailesh Jagtap, to execute and file any application(s) or document and to do all other lawfully permitted acts to further the prosecution, issuance, and enforcement of letters patent, copyright or other analogous rights or protections, with the same legal force and effect as if executed by Rucha Shailesh Jagtap."

8. You recognize the right of the Company to commercially exploit and market the inventions and any future development / modification / improvement thereof in all formats/applications all over the world and waives any future claim or interest in the ownership or proceeds from commercialization of such Intellectual Property developments, modifications, or improvements.
9. Injunctive Relief - You agree that in the event of breach or threatened breach of any of the above clauses, the Company shall suffer irreparable injury and the Company shall be entitled to specific performance of your obligations as well as such further injunctive relief as may be granted by any court of competent jurisdiction, without prejudice to any other relief, monetary or otherwise as the Company may be entitled under the applicable laws.
10. You shall maintain and render an account of all such Company properties and equipment entrusted to you and shall be liable for the same.

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11. You will not resort to / indulge in use of tobacco in any form, i.e. smoking, chewing and snuffing on the premises of the company.
12. You or the Company can terminate the service contract without assigning any reason, by a written notice of one month or payment of salary and allowances (Guaranteed Cash Components) in lieu thereof.
13. You are required to keep the Company informed of any change pertaining to any of the declarations made by you at the time of your internship.
14. Your personal data may be stored on secured servers and or computer networks in or out of India protected as per Cummins IT policies in force regarding access and data security. You hereby agree to permit access to your personal data to authorized Cummins Officials in India and abroad for official purposes from time to time.
15. Confidentiality Obligations - You shall treat all Confidential Information acquired during the course of your internship and the Intellectual Property of the Company, as strictly confidential, and shall not disclose it to any third party, or make use of it, without the prior written and express consent of the Company. This obligation of yours shall persist during the term of your internship and also after expiry or termination or cessation of your internship with the Company for any reason whatsoever.
16. Definitions: For the purposes of these terms and conditions, the following meaning shall hold:  
"Confidential Information" shall mean any trade secrets or confidential or secret information, whether marked or unmarked, in any media relating to the business, technical processes, designs or finances of the Company and its suppliers, agents, distributors, clients or customers or any confidential or secret information connected with the services provided or products manufactured, marketed or under development by the Company and in particular shall include (but not be limited to) inventions, research papers, computer models generated by the Intern or provided to the Employee during the internship, business plans, marketing plans, budgets and costing, any information regarding Intellectual Property, or any information received from a third Party that is protected by a duty of confidence.  
  
"Intellectual Property" shall mean patents and all relevant pending applications; trademarks, trade names, logos or other information which may identify business operators; copyrights; know-how; trade secrets; designs; computer, data and documentation; domain names; and other intellectual properties.  
  
"Invention" shall mean all inventions, improvements, designs, original works of authorship, research data, formulas, processes, compositions of matter, computer software programs, databases, mask works, and trade secrets and shall also include any discoveries that the Intern makes or conceives or first reduces to practice or creates, either alone or jointly with others, during the period of his internship with

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the intern/Company, whether or not made during or after normal business hours and whether or not patentable, copyrightable or protectable as trade secrets.

17. You shall not give any press release or other external communication regarding any part of this agreement, including any general statements as to the existence of a relationship, except with the prior written consent of the Company.
18. Any dispute or difference arising out of or related to your internship shall have jurisdiction of Court of Pune (Maharashtra) only.

## CUMMINS CODE OF BUSINESS CONDUCT

### OUR VISION

Innovating for our customers to power their success

### OUR MISSION

Making people's lives better by powering a more prosperous world

Cummins is a value based organization. Our core values are -

**1. INTEGRITY**

Doing what you say you will do and doing what is right

**2. DIVERSITY & INCLUSION**

Valuing and including our differences in decision making is our competitive advantage

**3. CARING**

Demonstrating awareness and consideration for the wellbeing of others

**4. EXCELLENCE**

Always delivering superior results

**5. TEAMWORK**

Collaborating across teams, functions, businesses and borders to deliver the best work

- Our commitment to integrity means that we will exceed the minimum requirements of the law and industry practices. We feel strongly about our written policies and will not tolerate violations at any level of the Company.

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## CONDUCT REGARDING OUR CUSTOMERS, SUPPLIERS AND COMPETITORS

### Treatment of Customers

We are dedicated to exceeding the expectations of our customers better than our competitors. Our products, information and support are designed to give our customers a competitive advantage

### Competitors

Cummins competes vigorously with our competitors, but always with integrity. Employees should not disparage Cummins competitors or their products. Generally, an employee should not accept confidential information about a competitor.

### Government Contracts

As since the Company is a supplier to federal, state and local governments around the world, Cummins employees must comply with all laws and regulations relating to government contracts and cooperate fully with investors and auditors who require information in connection with these contracts.

### Payments to Government Officials

Cummins policy must be closely followed while making payments to individuals outside the normal course of business. In no event should a payment be made that violates the Foreign Corrupt Practices Act of 1977, which is detailed in the full policy.

### Dealing with Suppliers

If an employee or his/her family member has a relationship with a current or potential supplier, there exists the potential for a conflict of interest. So, the employee should not participate in any decisions related to the supplier or potential supplier, and should inform his/her supervisor of the relationship.

### Meals, Gifts and Discounts

Generally, Cummins employees should refrain from accepting gifts. However, if a refusal to accept a present offends the other party, then a gift of nominal value may be accepted. If it is a high value, then it should be reported. Cummins employees should not accept discounts on personal goods that are linked to actual or potential business dealings.

Definition and treatment of expenses listed below are available in the detailed Code of Conduct policy which you need to study and follow:

- **Dining: With Business Colleagues, including Hosting Conferences**
- **Business Entertainment**
- **Employee Recognition**
- **Outside Internship**
- Employees should not work for a Cummins customer, supplier, or competitor. Employees may not hold other full or part-time positions or directorships outside the Company unless the job is permitted by the employee's manager and is disclosed in the annual Ethics Certification Statement.
- **Trading in Cummins Securities**
- Illegal trading in Cummins stocks and securities is not permitted. To avoid problems with stock purchases or sales, employees should refer to the details mentioned in the Cummins Code of Conduct.

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- **CONDUCT REGARDING OUR EMPLOYEES**

- **Treatment of Each Other at Work**

- To maintain an atmosphere of respect, no one should make comments that are embarrassing or demeaning to another. An employee who takes part in harassing behavior that creates a hostile or offensive work environment will be subject to severe disciplinary action. Our no-tolerance policy also applies to customers, suppliers and contractors.

- **Health, Safety and the Environment**

- Prevention of occupationally related injuries and illnesses is the responsibility of every Cummins employee. In addition, all employees are expected to immediately report unsafe or hazardous working conditions to a supervisor.

- **Alcohol and Illegal Drugs in the Workplace**

- Illegal drug or alcohol use on the job is not permitted. Disciplinary procedures for violation of this policy could include termination, even for a first offense.

- 

- **Community Activities**

- The Company does not dictate the position employees should take on community or public issues. However, when an official Company position is necessary or desirable, only the appropriate Cummins officer can issue a statement.

- **CONDUCT REGARDING OUR SHAREHOLDERS**

- **Financial Records**

- No false or misleading entries or failure to make required entries is permitted for any reason. Each employee must report all corporate transactions accurately, including receipts, disbursements and the purpose of the transactions.

- **CONDUCT REGARDING OUR PROPERTY**

- **Information Security**

- should not attempt to access secret/ restricted data unless permitted by the owner of that information.

- **Computer Equipment and E-Mail**

- The Company's computer hardware, software and data may be used only by authorized personnel for Company business. All licensing provisions and copyright restrictions are respected. Some personal use is allowed if it does not interfere with the employee productivity or pre-empt any business activity.

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- **CONDUCT REGARDING POLITICAL CAMPAIGNS AND THE MEDIA**
- **Individual Responsibility**
- No Company property can be used to support any candidate's political campaign, unless directed by the Cummins Political Action Committee. Employees may not conduct campaign activities during regular working hours.
  
- **Reporting Concerns**
- If an employee wishes to report any code compliance matters, s/he may Contact local Human Resource department or Legal department for any assistance or ethics.cummins.com or such reports may be made anonymously by calling the confidential Ethics Help Line at the appropriate number for the employee's location. No employee will suffer any reprisal, retaliation or career disadvantage for reporting questionable behavior.
  
