

**Strictly Private and Confidential**

Mr. E V Sarang  
Kuttiyaden House, Padiyoor P.O.,  
Iritty, Kannur- 670703

Dear Sarang,

Based on our recent discussions, we are pleased to offer you the position of **Intern Software Engineer-AI** with effect from **May 20th, 2025. Congratulations!**

The internship program will commence on **May 20th, 2025**, and conclude on **July 19th, 2025**. You will be eligible for a monthly stipend of **Rs. 10,000/-** during the internship period.

Upon successful completion of the internship, Techvantage may consider your profile for the **Trainee Software Engineer (AI/ML)** position starting from **July 20th, 2025 (tentatively)**, contingent upon your overall performance during the internship period. The revised compensation upon employment confirmation will be communicated at the time of conversion.

Please confirm your acceptance of this letter by submitting a copy of this letter, duly signed on all pages at the earliest.

Your internship/employment with Techvantage will be governed by **Addendum III- 'Terms and conditions of employment'**. Please carefully read and understand this as part of accepting this offer. As mentioned in this document, this offer and your internship/employment is subject to satisfactory completion of verification and/ or background or reference checks, which may be done any time prior to or after your effective start date. The offer stands cancelled in case there are any deviations in information that you have provided.

We look forward to receiving a confirmation of your decision to join the Techvantage team. Wish you a successful future with us. Kindly return a copy of this letter duly signed for our records.

Yours sincerely,

Jeeja Gopinath  
Managing Director



(Full Name, Date & Sign)

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## **ADDENDUM II – REQUIRED DOCUMENTATION**

1. Copy of your resume
2. One copy of recent passport size photograph with white background
3. Copy of Degree certificates and any relevant qualifications (semester wise and consolidated)
4. Copy of all mark sheets (10th and 12th)
5. Copy of ID proofs (\*Aadhar card, \*PAN card and any other ID proof)
6. Declaration confirming that you are not bound by any employment contract else were.
7. Experience letter/ Relieving letter from your previous employers (if any).
8. Contact details of 2 persons (HOD/placement cell) for reference (in word/pdf format)
9. Countersigned copy of this letter (fully signed on all pages)
10. Copy/ original of your Passport (If any)
11. Copy of all your certifications (if any)
12. Approval letter for internship from college

## **ADDENDUM III – TERMS & CONDITIONS OF INTERNSHIP/EMPLOYMENT AT TECHVANTAGE SYSTEMS (P) LTD**

**Intern/Employee name:** \_\_\_\_\_

**Your internship/employment with Techvantage Systems Private Ltd, henceforth referred to as Techvantage or the Company will be governed by Techvantage Terms and Conditions of employment listed in this document. These terms and conditions of employment and the policies shall be subject to modifications from time to time upon notice to you.**

### **1. Roles and Responsibilities**

- a. It is the intern's responsibility to ensure that the roles and responsibilities are clearly understood and documented.
- b. Your roles and responsibilities may entail services directly or indirectly to Techvantage, and its partners or clients.

### **2. Work Timings**

- a. Techvantage follows eight hours minimum (8 hours minimum) working day.
- b. Techvantage encourages its employees and interns to work from 9.30 AM to 6.30 PM (including lunch break). Our Motto is "Utilize every working second productively".
- c. Techvantage does not allow any kind of unauthorized absence from workplace for any duration.
- d. At any time, Techvantage may at its sole discretion require you to work beyond eight hours.
- e. Techvantage may require you to work in shifts to suit the convenience of its client's service hours.

### 3. Techvantage Location

- a. Your primary reporting location will be at our operations office in **Accel Infinium-1, Ground Floor, KINFRA IT & ITES SEZ, Film and Video Park, Sainik School P O, Chanthavila, Trivandrum, Kerala-695585**
- b. Apart from working in the offices of Techvantage, you may be assigned, deputed, transferred to offices of Techvantage, partners or clients in India or abroad (If needed-with the mutual concern)
- c. In the event of a transfer, assignment or deputation, your salary and benefits will be adjusted in accordance with the Company's policies.
- d. You are expected to keep your Passport valid at all times.
- e. All Travel related processes will be based on Techvantage Travel policy at the time of travel. All exceptions shall be at the sole discretion of Techvantage.

