



March 21, 2025

Mr. Akash Surendra Ainapur

**Sub: Terms of Reference**

Dear Akash,

We are pleased to offer you a short-term internship as part of the Communications team. The duration of your internship will be 3 months starting from Monday, 24-March-2025 to 24-June-2025.

In the execution of these tasks, you will report to Manjiri Indurkar, Communications Lead and coordinate with Aditya Nagpure, Communications Executive as required.

**Scope of Work**

- Writing posts
- Design work
- website development as required

In addition, you may be assigned other Communications related work as necessary.

**Remuneration**

You will be paid INR 5,000 (Five Thousand Only) per month for this assignment. Any travel expenses to the field will be reimbursed on actuals.

You will need to submit an invoice at the end of every month which will be processed as per our regular payment schedule.

**POSH Policy**

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act): CEQUE has Zero tolerance for sexual harassment and abuse, and you will abide by roles and responsibilities of the POSH policy. Any breach of the provisions of the policy by you shall entitle CEQUE to terminate the contract with immediate effect.

**Confidentiality and Non-disclosure**

- i. "Confidential Information" means all nonpublic information disclosed by CEQUE to you whether (i) in written or other tangible form, including emails, (ii) disclosed orally



or by presentation, demonstration or other intangible form and/or, (iii) given the inherent nature of the information or the circumstances surrounding its disclosure, reasonably should be considered as confidential. You agree not to use the Confidential Information of CEQUE for any purpose except for the Business Purposes & Scope of Work as outlined in this contract.

- ii. Upon written request by CEQUE at any time you shall: (a) return to CEQUE all Confidential Information of CEQUE, all documents or media containing the Confidential Information, and all copies or extracts thereof; or (b) destroy the Confidential Information, and all copies or extracts thereof, and provide CEQUE with written certification of such destruction.
- iii. All Confidential Information and Intellectual Property will remain the exclusive property of CEQUE and/or its contracting agency, if applicable.

Your signing this letter confirms your acceptance of the terms and conditions.

Sincerely,

For CEQUE

Ms. Alka Joglekar  
*HR Lead*

Akash Surendra Ainapur