- This is an extract of the *Code of Conduct* and it is your responsibility to understand the detailed code immediately after joining Cummins. *It is a pre-condition of your internship with the company that you adhere to the Cummins Code of Conduct and Treatment of Each other Policy.*

Accepted

*Rucha*

Signature

Name: *Rucha Shailesh Jagtap* Date: *03/06/22*

This is an extract of the *Code of Conduct* and it is your responsibility to understand the detailed code immediately after joining Cummins. *It is a pre-condition of your internship with the company that you adhere to the Cummins Code of Conduct and Treatment of Each other Policy.*

Accepted

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Division of Cummins Technologies India Private Limited  
Survey No. 31(pt), 32(pt), 33(pt)  
Dhanukar Colony, Kothrud  
Pune 411 038 Maharashtra, India  
Phone +91 20 2538 5435/ 2538 0240  
Fax +91 20 2538 0125  
Cumminsindia.com  
ctci@cummins.com

Registered Office  
Cummins Technologies India Private Limited, Cummins India Office Complex  
Tower A, 2nd, 4th and 8<sup>th</sup> Floor, Sr. No. 21, Balewadi, Pune - 411 045  
CIN: U29113PN1594FTC159153



# ALECADO SYSTEMS

SERVING BUSINESSES WITH  
LEADING TECHNOLOGIES

4/104 Nidhi vihar apartment,  
Snataan lane road, Old Katra, Uttar Pradesh  
contact@alecadosystems.com

## Internship Offer Letter

Date: - June 2nd, 2022

**Dear Vishakha,**

I am delighted & excited to welcome you to **Alecado Systems** as a **Web Development Intern**. At **Alecado Systems**, we believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful internship experience with **Alecado Systems**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Abhishek

CEO



# ALECADO SYSTEMS

SERVING BUSINESSES WITH  
LEADING TECHNOLOGIES

4/104 Nidhi vihar apartment,  
Snataan lane road, Old Katra, Uttar Pradesh  
contact@alecadosystems.com

## Annexure A

You shall be governed by the following terms and conditions of service during your internship with Alecado Systems, and those may be amended from time to time.

- You are being hired as a Blockchain Development Intern and Abhishek would be your Reporting Manager and Mentor during the internship. As a Web Development Intern, you would be responsible for tasks and responsibilities given
- Your date of joining is 03/06/22 and the duration of the internship would be 2 months. You are expected to devote your time and efforts solely to Alecado Systems during this time. You are also required to let your mentor know about forthcoming events [if there are any] in advance for 10 days so that your work can be planned accordingly.
- You will be working remotely for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
- All the work that you will produce at or about Alecado Systems will be the intellectual property of Alecado Systems. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances [Until discussed with a Mentor or Hiring Manager]. Similarly, you are expected to refrain from talking about your work in public domains [both online such as blogging, social networking sites, and offline among your friends, college, etc.] without prior discussion and approval with your mentor.
- We take data privacy and security very seriously and maintaining the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Alecado Systems operates on the zero-tolerance principle regarding any breach of data security guidelines. After the internship, you are expected to hand over all Alecado Systems work/data stored on your Personal Computer to your mentor and delete the same from your machine.





# ALECADO SYSTEMS

SERVING BUSINESSES WITH  
LEADING TECHNOLOGIES

4/104 Nidhi vihar apartment,  
Snataan lane road, Old Katra, Uttar Pradesh  
contact@alecadosystems.com

## Annexure A

- During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organisation [other than your college]. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.
- You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect. Alecado System holds right to Breach the contract in case of any indiscipline activity or creating challenges for Alecado Systems.
- Alecado Systems is a startup and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
- Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
- Have fun at what you do and do the right thing – both the principles are core of what Alecado Systems stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
- You will be provided 8000 per month as a stipend for 2 Months of Internship.

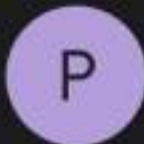


# Confirmation Mail for Internship Program- Batch-2



External

Inbox



Prabhakar Shar... 5 days ago

to Prabhakar, bcc: me ^




From Prabhakar Sharma ·  
prabhakarsharma@its.edu.in

To Prabhakar Sharma ·  
prabhakarsharma@its.edu.in

Bcc adiba.mulla@cumminscollege.in

Date Jun 5, 2022, 22:52

 Standard encryption (TLS).  
[View security details](#)

Dear Participants,

Greetings of the Day !!

You are shortlisted in six weeks Total Hands-On Internship / Professional Training/Industrial Training Program on Machine Learning organised by Center of Excellence- National Instruments Innovation center- Greater Noida. This email confirms our receipt of your registration fee with all required personal details.

The course will run for Six (6) weeks from Monday to Friday in the evening from 5:30 to 6:30 PM (may be extended to 6:45 PM also). Final date of commencement of this course is from 6th June



extended to 6:45 PM also). Final date of commencement of this course is from 6th June (batch-2).

During this training program, the focus will be to train professionals in the field of Machine Learning as there is a huge demand for skilled Machine Learning /Artificial Intelligence Engineers. The interns will be trained on state of art Machine Learning Algorithms along with different optimization techniques. Besides receiving the training, the interns will have the opportunity to work on several Machine Learning projects covering both classifications, regression and web scraping problems.

A Whatsapp group is formed and all participants are added (for sharing all informations like classes, assignment/notes distribution, etc)

Thanks for registration

With Warm Regards,

**Prabhakar** Sharma

B.Tech, M.Tech (CDAC-Mohali), Ph.D\* (NIT-Patna),  
LM-ISTE

Assistant Professor, Department of Electronics &  
Communication Engineering

COE- Coordinator, Training & Placement Coordinator,  
Project Coordinator

8130769879

ITS Engineering College

46, Knowledge park-III, Greater Noida- 201310

Ph: 0120- 2331000, 2331001

**Connect with us:-**



Communication Engineering

COE- Coordinator, Training & Placement Coordinator,  
Project Coordinator  
8130769879

ITS Engineering College

46, Knowledge park-III, Greater Noida- 201310

Ph: 0120- 2331000, 2331001

**Connect with us:-**



**"Please consider the environment before printing your emails"**

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← Reply

↶ Reply all

↷ Forward

CIN : U72900PN2016PTC166292

Regd. Off. 911 - 1, Plot No. 16, Ganesh Colony, Radhanagari Road,  
Kolhapur. Maharashtra 416 012 Ph.: 0231 - 2644631/2645631  
Email : sachingavali@imaginecomps.com, imspl@imaginecomps.com  
Mobile : 9822090631 / 9822655197

**Imagine**  
MULTI SERVICES PVT. LTD.

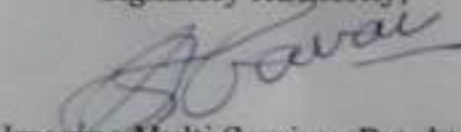
Ref.no: IMSPL/22-23/0159  
Date: 7<sup>th</sup> June 2022

Sharvari Avadhut Mungale  
Kolhapur,  
mobile no.9325977488  
Email id:sarvari.mungale@cumminscollege.in

Dear,

**Sharvari Avadhut Mungale** We are pleased to appoint you as \* Trainee software Developer \* with Imagine Multi Services Pvt. Ltd. Limited in \* i-ERP Products \* under the guidance of Rashmi Kulkarni You will be working at our office Imagine House 911/1 A Ward, Plot No. 16, Ganesh Colony, Radhanagri Road, Kolhapur Offline. The duration of Internship will be from **8<sup>th</sup> June 2022 -31st July 2022**

Signatory Authority,

  
Imagine Multi Services Pvt. Ltd.  
Mr. Sachin B Gavali  
(Director)



Dr. Madhuri Khambete,  
Principal,  
Cummins College of Engineering for Women,  
Pune,  
Maharashtra.

15 June 2022

Dear Dr. Khambete,

Re: Internship at Robominds

I am pleased to advise you that the following 3<sup>rd</sup> year students from your Department of Electronics Engineering have been offered Internship positions at our academy, for a period of six weeks, commencing 9 June 2022:

1. Ms. Ankita Chawan
2. Ms. Rachana Chougule
3. Ms. Siddhi Nalawade
4. Ms. Gauri Patil
5. Ms. Prajakta Patil
6. Ms. Vidushi Vinod

During their tenure, they will be provided training in the design, construction, programming, testing, and failure analysis of autonomous robots. At the end of their training period, they will work with our student teams in developing Competition Robots for the World Robot Olympiad (WRO) 2022 Championship, which is scheduled to commence in August.

Yours Sincerely,



Prakalpa Bastianpillai  
Founder



Date: March 2, 2022

Ms. Ojaswita Sharma,  
E/3 Staff Qtrs. KV Beg Deccan College Road Yerwada Pune-06

Dear Ojaswita,

We are pleased to make you an offer of an internship position under Mastercard Technology Private Limited, ("The Company/Mastercard") whose ultimate indirect parent company is Mastercard International Incorporated or its successor entity. Unless repugnant to the context, each of 'Intern' and 'Mastercard' are individually referred to as 'Party' and collectively as 'Parties'.