### 4. Leave policy

- a. Unless your role is converted to full-time employment, you are not entitled to accrue or receive paid leave, such as privilege leave or sick leave. All leave taken by you during the internship period will be considered as leave without pay.
- b. Techvantage's leave policy [HR Handbook] is applicable and may be modified from time to time upon notice to you.
- c. All leave details and public holidays published in Techvantage Intranet portal (Zoho portal) and you will receive the access to the portal after completing the joining formalities.

### 5. Probation period

- a. The probation period at Techvantage Systems (P) Ltd. is 6 months (180 days) from the effective date of permanent employment. This is applicable only when you are converted to the role of "Trainee Software Engineer-AI/ML."
- b. Techvantage may at its sole discretion extend the probation period for an additional period of 3 months (90 days) upon notice.
- c. If you wish to terminate your employment during the probation period, you shall provide a clear notice period of 15 working days and shall fully cooperate with the knowledge transfer to individual/individuals that Techvantage nominates.

### 6. Termination

- a. Your internship shall terminate immediately under the following conditions:
  - I. Upon completion of internship period mentioned in the offer letter.
  - II. Upon company giving you 5 days' notice of termination for any reason, with or without cause; Company at its sole discretion may terminate your internship immediately.
  - III. Upon company's notice to you if you have breached any of the conditions in this document or any company policy

## **7. Notice period**

- a. As an Intern Software Engineer-AI, your notice period will be a clear 15 working days' notice. However, the company has rights to terminate your internship giving you 5 working days' notice of termination for any reason, with or without cause.
- b. As a full-time employee, you may resign from Techvantage any time by giving Techvantage a written notice of 15 clear working days.

## **8. Intellectual property**

1. Intellectual property rights are of great importance at Techvantage, as we are a Technology based company. Any rights, title and interest including but not limited to, patents, copyrights, trade secret and design rights, mark rights whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials produced by you during or as a consequence of your internship, whether alone or in conjunction with others and whether during normal working hours or not shall be the exclusive property of Techvantage. This includes but is not limited to any Computer Program, source code, associated documentations, invention, Software Products, design, discovery, improvement etc. referred to hereby as "work" at Techvantage.
2. You hereby irrevocably assign all worldwide right, title, and interest (including without limitation, patents, copyright, trade secret, trademarks, design rights, contract and licensing rights) in all "work" to Techvantage, including all moral rights in the work
3. You agree to, for no further consideration, execute any documents and take any other actions reasonable requested by company and their clients and contractors to achieve the objects of this section (including waiver of any such rights including author's special rights under section 57 of the copyright act of 1957). In the event that Techvantage is unable for any reason, after reasonable effort, to secure your signature on any document needed to perfect the title of company, you hereby irrevocably designate and appoint Company and its duly authorised Officers and agents as your agent and attorney in fact to act for and on your behalf to execute, file and verify such documents and to do all other lawfully permitted acts with the same legal force and effect as if executed by you.
4. You agree that you will not violate or attempt to violate the intellectual property rights, interest or title of any third party. Your obligations under this section shall remain in effect and survive any termination or expiration of your internship or these terms of internship. Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this Section by you.

## **9. Confidentiality and non-disclosure**

1. Confidential Information. Confidential Information means all information presented or disclosed to Recipient (whether in writing, orally or otherwise) by or on behalf of Techvantage, its clients and partners, including without limitation business plans, business models, business operations, historical and projected financial performance, pricing and cost data, market research, proprietary software and methods, product and service ideas and offerings, information about suppliers, customers and customer

leads, information concerning employees and independent contractors, and information concerning proprietary information and technologies. Confidential information may include for example software and related documentation, computer software (object and source code), programming techniques and programming concepts, methods of processing, system designs, flow charts, product specifications, application program interface specifications, product offerings, product pricing, product availability, technical drawings, algorithms, processes, ideas, schematics, trade secrets, processes, formulas, data, know-how, information concerning customers and partners. "Confidential Information" also includes all "Derived Confidential Information". "Derived Confidential Information" means all notes, analyses, or other documents prepared by Recipient or its representatives that contain or are based on, in whole or in part, Confidential Information furnished to recipient under this Agreement. Confidential information shall not include information which is publicly available.

