



Reflexion AI Private Limited
F NO 101, S NO 6/1/1, P NO. 16 SOLITAIRE 3
Baner Road, Pune
Maharashtra India - 411045
hello@reflexion.ai,+91 9833134040

04/05/2023

INTERNSHIP OFFER

Dear Keshav Yadav,

We are pleased to appoint you as an Intern at Reflexion AI Private Limited.

Please find the details of the internship offer below:

Title: Data Labelling Intern

Stipend: You are entitled to a monthly stipend of INR 7,000/-

Work Location: Work From Home

Joining Date: 04/05/2023

Duration: 3 Months Internship with monthly performance review

Duties and Responsibilities:

- a) The Company expects you to work with high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company.
- b) You shall devote your entire time to the assignments given by the company and you will not undertake any other assignment during the period of employment. You will not engage yourself in any direct/indirect business or assignment/work whether it is honorary or with any remuneration. Any contravention of this may lead to termination of the services without any notice and compensation.
- c) You shall not seek the membership of any local or public bodies/organization/ or professional organization without written permission of the management.
- d) You shall never divulge or share the company information/documents any outsider or any unauthorized person during the period of your service. You will also submit an undertaking about not disclosing any information about our company/organizational matters which are secret in nature even after leaving this company.
- e) You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service.
- f) This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- g) You shall not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you. You shall be responsible for the safe keeping and return in good condition and order of all the properties of the company that 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 on its own basis and recover the damages of all such materials from you and to take such other actions as it deems proper in the event of your failure to account for such material or property to its satisfaction.

GENERAL:

a) You may be selected and sponsored by the Company for familiarization/training assignments with any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum number of years you will serve the company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.

b) You shall be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other orders of the Company that may come in force from time to time.

c) You shall be required to sign and abide by the Policy on Ethics which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.

d) Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.

e) You shall intimate in writing to the Management any change of address within a week from change for the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you. You shall hand over the charge of Letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.


f) You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The stipend for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

You are required to submit the following documents, if not submitted the same earlier

- Certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
- One recent passport size photograph (preferably color)
- Relieving letter / Resignation letter duly accepted and acknowledged from your last employer in case you are / were employed. In case of Relieving letter not available at the time of joining, Resignation letter duly accepted and acknowledged from your last employer to be submitted & Relieving Letter to be submitted within a week's time from date of joining.
- PAN Card
- Bank Details for Stipend

Please sign and return a copy of this letter as acceptance. We look forward to a mutually rewarding association.

Best Wishes,

DocuSigned by:

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Rupali Kesarwani

HR Manager, Reflexion AI Private Limited