This internship program is offered on the following terms and conditions, subject to your understanding and agreement on the terms and conditions, and subject to Mastercard's prevailing policies/practices, that may be changed from time to time by Mastercard at its sole discretion.

- 1) **Internship** : This full-time Internship program is for a period commencing on **May 16, 2022** and ending on **July 15, 2022**
- 2) **Placement/Scope of Training** : Whilst every endeavor will be made to adhere to the assigned duties, there may, however, be occasions where the nature of the environment and consequent business needs, your duties and assignment may change subject to the discretion of Mastercard. You may also be called upon from time to time to assist in other duties that may be considered necessary in ensuring that the established objectives of this internship are met.
- 3) **Hours of Internship Program** : A normal workday will be from 9:30 am to 6:30 pm, from Monday to Friday.
- 4) **Payment of Allowances** : You will be paid a local stipend of **INR 40,000** per month.
- 5) **Insurance, Medical & Dental** : You will be responsible for the cost of your own travel and medical insurance, medical and/or dental needs.
- 6) **Income Taxes** : You will be responsible for all personal income taxes arising from your Internship Program with Mastercard and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 103, Opp Poona Club Golf Course, Airport Road, Yerwada, Pune 411006

+91 20 47742014 +91 20 47046417  
@mastercard.com  
© 1991-2022 Mastercard®



**1) Confidentiality/Conflict of Interest :** You agree to abide by all company policies and agree to sign a Confidentiality Agreement, Code of Conduct Certification or any such document as required by the company from time to time under its policies. It is an expressed condition of your internship that you will not disclose to any other person, institution or party any proprietary or confidential information of the Mastercard or its members unless required to by applicable law.

It is also an expressed condition of your internship that you may not participate in any other form of assignment, venture and/or activity which would result in a conflict of interest with Mastercard and that you will at all times act in the best interest of Mastercard.

**2) Termination of Internship :** During the nine-week program, your internship may be terminated by either party by giving one (1) week notice or salary-in-lieu of notice. In the event of gross negligence or breach of Clause as above, termination of your internship will be immediate without notice.

**9) Intellectual Property:**

You agree to promptly disclose to Mastercard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of Mastercard, which you may create, invent, discover, develop or learn in connection with your Internship Program. In consideration of your Internship Program with the Mastercard, you agree that such Intellectual Property, whether created at your home or at the office premises of Mastercard or any other place, shall be the exclusive and absolute property of Mastercard and that Mastercard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of Internship Program and that which may be relevant to the subject matter of your Internship Program by the Mastercard and Mastercard, whether or not the same was made at the direction of Mastercard or was intended for Mastercard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created,





conceived of or reduced to practice by you does not automatically vest in Mastercard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to Mastercard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to Mastercard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.

- a. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 ("Copyright Act") or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as "moral rights" or "authors' special rights" including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of Mastercard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of Mastercard created by you prior to the date of appointment. You agree that at Mastercard's request and expense, for the purpose of perfecting the title of Mastercard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of Mastercard, and you shall make best endeavors to do so and shall also make best endeavors to provide such information and documents as may be requested from time to time by Mastercard, both before and after the termination of this Internship Program Letter for any reason.

You acknowledge and accept that Mastercard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by Mastercard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under of this letter, at its sole discretion.

- b. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect Mastercard in the conduct of its business and that, if you become employed/associated by another employer, you shall be required to disclose the existence of this Paragraph to such employer and you hereby consent to and Mastercard is hereby given permission to disclose the existence of this letter to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of Mastercard, and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- c. You acknowledge and agree that this Internship Program including, without limitation, the restraints imposed upon you pursuant to this Letter does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Letter will result in irreparable harm and continuing damages to Mastercard and its business and that Mastercard's remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of Mastercard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and



restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Internship Program Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Internship Program Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

#### 10. Consent to Use Image

You grant full permission to Mastercard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "Image") in any internal or external communication, public filings or advertising materials for any purpose Mastercard considers appropriate. You understand that any such Images and all rights associated with them will belong solely and exclusively to Mastercard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such Images including compensation, copyright, privacy rights and any right to inspect or approve such Images.

#### 11. General:

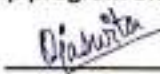
- a) The execution and delivery of this Internship Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound
- b) During the period of internship, you hereby agree to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all prevailing applicable Mastercard's policies, procedure and guidelines from Mastercard.

If you agree to accept the internship appointment on the foregoing terms and conditions, please sign and return the duplicate copy of this letter to signify your acceptance by the close of business on **March 06, 2022**.

Sincerely yours,

**Priti Singh**  
Senior Vice President, Human Resources

I agree to and accept the internship program on the above terms and conditions offered.

Signature and Date :  3/3/2022  
Name: : Ojaswita Sharma



# Confirmation Mail for Internship Program- Batch-2



External

Inbox



**Prabhakar Sharma** 5 Jun  
to chaturthi.pratapwar, me ^



From Prabhakar Sharma · prabhakarsharma@its.edu.in

To chaturthi.pratapwar@cumminscollege.in  
gauri.padmawar@cumminscollege.in

Date 5 Jun 2022, 23:27



Standard encryption (TLS).

[See security details](#)

Dear Participants,

Greetings of the Day !!

You are shortlisted in six weeks Total Hands-On Internship / Professional Training/Industrial Training Program on Machine Learning organised by Center of Excellence- National Instruments Innovation center- Greater Noida. This email confirms our receipt of your registration fee with all required personal details.

The course will run for Six (6) weeks from Monday to Friday in the evening from 5:30 to 6:30 PM (may be extended to 6:45 PM also). Final date of



to Friday in the evening from 5:30 to 6:30 PM (may be extended to 6:45 PM also). Final date of commencement of this course is from 6th June (batch-2).

During this training program, the focus will be to train professionals in the field of Machine Learning as there is a huge demand for skilled Machine Learning /Artificial Intelligence Engineers. The interns will be trained on state of art Machine Learning Algorithms along with different optimization techniques. Besides receiving the training, the interns will have the opportunity to work on several Machine Learning projects covering both classifications, regression and web scraping problems.

A Whatsapp group is formed and all participants are added (for sharing all informations like classes, assignment/notes distribution, etc)

Thanks for registration

With Warm Regards,

Prabhakar Sharma

B.Tech, M.Tech (CDAC-Mohali), Ph.D\* (NIT-Patna),  
LM-ISTE

Assistant Professor, Department of Electronics &  
Communication Engineering

COE- Coordinator, Training & Placement

Coordinator, Project Coordinator

8130769879



ITS Engineering College  
46, Knowledge park-III, Greater Noida- 201310  
Ph: 0120- 2331000, 2331001  
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← Reply

↶ Reply all

↷ Forward



Ref. No. 18/22-23/021

13<sup>th</sup> June 2022

Ref. No.: 18/22-23/021

**To whomsoever it may concern**

It is with great pleasure that I write this letter for Ms. Kinjal Sanjiv Patil from MKSSS's Cummins College of Engineering for Women, Pune who is working as a project intern at Dynamic Crane Engineers Pvt Ltd. in the electronics department for a duration of 2 months (04 June 2022 to 03 August 2022).

Kinjal will work on "To design an IoT Gateway for Industrial Applications". The scope of work is:

- 1) To understand the functioning of Open CPU & functionalities of IoT.
- 2) To understand & learn programming concepts to handle Open CPU
- 3) To generate a complete project report using schematics and related documentation.

This project can provide Kinjal the insights of Research and Development in industry. At the end of the internship, need to submit an original software, detailed report and its associated files.

During the internship, you may come across confidential information about Dynamic Cranes Pvt. Ltd. By accepting this offer, you acknowledge and agree that you will not be using this information for personal use and will not be disclosing it to anyone.

I wish all the success in her future endeavours.

For Dynamic Crane Engineers Pvt. Ltd.



Nitin Gokhale  
(Director)



Dr. Madhuri Khambete,  
Principal,  
Cummins College of Engineering for Women,  
Pune,  
Maharashtra.

15 June 2022

Dear Dr. Khambete,

Re: Internship at Robominds

I am pleased to advise you that the following 3<sup>rd</sup> year students from your Department of Electronics Engineering have been offered Internship positions at our academy, for a period of six weeks, commencing 9 June 2022:

1. Ms. Ankita Chawan
2. Ms. Rachana Chougule
3. Ms. Siddhi Nalawade
4. Ms. Gauri Patil
5. Ms. Prajakta Patil
6. Ms. Vidushi Vinod

During their tenure, they will be provided training in the design, construction, programming, testing, and failure analysis of autonomous robots. At the end of their training period, they will work with our student teams in developing Competition Robots for the World Robot Olympiad (WRO) 2022 Championship, which is scheduled to commence in August.