2. As part of your internship hereunder, you will have access, directly or indirectly, to confidential information of Techvantage, its clients and partners. At any time during the term of your internship, you agree to execute non-disclosure or similar agreements required by Techvantage, its clients and partners with respect to such confidential information.
3. During the term of your internship and thereafter, you shall: (a) hold the confidential information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the confidential information, except as expressly permitted by Techvantage and solely for the purpose of which this confidential information was disclosed to you; (c) not disclose or divulge the confidential information to or for the benefit of any third party or entity without the prior authorization of Techvantage; (d) give prompt notice to Techvantage of any actual or attempted unauthorized use or disclosure of confidential information and; (e) return the confidential information including any copies or reproduction at company request or upon termination of your internship. Your obligations under this section shall remain in effect and survive any termination or expiration of your internship or these terms of internship. Company shall be entitled to immediate injunctive or similar relief upon a potential or actual breach of this section by you, including in the event where you take up or attempt to take up internship with or act or attempt to act as consultant or contractor to any person who maybe a competitor of company, or take up or attempt to take up internship or contract with any person in a manner that may result in disclosure or misuse of confidential information
4. During the term of your internship, you will not directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which could result in direct or indirect competition with the business of Techvantage.

## **10. Data privacy**

1. Any personal data relating to you or third parties associated with you (such as your spouse or children) received by Techvantage in connection with your internship, may be processed for the relevant and limited purpose specified in Techvantage's data privacy policy ("Privacy policy"), a copy of which is available on request. Further, Company may for these purposes transfer such data to any country in which

Techvantage s' worldwide organization does business. By signing these terms of internship, you consent to the terms and conditions of the privacy policy, as may be modified by company at any time, and in its sole discretions, upon notice to, and you expressly consent to the following:

- a. The processing of your personal data in accordance with the privacy policy.
- b. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the privacy policy;
- c. The transfer worldwide of personal data held about you by Techvantage to other interns and offices of Techvantage's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc; and
- d. Treating any personal data to which you have access in the course of your internship strictly in accordance with the privacy policy and other company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes of which it was disclosed to you.

The reference to information "about you" or similar references, includes references to information about third parties, such as spouse and children (if any), which are provided by you or on your behalf.

## **11. Warranties and other General Terms**

1. You warrant that your internship company will not violate or other conflict with any agreement (oral or otherwise) to which you are or have been a party to.
2. You warrant that you have satisfactorily completed all of your obligations under any internship contract or other contract or agreement with company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous internship contract and/or relationships have terminated and/or expired prior the effective start date at Techvantage.
3. You warrant that you have not and you will not inappropriately, or attempt to, use or disclose any confidential or proprietary information obtained from a third party or otherwise.
4. You warrant that you will comply with all of company's policies and standards (including company's code of Business ethics) in effect from time to time and shall perform your services in a professional manner and in a manner consistent with the ethical and professional standards of Company or otherwise as applicable to the services provided by you hereunder.
5. You warrant that you possess all the requisite certificates, licenses, permits, and work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder.
6. These terms of internship and your internship are personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. Techvantage may assign these Terms of internship, in part or whole, upon notice to you. No delay or Failure by Techvantage to exercise any of its powers, rights or remedies under these Terms of internship, will operate as a waiver of such powers, rights or remedies. If any provision of this internship is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the

remainder of these terms of internship shall not be affected. You shall not make any announcement concerning Techvantage and its employees, contractors, or clients without Techvantage's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of company its employees, contractors or clients. These terms of internship will be construed in accordance with and governed by the laws of India. These terms of internship, together with the offer letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

7. This internship offer is based on the specific information that you have voluntarily provided. Techvantage and/or its agents shall verify your records and carry out all the background/reference checks. If at any point of time, it is noted, that there is a discrepancy with respect to any information furnished by you or on your behalf, including documents, certificates, proof of qualifications etc. or if you fail to cooperate with Techvantage and/or its agents in verification and/or background checks/references, Techvantage may, at its sole discretion, elect to terminate or suspend your internship immediately.
8. You agree to indemnify the Techvantage for any losses or damages sustained by Techvantage which is caused by or related to your breach of any of the provisions contained in the terms of this internship.

I, hereby, accept and agree to abide by all the terms and conditions listed in this document and do understand that Techvantage has the right to take action in case I fail in any of the above at any point in time during my tenure in Techvantage.

**Signature :** \_\_\_\_\_  
**Full Name :** \_\_\_\_\_  
**Date :** \_\_\_\_\_