



# HEINWIG TECHNOLOGIES PVT LTD

CIN : U62013KL2024PTC087132

Thekkevila puthan veedu,

New No. 14/394, Edava,

Thiruvananthapuram, Kerala, India - 695311



9995268375



inbox@heinwig.com



www.heinwig.com

Date: 2024-12-17

Dear Akshay Kumar N,

We are pleased to appoint you in the services of Heinwig Technologies Pvt Ltd on the terms and conditions detailed in this letter.

Your designation shall be **Software Engineer Intern**.

**Annual Salary:** INR 90,000

**Leaves per Year:** 12 Casual Leaves and 12 Sick Leaves

Please read the detailed terms as below. If you have any queries, feel free to get in touch with us. We look forward to your long and fruitful career association with our organisation. If you decide to join us, 'Welcome to Heinwig Technologies Pvt Ltd !'

Yours truly,

Authorized Signatory  
Heinwig Technologies Pvt Ltd



HEINWIG TECHNOLOGIES PVT LTD  
Thiruvananthapuram,  
Kerala , India - 695311

## Terms and Conditions

**Date of joining:** Your appointment will be effective from December 18th 2024, at 2.00 PM. Your joining and On-boarding process will be monitored and coordinated through video call by HR Representative.

**Location:** Company is based out of Kerala, India, but Mr. Akshay Kumar N has been assigned to work remotely i.e. from home.

**Working Days and Hours:** The company remains open from Tuesday to Saturday at 2.00 PM to 11.00 PM which includes Breaks. Sunday and Monday are considered as weekly holidays.

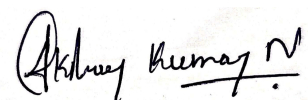
**Leave entitlement:** There will be 12 casual leaves and 12 sick leaves. These are fully paid leaves by the company. Proper approval through leave management system should be done before going on any leave. For any other leaves other than the entitled ones, employees are supposed to get approval through proper channel, and those leaves will be considered as leaves without pay. If an employee goes on leave without any prior intimation, it would be considered as AWOL (Absence without official leave), and strict action will be taken.

**Training and Development:** We take the development and growth of our employees very seriously. We will invest in you from time to time based on the roles and responsibilities you handle. This investment could be in the form of training, attending conferences and workshops or other activities which the company deems fit. Employees are also expected to take responsibility for upgrading their capabilities, engage in self-learning and provide inputs to the company on their requirements.

**Compensation and benefits:** For all services rendered by you, the Company shall pay a stipend amount to you from the 2nd month of your joining date, in accordance with Company policies and the statutory provisions then in force. Your individual remuneration is purely a matter between yourself and the Company and we expect you to maintain this information and any changes made therein from time to time as personal and confidential.

**Duties:** So long as you are employed hereunder, you shall: (a) perform your duties diligently, to the best of your ability, to the reasonable satisfaction of the Company and at a level of competency and effectiveness consistent with the position occupied; and (b) perform such other duties as may be assigned to you by the Company from time to time. You agree to comply with all Company policies, rules and regulations now or hereafter applicable to employees of the Company and to perform your duties in compliance with applicable laws, rules and regulations now or hereafter in effect.

**Work culture:** Employees are the very backbone of any industry. We don't overburden our employees or ignore their efforts towards the growth of the company. Every employee is respected, and their efforts are appreciated. Heinwig Technologies Pvt Ltd is always open to suggestions from its employees.



## Notice Period Clause:

### During the First Month of Employment:

During the first 30 days of employment, the company reserves the right to relieve the employee of their duties at any time without notice. Similarly, the employee may resign without providing any notice.

### During the Internship:

From the second month up to the completion of your internship (6 months), either the company or the employee may terminate the employment by providing 30 days of written notice or payment in lieu of notice.

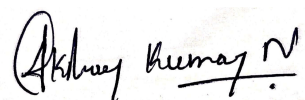
**Internship Extension Clause:** The internship position offered to you is valid for the duration of 6 months as specified in this agreement. Upon completion of the internship period, based on your performance and the organization's requirements, your internship may be extended, or you may be considered for a permanent position. If such an extension or permanent offer is not made, the internship will conclude as per the original terms of this agreement.

**Equipment Requirement Clause:** During the internship period, you are required to have access to and use your personal laptop to perform your responsibilities. The company will not provide laptops or similar equipment for interns. You are expected to ensure that your personal laptop meets the necessary technical requirements to fulfil your assigned tasks effectively.

**Company Properties in Your Possession:** You are expected to take proper care of any company property entrusted to you. In the event of your resignation or termination, you are obliged to return all company property in your possession such as access cards, ID cards, documents, laptops and accessories, data, and files in good condition, or reimburse the value of any unreturned items. Every employee is responsible for any damage to or loss of company property that occurs due to negligence or misuse. In such cases, the employee may be held liable for repair or replacement costs, as determined by the company. You must also officially hand over your job responsibilities to your immediate supervisor or to any other person nominated by management for this purpose.

**Confidentiality and Non-Disclosure:** You agree that, during your employment and after termination, you will not disclose, share, or use any confidential information for any purpose other than fulfilling your duties with the company. "Confidential Information" includes, but is not limited to, business plans, client lists, software code, algorithms, technical data, and any proprietary processes or practices used by the company.

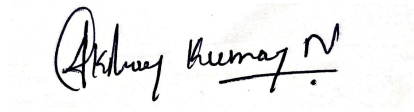
- **Obligation to Return or Destroy:** Upon termination of employment or upon request by the company, you must return or destroy any materials containing Confidential Information in your possession, including digital files, documents, and hardware.



- **Breach of Clause:** Breach of this clause will result in disciplinary action, which may include termination of employment, legal proceedings, and compensation for any losses incurred by the company. In such cases of policy violation, the notice period shall not be applicable, and employment may be terminated with immediate effect.

**Declaration:**

I hereby declare that I have gone through and understood all the terms and conditions mentioned in this document and I accept and agree to abide by them.



**Candidate Name & Signature:**

**Date:** 17/12/2024