Yours Sincerely,



Prakalpa Bastianpillai  
Founder



Date: March 2, 2022

Ms. Fatma Bano Sheikh,  
A/2, Flat no- 302, Radiant Paradise, Kedari Nagar, Wanowrie, Pune - 411040

Dear Fatma,

We are pleased to make you an offer of an internship position under Mastercard Technology Private Limited, ("The Company/Mastercard") whose ultimate indirect parent company is Mastercard International Incorporated or its successor entity. Unless repugnant to the context, each of 'Intern' and 'Mastercard' are individually referred to as 'Party' and collectively as 'Parties'.

This internship program is offered on the following terms and conditions, subject to your understanding and agreement on the terms and conditions, and subject to Mastercard's prevailing policies/practices, that may be changed from time to time by Mastercard at its sole discretion.

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- 2) **Placement/Scope of Training** : Whilst every endeavor will be made to adhere to the assigned duties, there may, however, be occasions where the nature of the environment and consequent business needs, your duties and assignment may change subject to the discretion of Mastercard. You may also be called upon from time to time to assist in other duties that may be considered necessary in ensuring that the established objectives of this internship are met.
- 3) **Hours of Internship Program** : A normal workday will be from 9:30 am to 6:30 pm, from Monday to Friday.
- 4) **Payment of Allowances** : You will be paid a local stipend of **INR 40,000** per month.
- 5) **Insurance, Medical & Dental** : You will be responsible for the cost of your own travel and medical insurance, medical and/or dental needs.
- 6) **Income Taxes** : You will be responsible for all personal income taxes arising from your Internship Program with Mastercard and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 103, Opp Poona Club Golf Course, Airport Road, Yerwada, Pune 411006





**1) Confidentiality/Conflict of Interest :** You agree to abide by all company policies and agree to sign a Confidentiality Agreement, Code of Conduct Certification or any such document as required by the company from time to time under its policies. It is an expressed condition of your internship that you will not disclose to any other person, institution or party any proprietary or confidential information of the Mastercard or its members unless required to by applicable law.

It is also an expressed condition of your internship that you may not participate in any other form of assignment, venture and/or activity which would result in a conflict of interest with Mastercard and that you will at all times act in the best interest of Mastercard.

**2) Termination of Internship :** During the nine-week program, your internship may be terminated by either party by giving one (1) week notice or salary-in-lieu of notice. In the event of gross negligence or breach of Clause as above, termination of your internship will be immediate without notice.

**9) Intellectual Property:**

You agree to promptly disclose to Mastercard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of Mastercard, which you may create, invent, discover, develop or learn in connection with your Internship Program. In consideration of your Internship Program with the Mastercard, you agree that such Intellectual Property, whether created at your home or at the office premises of Mastercard or any other place, shall be the exclusive and absolute property of Mastercard and that Mastercard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of Internship Program and that which may be relevant to the subject matter of your Internship Program by the Mastercard and Mastercard, whether or not the same was made at the direction of Mastercard or was intended for Mastercard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created,



mastercard

conceived of or reduced to practice by you does not automatically vest in Mastercard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to Mastercard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to Mastercard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.

- a. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 ("**Copyright Act**") or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as "moral rights" or "authors' special rights" including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of Mastercard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of Mastercard created by you prior to the date of appointment. You agree that at Mastercard's request and expense, for the purpose of perfecting the title of Mastercard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of Mastercard, and you shall make best endeavors to do so and shall also make best endeavors to provide such information and documents as may be requested from time to time by Mastercard, both before and after the termination of this Internship Program Letter for any reason.

You acknowledge and accept that Mastercard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by Mastercard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under of this letter, at its sole discretion.

- b. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect Mastercard in the conduct of its business and that, if you become employed/associated by another employer, you shall be required to disclose the existence of this Paragraph to such employer and you hereby consent to and Mastercard is hereby given permission to disclose the existence of this letter to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of Mastercard, and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- c. You acknowledge and agree that this Internship Program including, without limitation, the restraints imposed upon you pursuant to this Letter does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Letter will result in irreparable harm and continuing damages to Mastercard and its business and that Mastercard's remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of Mastercard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and



restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Internship Program Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Internship Program Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

**10. Consent to Use Image**

You grant full permission to Mastercard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "Image") in any internal or external communication, public filings or advertising materials for any purpose Mastercard considers appropriate. You understand that any such Images and all rights associated with them will belong solely and exclusively to Mastercard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such Images including compensation, copyright, privacy rights and any right to inspect or approve such Images.

**11. General:**

- a) The execution and delivery of this Internship Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound
- b) During the period of internship, you hereby agree to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all prevailing applicable Mastercard's policies, procedure and guidelines from Mastercard.

If you agree to accept the internship appointment on the foregoing terms and conditions, please sign and return the duplicate copy of this letter to signify your acceptance by the close of business on **March 06, 2022**.

Sincerely yours,

**Priti Singh**  
Senior Vice President, Human Resources

I agree to and accept the internship program on the above terms and conditions offered.

Signature and Date :

Fatma 3/3/2022

Name: :

Fatma Bano Sheikh



We create chemistry

13<sup>th</sup> April 2022

**Asawari Vivek Surange**  
B.Tech(Electronics and Telecommunication)  
Cummins College of Engineering, Pune

Dear Asawar,

We are pleased to offer you an internship opportunity in our organization. The terms and conditions of your internship are as under: -

- Your internship will commence on **1<sup>st</sup> June 2022** and conclude on **31<sup>st</sup> July 2022**.
- You need to report to **Mr. David Landa** BASF Chemicals India Pvt. Ltd., Innovation Campus, BASF India Pvt Ltd, Plot-12, TTC Industrial Area, Thane – Belapur Road, Turbhe, 400705 Navi Mumbai, India
- You will undertake the training under the guidance of **Mr. David Landa**, or any other person deputed by them.
- You will be paid a monthly consolidated stipend of **INR 15,000/-**
- In the event of your being found unsuitable at any time during the period of training, the Company will be free to discontinue your training without any notice.
- You will not disclose without the authority of the Company to anyone other than the Company's Officers authorized to receive the same, any technical, manufacturing, trade or business information or secrets acquired by you during your training and which according to the Company form confidential and valuable property of the Company.
- You will observe all applicable rules, code of conduct, regulations, instructions, procedures and directives of the Company. Any serious misconduct or breach of the Code of Conduct will result in the cancellation of the Internship with immediate effect.
- The Company shall not be liable to pay any damages or compensation to you on account of any injury or disability suffered by you during the training period.
- You agree to fully indemnify the Company against damages, losses, property damage, fines, assessments, fees or costs that are caused as a result of your actions, inaction or omissions.
- You will not be entitled to provident fund or any other payment or bonus that may be declared by the Company from time to time to its employees or participation in Gratuity or other welfare schemes of the Company or be entitled to any other benefits applicable to the employees of the Company.
- Nothing herein contained shall be construed as contract of service or employment so as to constitute you as an employee of the Company.

If you agree to the above terms, please sign the duplicate of this letter and return to us as a token of your acceptance.

For BASF Chemical India Pvt Ltd

**Nalini Nutan**  
Authorized Signatory

Agree & Accept

Name **ASAWARI VIVEK SURANGE**  
Date **21/04/2022**

Registered Office  
BASF India Limited  
The Capital,  
1204-C, 12th floor,  
Plot no.C-70, 'G' Block,  
Bandra Kurla Complex,  
Bandra (East),  
Mumbai- 400051  
Internet www.basf.com

Internal



Date: March 2, 2022

Ms. Nutan Tupe,  
572, Shraddha Colony, Mhada, Mukundwadi, Aurangabad, Maharashtra – 431 001

Dear Nutan,

We are pleased to make you an offer of an internship position under Mastercard Technology Private Limited, ("The Company/Mastercard") whose ultimate indirect parent company is Mastercard International Incorporated or its successor entity. Unless repugnant to the context, each of 'Intern' and 'Mastercard' are individually referred to as 'Party' and collectively as 'Parties'.

This internship program is offered on the following terms and conditions, subject to your understanding and agreement on the terms and conditions, and subject to Mastercard's prevailing policies/practices, that may be changed from time to time by Mastercard at its sole discretion.

- 1) **Internship** : This full-time Internship program is for a period commencing on **May 16, 2022** and ending on **July 15, 2022**
- 2) **Placement/Scope of Training** : Whilst every endeavor will be made to adhere to the assigned duties, there may, however, be occasions where the nature of the environment and consequent business needs, your duties and assignment may change subject to the discretion of Mastercard. You may also be called upon from time to time to assist in other duties that may be considered necessary in ensuring that the established objectives of this internship are met.
- 3) **Hours of Internship Program** : A normal workday will be from 9:30 am to 6:30 pm, from Monday to Friday.
- 4) **Payment of Allowances** : You will be paid a local stipend of **INR 40,000** per month.
- 5) **Insurance, Medical & Dental** : You will be responsible for the cost of your own travel and medical insurance, medical and/or dental needs.
- 6) **Income Taxes** : You will be responsible for all personal income taxes arising from your Internship Program with Mastercard and your personal taxes shall be deducted as per applicable Government legislation, as amended from time to time.

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CIN: U72200MH2002PTC004325

*Nutan*



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**1) Confidentiality/Conflict of Interest :** You agree to abide by all company policies and agree to sign a **Confidentiality Agreement, Code of Conduct Certification** or any such document as required by the company from time to time under its policies. It is an expressed condition of your internship that you will not disclose to any other person, institution or party any proprietary or confidential information of the Mastercard or its members unless required to by applicable law.

It is also an expressed condition of your internship that you may not participate in any other form of assignment, venture and/or activity which would result in a conflict of interest with Mastercard and that you will at all times act in the best interest of Mastercard.

**2) Termination of Internship :** During the nine-week program, your internship may be terminated by either party by giving one (1) week notice or salary-in-lieu of notice. In the event of gross negligence or breach of Clause as above, termination of your internship will be immediate without notice.

**9) Intellectual Property:**

You agree to promptly disclose to Mastercard any and all discoveries, developments, all copyrights, moral rights, authors' special rights and related rights, all patents, inventions (whether patentable or not), products, services, designs, processes, formulas, and improvements, trademarks, trade and business names and all associated goodwill, rights in databases, topography rights, domain names, rights in information including trade secrets, computer programs, algorithms, know-how, processes, techniques, software programs including but not limited to object code, source code, executable code, configuration files, various applications and modules, documentation, flow charts, design documents relating thereto in all languages and media, software packages, tools and methodologies and all other intellectual property and/or proprietary rights, similar or equivalent rights subsisting now or in the future in any jurisdiction, in each case whether registered or unregistered ("**Intellectual Property**") relating to the products, services, commercial or other endeavors of Mastercard, which you may create, invent, discover, develop or learn in connection with your Internship Program. In consideration of your Internship Program with the Mastercard, you agree that such Intellectual Property, whether created at your home or at the office premises of Mastercard or any other place, shall be the exclusive and absolute property of Mastercard and that Mastercard will be the sole and absolute owner of all intellectual property rights, or other rights that may be in connection with or which may have arisen during your course or period of Internship Program and that which may be relevant to the subject matter of your Internship Program by the Mastercard and Mastercard, whether or not the same was made at the direction of Mastercard or was intended for Mastercard, throughout the world and in perpetuity. If for any reason, including by operation of law, if the Intellectual Property created,

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may@card.com  
CIN - U72200PH42009PTC024325

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conceived of or reduced to practice by you does not automatically vest in Mastercard, you hereby irrevocably assign all rights, title and interest in and to the Intellectual Property to Mastercard, throughout the world and in perpetuity. To the extent such assignment is not enforceable, you hereby grant to Mastercard an exclusive, perpetual, irrevocable, world-wide and royalty-free right to the use of and modification of such Intellectual Property.

- a. **Authorship:** You hereby irrevocably waive any right to raise any objection or other claim before the Indian Copyright Board or any other authority with respect to any right in and to the Intellectual Property including in and to the ownership of the Intellectual Property, whether under the provisions of section 19A, 30A or any other provision(s) of the Copyright Act, 1957 ("Copyright Act") or any applicable law, whether of India or of any other jurisdiction. To the fullest extent permitted under law, you hereby irrevocably and unconditionally waive any provision of law known as "moral rights" or "authors' special rights" including any moral rights you may otherwise have under the Copyright Act or other applicable law of India or any other jurisdiction in respect of any Intellectual Property. The aforesaid waiver is granted by you in favour of Mastercard and all its successors in title and interest, whether existing or in future. It is clarified that this clause would be deemed to include all Intellectual Property and proprietary information in relation to the business of Mastercard created by you prior to the date of appointment. You agree that at Mastercard's request and expense, for the purpose of perfecting the title of Mastercard in the Intellectual Property, or for completing or registering the assignment of the Intellectual Property, you shall execute and file any documents required to be executed and filed with any Government Authority, at the request and expense of Mastercard, and you shall make best endeavors to do so and shall also make best endeavors to provide such information and documents as may be requested from time to time by Mastercard, both before and after the termination of this Internship Program Letter for any reason.
- You acknowledge and accept that Mastercard will have a right to edit, copy, modify, add to, take from, adapt, alter, create any derivative works, and translate the Intellectual Property owned by Mastercard including the Intellectual Property in relation to the product of your services, in exercising the rights assigned under of this letter, at its sole discretion.
- b. You acknowledge and agree that the scope described above is necessary and reasonable in order to protect Mastercard in the conduct of its business and that, if you become employed/associated by another employer, you shall be required to disclose the existence of this Paragraph to such employer and you hereby consent to and Mastercard is hereby given permission to disclose the existence of this letter to such employer. You further acknowledge that these covenants are tailored narrowly to protect legitimate and protectable interests of Mastercard, and compliance herewith will not impose an unreasonable burden on your ability to earn a living; and
- c. You acknowledge and agree that this Internship Program including, without limitation, the restraints imposed upon you pursuant to this Letter does not constitute an agreement by which you are restrained from exercising a lawful profession, trade or business of any kind. You acknowledge and agree that any breach or anticipated or threatened breach of any of your covenants contained in this Letter will result in irreparable harm and continuing damages to Mastercard and its business and that Mastercard's remedy at law for any such breach or anticipated or threatened breach will be inadequate and, accordingly, in addition to any and all other remedies that may be available to MasterCard at law or in equity in such event, any court of competent jurisdiction may issue a decree of specific performance or issue a temporary or permanent injunction, without the necessity of Mastercard posting bond or furnishing other security and without proving special damages or irreparable injury, enjoining and

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restricting the breach, or threatened breach, of any such covenant, including, but not limited to, any injunction restraining you from disclosing, in whole or part, any Confidential Information. You acknowledge the truthfulness of all factual statements in this Internship Program Letter and agree that you are estopped from and will not make any factual statement in any proceedings that is contrary to this Internship Program Letter or any part thereof. The parties also agree that the prevailing party shall be entitled to reimbursement for costs and expenses, including reasonable attorneys' and accountants' fees, incurred in successfully enforcing or defending, as the case may be, such covenants.

#### 10. Consent to Use Image

You grant full permission to Mastercard throughout the world and in perpetuity to use your likeness and/or name and/or biographical or professional information in any form including print, photographic or video (collectively your "Image") in any internal or external communication, public filings or advertising materials for any purpose Mastercard considers appropriate. You understand that any such Images and all rights associated with them will belong solely and exclusively to Mastercard which shall have the absolute right to copyright, duplicate, reproduce, alter, display, distribute and/or publish them in any manner. You waive any and all rights you may have to such Images including compensation, copyright, privacy rights and any right to inspect or approve such Images.

#### 11. General:

- a) The execution and delivery of this Internship Letter by you does not conflict with, or result in a breach of, or constitute a default under, any agreement or contract, whether oral or written, to which you are a party or by which you may be bound
- b) During the period of internship, you hereby agree to apply and maintain the highest standards of personal conduct and integrity and ensure compliance with all prevailing applicable Mastercard's policies, procedure and guidelines from Mastercard.

if you agree to accept the internship appointment on the foregoing terms and conditions, please sign and return the duplicate copy of this letter to signify your acceptance by the close of business on **March 06, 2022**.

Sincerely yours,

**Priti Singh**  
**Senior Vice President, Human Resources**

I agree to and accept the internship program on the above terms and conditions offered.

Signature and Date : Nutan 03/03/2022

Name: : Nutan Madhav Tume

Mastercard Technology Private Limited Business Bay, 10th Floor, Wing 1, Tower A, Survey No. 103, Opp Poona Club Golf Course, Airport Road, Yerwada, Pune 411006

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CIN: U72200PH2002PPC0014595





14 June 2022

**Janhavi Chandrakant Awate**  
**Mksss' Cummins College of Engineering for Women,**  
**Pune.**

**Dear Janhavi,**

We are pleased to offer you a project assignment as part of academic curriculum at our Design & Development center at **Pune** from **14 June, 2022** to **13 August, 2022** under the following terms and conditions:

You will be assigned a project with the **TBU** department and you will be reporting to **Mr. Ashwin Ramachandra**

- 1 Information pertaining to the company's operations shall remain confidential and safe guarded by you both during and after your tenure of Internship with us.
- 2 Breach of any of the above or any other conditions prevalent within the company that would govern your Internship shall render you liable for termination of your assignment without notice.
- 3 This letter does not confer on you the right for employment nor is the company obliged to offer you permanent employment on the completion of the Internship. You are not eligible to any other benefits as applicable to employees of the company.

Please sign the duplicate copy of this letter in token of your acceptance of the terms and conditions contained herein.

We wish you all the success in your assignment.

Cordially,

for **Tata Elxsi Limited,**

**Rajagopalan S.**  
**Head - Human Resources**

**TATA ELXSI**

Registered Office **Tata Elxsi Limited** ITPB Road Whitefield Bangalore 560 048 India

Tel +91 80 2297 9123 Fax +91 80 2841 1474

[www.tataelxsi.com](http://www.tataelxsi.com)

(CIN-LB5110KA19B9PLC00968)

**INTERNSHIP LETTER**

Pranali Mane  
Ram Krishna apartment, Flat no. 1, 100ft road  
Sangli – 416416  
MH  
IN

Dear Pranali,

On behalf of **Amazon Transportation Services Private Limited**, a company incorporated under the laws of India, having its registered office at Ground Floor, Eros Plaza, Eros Corporate Centre, Nehru Place, New Delhi - 110019, Delhi India (hereinafter the “Company” or “Amazon India”), we are very pleased to issue this Internship Letter for the position of an **Intern** at **Malad**, India.

Your internship with the Company will be subject to your acceptance of this Internship Letter and the terms and conditions set forth hereinbelow on or before 10 business days in the manner provided for by the Company.

Upon your acceptance of this Internship Letter, the same shall form a valid and binding agreement between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

**1. Date of Commencement**

Your internship with Amazon India will commence on **30-May-2022** and shall end as per the provisions contained in Section 12 herein below. The said duration of internship shall hereinafter be referred to as the “Term”.

**2. Duties**

- 2.1 You will be engaged in the position of **Team Lead (Intern)**. Your manager will advise you about your duties and responsibilities after your joining with us. You will be expected to perform your duties to the best of your ability at all times as per the responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India’s rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India’s Policies and Procedures (as may be applicable to you), as communicated to you. Amazon

India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same, so far as may be applicable to you.

- 2.3 You acknowledge that during the Term, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### **3. Hours of Work**

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of internship and when there is a change. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your internship, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

### **4. Place of Work**

Your initial place of work will be at Amazon India's facility in Malad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you. As you are joining during the period of the Covid-19 Pandemic, you may be permitted to work from a location of your choice in India with the prior approval of your manager under the condition that you are willing to get back to the location mentioned above as and when required by Amazon.

### **5. Remuneration**

- 5.1 Your internship stipend will be **Rs.10,000** per month made payable in arrears and subject to all lawful deductions of tax.

- 5.2 Amazon India has the right to deduct from your stipend any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Internship Letter/Amazon India's Policies (as may be applicable to you), or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your internship on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures (as may be applicable to you).

## **6. Leave and Benefits**

You will not be entitled to any leaves or such other employee benefits during the term of your internship with Amazon India.

## **7. Confidential Information and Confidentiality Obligations**

- 7.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint venturers, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
  - (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
  - (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
  - (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;

- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated,

tested, or applied by you during the course of your internship with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your internship with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your internship with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

## 7.2 Confidentiality Obligations:

- (i) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your internship with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your internship with the Company or at any time thereafter, and without regard to when or for what reason, if any, such internship shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective

order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (i) During the course of your internship with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 7.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (i) Nothing in this Internship Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

## **8. Intellectual Property Rights**

- 8.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company.
- 8.2 For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
  - (i) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
  - (i) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that you or Company may hereafter make or develop;

- (i) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (i) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (i) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.



- 8.3 During the period of your internship with the Company and as may be reasonably necessary subsequent to your internship, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 8.4 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your internship with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 8.5 Notwithstanding any other provision hereof to the contrary, this Internship Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.
- 8.6 No Grant of Rights.  
You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

## 9. Data Protection

- 9.1 You authorise Amazon India to collect, process and transfer all your personal information obtained by Amazon India for the purpose of proactively managing the relationship.
- 9.2 You further authorise the transfer to, and storage of, your personal information in the worldwide database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected

management throughout the Amazon group worldwide will be authorised to access this database.

## **10. Exclusivity**

During your internship, you will be required to devote your full time, attention and abilities to your assignment, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking or undertake any internship therein.

## **11. Relationship of parties**

This internship opportunity neither creates the relationship of employer and employee between the Company and you, nor does it assure or guarantee future employment with the Company.

## **12. Termination of Internship**

- 12.1 Your internship will automatically end on **29-Jul-2022**, unless terminated earlier as per the provisions of this Section.
- 12.2 This Internship Letter may be terminated either by the Company or by you at any point of time during the Term, without providing any reasons for such termination. Such termination shall be valid and effective only if communicated to the other party in writing at least one day prior to the date of termination.
- 12.3 On the expiry or sooner termination of your internship for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

## **13. Background Investigation**

- 13.1 It is Amazon India's policy to investigate all its new interns. Your internship is conditional upon the information contained in your application form and/or curriculum vitae being

true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

- 13.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

#### **14. Foreign Nationals**

- 14.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of internship with Amazon India.
- 14.2 You are also required to ensure all future correspondence and permissions for continued stay and internship in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 14.3 It is made clear that possessing valid work permit / authorisation at all times of your internship is an inherent requirement of your internship with Amazon India. Any time after the execution of this Internship Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your internship, without notice, with immediate effect, without any liability towards you.

#### **15. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 15.1 you shall not, during the course of your internship with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party, except pursuant to written authorization by such third party to do so;
- 15.2 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party;
- 15.3 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your internship with Amazon India or that restrict your ability to execute this Internship Letter.
- 15.4 You hereby represent and warrant that the information furnished by you for the purpose of your internship with the Company is true and correct to the best of your information, knowledge and belief.

**16. Notices**

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

**17. Waiver**

Failure of the Company to insist upon strict adherence of any term of this Internship Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Internship Letter.

**18. Severability**

The holding of any provision of this Internship Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

**19. Liability for Breach**

You acknowledge and accept that your breach of any of the terms contained in this Internship Letter and/or Amazon India's Policies and Procedures (as may be applicable to you) may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Internship Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

**20. Governing Law and Jurisdiction**

Your internship, and any disputes which may arise under, out of, or in connection with your internship, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

**21. Agreement/Modifications**

The terms described in this Internship Letter and in Amazon's Policies and Procedures (as may be applicable to you), will cumulatively constitute the terms of your internship, and shall supersede any previous discussions, offers, or agreements relating to your internship, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

**22. Headings**

The Section headings appearing in this Internship Letter are used for convenience of reference only and shall not be considered a part of this Internship Letter or in any way modify, amend or affect the meaning of any of its provisions.

**23. Survival**

Your obligations under Sections 7, 12, 17, 18, 19, 20 and this Section 23 hereof shall survive the termination of this Internship Letter and of your internship with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of internship.

For and on behalf of Amazon Transportation Services Private Limited

**AUTHORIZATION**

By

Signed by:ANAL SAHA  
Date: 2022.05.19 20:05:03 +05:30  
Location: India

**ACCEPTANCE**

I acknowledge receipt of this Internship Letter and, after reading and understanding the same, I accept the same on the terms set out herein.



Avery Dennison  
Label & Graphic  
Materials - South Asia

11th floor, Spaze Platinum Towers,  
Sohna Road Gurgaon - 122002, India

### Summer Internship Offer Letter

Shruti Suresh Gawas  
MKSSS's Cummins College of Engineering for Women

**Date:** April 29, 2022

**Sub:** Summer Internship with Avery Dennison

Dear Shruti,

We welcome you to the Avery Dennison family as a part of our Summer Internship Program. We are pleased to offer you an internship with our organization for a period of 2 Months, starting June of 2022, with our IT team.

**The exact date and location of your internship, along with the project details would be shared closer to the commencement of your internship.**

You would be entitled for a monthly emolument of Rs.35,000/-(Thirty Five Thousand Only).

Best Regards,  
For Avery Dennison India Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'Manvi Sushil'.

Manvi Sushil  
Director, Human Resources | Label & Graphic Materials -South Asia

**Date:** 17-06-2022  
**Rujuta Rajesh Giri**  
8459783504  
**Email id:** rujuta.giri@cumminscollege.in

**Dear Rujuta Rajesh Giri,**

We are pleased to appoint you as "**Trainee Software Testing**" with Brisa Technologies Pvt. Ltd. In "Hyration/Internship" under the guidance of Achyuth K. You will be working at our office Brisa Technologies Pvt. Ltd, 27th Main Rd, Sector 2, PWD Quarters, 1st Sector, HSR Layout, Bengaluru, Karnataka 560102 (online/offline). The duration of Internship will be from **6<sup>th</sup> June 2022 to 6<sup>th</sup> August 2022.**

The terms and conditions of your appointment are enclosed, kindly return a digital signed copy of this as an acceptance. Following are the terms and conditions: (mention any other below)

- 1) No Stipend will be paid to you during internship.
- 2) Confidentiality

You will devote your whole time, attention and ability to the successful completion of this assignment with Brisa Technologies Pvt. Ltd. and will not take up employment or will work in any capacity for any other person/firm/company/organization in whatever form during the period of this assignment. All information and other data that you collect in connection with and during the course of this assignment shall not be disclosed to any agency government or private without the prior written consent of Brisa Technologies Pvt. Ltd.

Here's hoping that you will enjoy working with our company. Welcome Aboard!

With best regards,

Sincerely yours,



**Subodh Patil**  
CEO





Snehal Jadhav &lt;snehaljadhav16016@gmail.com&gt;

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**Confirmation Mail for Internship Program- Batch-2**

1 message

---

**Prabhakar Sharma** <prabhakarsharma@its.edu.in>  
To: Prabhakar Sharma <prabhakarsharma@its.edu.in>  
Bcc: snehaljadhav16016@gmail.com

Sun, Jun 5, 2022 at 10:52 PM

Dear Participants,

Greetings of the Day !!

You are shortlisted in six weeks Total Hands-On Internship / Professional Training/Industrial Training Program on Machine Learning organised by Center of Excellence- National Instruments Innovation center- Greater Noida. This email confirms our receipt of your registration fee with all required personal details.

The course will run for Six (6) weeks from Monday to Friday in the evening from 5:30 to 6:30 PM (may be extended to 6:45 PM also). Final date of commencement of this course is from 6th June (batch-2).

During this training program, the focus will be to train professionals in the field of Machine Learning as there is a huge demand for skilled Machine Learning /Artificial Intelligence Engineers. The interns will be trained on state of art Machine Learning Algorithms along with different optimization techniques. Besides receiving the training, the interns will have the opportunity to work on several Machine Learning projects covering both classifications, regression and web scraping problems.

A Whatsapp group is formed and all participants are added (for sharing all informations like classes, assignment/notes distribution, etc)

Thanks for registration

With Warm Regards,

Prabhakar Sharma  
B.Tech, M.Tech (CDAC-Mohali), Ph.D\* (NIT-Patna), LM-ISTE  
Assistant Professor, Department of Electronics & Communication Engineering  
COE- Coordinator, Training & Placement Coordinator, Project Coordinator  
8130769879



# Confirmation Mail for Internship Program- Batch-2

External

Inbox



Prabhakar Sharma 4 Jun

to Prabhakar, bcc: me



Dear Participants,

Greetings of the Day !!

You are shortlisted in six weeks Total Hands-On Internship / Professional Training/Industrial Training Program on Machine Learning organised by Center of Excellence- National Instruments Innovation center- Greater Noida. This email confirms our receipt of your registration fee with all required personal details.

The course will run for Six (6) weeks from Monday to Friday online in the evening 5:30 to 6:30 PM (may be extended to 6:45 PM also) on zoom platform. Proposed date of commencement of this course is from 6th June (batch-2).

During this training program, the focus will be to train professionals in the field of Machine Learning as there is a huge demand for skilled Machine Learning /Artificial Intelligence Engineers. The interns will be trained on state of art Machine Learning Algorithms along with different optimization techniques. Besides receiving the training, the interns will have the opportunity to work on several Machine Learning projects covering both classifications, regression and web scraping problems.

A Whatsapp group will be formed (added all participants) before 1-2 days from the commencement of the Batch (for sharing all informations like links of online classes, assignment/notes distribution, drive link of recording etc)

date of commencement of this course is from 6th June (batch-2).

During this training program, the focus will be to train professionals in the field of Machine Learning as there is a huge demand for skilled Machine Learning /Artificial Intelligence Engineers. The interns will be trained on state of art Machine Learning Algorithms along with different optimization techniques. Besides receiving the training, the interns will have the opportunity to work on several Machine Learning projects covering both classifications, regression and web scraping problems.

A Whatsapp group will be formed (added all participants) before 1-2 days from the commencement of the Batch (for sharing all informations like links of online classes, assignment/notes distribution, drive link of recording etc)

Thanks for registration

With Warm Regards,

Prabhakar Sharma  
B.Tech, M.Tech (CDAC-Mohali), Ph.D\* (NIT-Patna), LM-ISTE  
Assistant Professor, Department of Electronics & Communication Engineering  
COE- Coordinator, Training & Placement  
Coordinator, Project Coordinator  
(M):8130769879

ITS Engineering College  
46, Knowledge park-III, Greater Noida- 201310  
Ph: 0120- 2331000, 2331001

**Connect with us:-**

# Varroc Engineering Limited

Regd. & Corp. Office

L-4, MIDC, Industrial Area  
Waluj, Aurangabad 431 136  
Maharashtra, India

Tel + 91 240 6653700  
Fax + 91 240 2564540

email: varroc.info@varroc.com  
www.varroc.com  
CIN : U28920MH1988PLC047335



Date: 14.06.2022

## Internship Offer Letter

Dear Janhavi Patil,

With reference to your application for Internship/Training Opportunities with Varroc Engineering Pvt. Ltd., we are pleased to provide you the opportunity to work with us for a period of **2 months** as a **Supply Chain Management Intern** at **Varroc Engineering Ltd. (INDIA) VEPL-III** on the terms & Conditions outlined below.

- Your internship period will commence from **15.06.2022** for a fixed term of **2 months**, which unless extended through a written communication will automatically close on the working hours of **14.08.2022**.
- You will be assigned projects.
- This will be an unpaid internship.
- While at Varroc, you shall make your own arrangements for accommodation. You may avail Company Bus facility for this duration free of cost. While in Plant, you may avail food (breakfast, lunch & dinner) at prevailing costs existing for regular employees.
- While in Internship period with the Company, you shall not engage directly or indirectly in any trade or business or undertake any other employment with or without any commercial gain. Breach of this condition shall lead to immediate termination of your internship by the Company without any notice or compensation.
- You shall not have any right to use, in any manner whatsoever, any IPR, in part or in full (i.e. copyright / trade name / label mark /trademark etc.) belonging to the Company, whether registered or not. At the time of termination of Internship offer, you shall return all materials as well as information in respect of intellectual property rights of the Company and shall not use it further for other company or for your personal purpose.
- You will deliver all such data and information to the Company upon the Company's request and, in any event, upon termination of Internship offer, and will be fully responsible for the care and protection thereof until such delivery.
- All information, data and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person.

# Varroc Engineering Limited

Regd. & Corp. Office

L-4, MIDC, Industrial Area  
Waluj, Aurangabad 431 136  
Maharashtra, India

Tel + 91 240 6653700  
Fax + 91 240 2564540

email: varroc.info@varroc.com  
www.varroc.com  
CIN : U28920MH1988PLC047335



- Any technical process or item developed or discovered either by you or jointly with others, while going through Internship at the company, shall be and remain the sole property of the Company. You shall sign all consents that may be required in that connection.
- You shall indemnify and keep the Company indemnified and harmless against all claims by any third party for loss, damage, expenses or infringement of the third party's Intellectual Property Right, arising as a result of the usage of any design or application, including software programs and applications.
- You shall not use company resources for other commercial activities or for personal gain.
- The Company prides itself as a Company with highest order of ethical conduct in dealing with customers, dealers, vendors, suppliers, subcontractors, staff or the like by whatever name called. As part of your association with the Company it is important that you fully understand this philosophy and the policies governing it.
- You are requested to sign the NDA set of documents at the time of joining.
- The Company values every employee as an individual and an asset of the Company and will not tolerate any objectionable behavior including however not limiting to verbal abuse, sexual harassment, gender discrimination, misuse of Company property, theft, cheating or any such act of any individual or body of individuals.

**Yours faithfully,  
For Varroc Group**

A handwritten signature in black ink, appearing to read 'Kavita Kulkarni', is written over a faint circular stamp.

**Kavita Kulkarni  
Chief Human Resource Officer**

**Janhavi Patil**

JSW/HR/TRG/ST-23-23/27

Date: - 03/06/ 2022

To,

Professor & Head

Cummins College of Engineering for Women, Pune

Dear Sir/Madam,

With reference to your request at our Company, we hereby confirm that we have accepted your request for summer training of **Ms. Sejal Dattatray Phalla in Centralized E&A Department**. The project will be decided by the concerned department on after your reporting to the dept.  
**It may please be noted that -**

- 1 The trainee is required to be present at JSW Steel, Dolvi works, as per the Company's timing (09:30 AM to 06:00 PM). This will commence on 06<sup>th</sup> June'22 & end 20<sup>th</sup> July'22.
- 2 The trainee will be required to take full precaution of their Safety during training. They have to use proper PPEs (Safety Helmet, Safety Jacket, Safety Shoes, Dust Mask etc.) whichever applicable. The trainee has to arrange necessary PPEs in advance as required for particular department.
- 3 The Company will not be responsible for any injury or loss due to lack of safety precaution by trainee.
- 4 Since industrial training is a part of their academic curriculum, no stipend will be paid to the trainee.
- 5 Trainees need to make their own arrangement for the stay, food & transport during the training period.
- 6 The trainee is required to confine themselves to the department allotted for training by Training Department.
- 7 The Training can be terminated /shortened at any point of time during the period of training, depending upon the conduct/behaviour of the trainee, without assigning any reason/clarification.
- 8 After completion of the project, the trainee needs to prepare and submit a report (2 hard copies) & 1 soft copy to Training department.
- 9 After successful completion of the project and approved by the concerned department, the company will issue a Training completion certificate to the trainee.
- 10 The project report will be the property of JSW Steel Limited and the trainee may please be advised not to disclose any findings in part or full observed during the project work, to others. The cost of preparation of the project report i.e. printing, binding, etc. to be borne by the trainee.
- 11 The trainee will report to the Training Department, JSW Steel Ltd., Dolvi, works, on 06<sup>th</sup> June'22 at 10:00 AM along with this offer letter for training and two stamp size photographs.

For JSW Steel Ltd, Dolvi works

  
Pravat Kumar Nayak

Dy. GM - Training

cc: Mr. G. N. Muley

एम सी उत्तम  
मानद संचालक  
आयएसआरओ(इस्रो)-एस पी सी यू स्पेस टेक्नॉलॉजी सेल  
सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)  
गणेशखिंड, पुणे - ४११००७  
दूरध्वनी क्र.:(०२०)२५६९५६६४, २५६९०७२२(D)  
विस्तारित क्र. : १४०७, २५८९७८८८(R)  
फॅक्स : (०२०)२५६९५६६४



M C Uttam  
Hon. Director  
ISRO-SPPU SPACE TECHNOLOGY CELL  
SAVITRIBAI PHULE PUNE UNIVERSITY  
(formerly University of Pune)  
Ganeshkhind, Pune-411007  
Telefax No. : (020)25695664, 25690722(D)  
Extn : 1407(O), 25897888 (R)  
Email : despun@physics.unipune.ac.in

Ref. No.: PU/ISRO-STC/2092

Date: 26/07/2021

**Sub:** Approval of the research proposal submitted to this Office and release of funds

Dear Dr Dipti Patil

The modified research proposal submitted by you vide your letter dated 18/10/2019 for funding under ISRO-SPPU Joint Research Programme has been considered and approved as given below. The funds will be released year wise.

**Title of the Research Proposal** : Design of accurate & efficient machine learning autonomous algorithm for guidance & navigation of space landing mission (Project No.197)

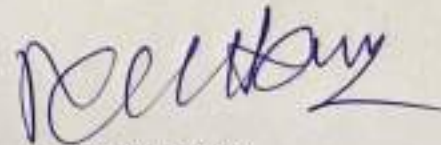
**Duration** : Two years

**Total Funds** : ₹ 11,00,000/-

| Budget head           | Amount (₹)<br>I year | Amount (₹)<br>II year | Total (₹)          |
|-----------------------|----------------------|-----------------------|--------------------|
| Staff                 | 3,00,000/-           | 3,00,000/-            | 6,00,000/-         |
| Equipment             | 3,00,000/-           | Nil                   | 3,00,000/-         |
| Consumables& Supplies | 12,000/-             | 6,000/-               | 18,000/-           |
| Others: Contingency   | 95,000/-             | 57,000/-              | 1,52,000/-         |
| Travel                | 10,000/-             | 20,000/-              | 30,000/-           |
| <b>Total</b>          | <b>7,17,000/-</b>    | <b>3,83,000/-</b>     | <b>11,00,000/-</b> |

I shall be requesting the University Finance Department to release the funds to you on receipt of your acceptance. It is to be noted that the funds are utilized conforming to the ISRO and Savitribai Phule Pune University rules and regulations. You are also required to submit a progress report once in six months to this Office. Progress of the project will be periodically reviewed by Preliminary Evaluation Committee (PEC). Written approval from this Office may please be taken before making any publication. With a view to ensure the study progresses in the right direction, it is suggested to have action interaction with the ISRO/DOS Scientist/Engineers identified for the Project. At the end of the financial year, two copies of the audited and approved statement of Accounts need be submitted. After the completion of the research project, Final Technical Report (one hard copy & one soft copy) and Final Account Statement (in duplicate) are required to be submitted. The unspent funds at the end of the project, if any, will be transferred back to this Office.

With warm regards,



(M C Uttam)

DIRECTOR  
ISRO SPPU STC  
Savitribai Phule Pune University  
Pune - 411007.

✓ To:

Dr Dipti Patil  
Associate Professor  
Dept. of Information Technology  
MKSSS's Cummins College of Engineering for Women  
Pune-411052

Cc: Principal  
MKSSS's Cummins College of Engineering for Women  
Pune-411052



एम सी उत्तम  
मानद संचालक  
आयएसआरओ(इस्रो)-एस पी पी यू स्पेस टेक्नॉलॉजी सेल  
सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)  
गणेशखिंड, पुणे - ४११००७  
दूरध्वनी क्र.:(०२०)२५६९५६६४, २५६९०७२२(D)  
विस्तारित क्र. : १४०७, २५८९७८८८(R)  
फॅक्स : (०२०)२५६९५६६४



M C Uttam  
Hon. Director  
ISRO-SPPU SPACE TECHNOLOGY CELL  
SAVITRIBAI PHULE PUNE UNIVERSITY  
(formerly University of Pune)  
Ganeshkhind, Pune-411007  
Telefax No. : (020)25695664, 25690722(D)  
Extn : 1407(O), 25897888 (R)  
Email : despun@physics.unipune.ac.in

Ref. No.: PU/ISRO-STC/2092

Date: 26/07/2021

Sub: Approval of the research proposal submitted to this Office and release of funds

Dear Dr Sunita Jahirabadkar

The modified research proposal submitted by you vide your letter dated 18/10/2019 for funding under ISRO-SPPU Joint Research Programme has been considered and approved as given below. The funds will be released year wise.

**Title of the Research Proposal** : Fusion of thermal and optical image features in classification of space objects to identify debris using deep learning (Project No.198)

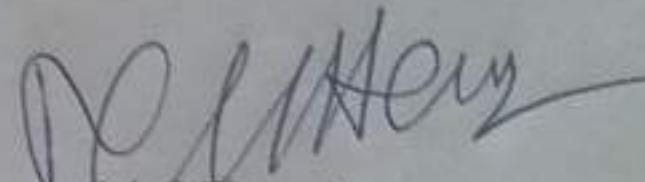
**Duration** : Two years

**Total Funds** : ₹ 10,00,000/-

| Budget head         | Amount (₹)<br>I year | Amount (₹)<br>II year | Total (₹)          |
|---------------------|----------------------|-----------------------|--------------------|
| Staff               | 3,00,000/-           | 3,00,000/-            | 6,00,000/-         |
| Equipment           | 1,50,000/-           | Nil                   | 1,50,000/-         |
| Others: Contingency | 40,000/-             | 40,000/-              | 80,000/-           |
| Travel              | 60,000/-             | 60,000/-              | 1,20,000/-         |
| Other Project Costs | 25,000/-             | 25,000/-              | 50,000/-           |
| <b>Total</b>        | <b>5,75,000/-</b>    | <b>4,25,000/-</b>     | <b>10,00,000/-</b> |

I shall be requesting the University Finance Department to release the funds to you on receipt of your acceptance. It is to be noted that the funds are utilized conforming to the ISRO and Savitribai Phule Pune University rules and regulations. You are also required to submit a progress report once in six months to this Office. Progress of the project will be periodically reviewed by Preliminary Evaluation Committee (PEC). Written approval from this Office may please be taken before making any publication. With a view to ensure the study progresses in the right direction, it is suggested to have action interaction with the ISRO/DOS Scientist/Engineers identified for the Project. At the end of the financial year, two copies of the audited and approved statement of Accounts need be submitted. After the completion of the research project, Final Technical Report (one hard copy & one soft copy) and Final Account Statement (in duplicate) are required to be submitted. The unspent funds at the end of the project, if any, will be transferred back to this Office.

With warm regards,



(M.C. Uttam)

DIRECTOR  
ISRO SPPU STC  
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To:

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Cc:

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