

Chennai,  
20 May 2025

To  
Rajeev Bendalam,  
B.Tech in Computer Science and Engineering,  
Centurion University of Technology and Management,  
Vizianagaram.

**Subject: Internship offer at Futacon Tek Private Limited**

Dear Rajeev,

Congratulations! This is to inform you that your application for an internship has been accepted after due consideration. The details on your accepted position are as given below:

**Position:** Backend Development Intern  
**Internship start date:** 21 May 2025  
**Total internship duration:** 2 months  
**Job Location:** IITM Research Park, Tharamani, Chennai-113  
**Mode:** Work from Home  
**Stipend:** NIL  
**Working hours:** 9.15 AM to 6.30 PM

Best wishes

Vijay Sibi Chakravarthi A,  
CEO,  
Futacon Tek Private Limited,  
Chennai.

The position shall be considered confirmed and this letter becomes valid, only upon us receiving an acknowledgement mail from the selected candidate stating acceptance to the terms of appointment attached here.



Authorised Signatory

**Attachments:**

1. Terms and Conditions of appointment

### **Terms & Conditions of the Appointment**

The recipient of the appointment letter shall hereon be referred as 'intern' or 'candidate'; the company issuing the letter be referred as 'employer' or 'company'; and the educational institute where the intern is pursuing their graduation coursework at present is referred as 'parent institute' unless otherwise mentioned. The appointment of the candidate will stand valid only upon him/her accepting to all the terms and conditions listed here along with the terms mentioned in the appointment letter, confirming the same through an acknowledgement mail.

#### **1. General Guidelines:**

- 1.1. The candidate is required to take charge on the said joining date as per the sent letter.
- 1.2. The candidate's reporting person shall be assigned on the day of joining and may be changed without prior notice at any point of time.
- 1.3. At the time of joining, the candidate must produce **a passport size photograph, copy of Identity proof with photo and date of birth, copies of educational/experience certificates**
- 1.4. The candidate, while in the services of the company, must devote their full time and attention only for the company's work and responsibilities assigned.
- 1.5. The candidate shall not engage in any other commercial/business pursuit, either part time or otherwise, without prior permission of the employer.

#### **2. Job profile:**

- 2.1. The position being appointed for is as mentioned in the appointment letter.
- 2.2. The profile could be amended and might change with time as per the company's requirements.

#### **3. Stipend:**

- 3.1. The stipend is as mentioned in the appointment letter
- 3.2. The said stipend is fixed, and the candidate is not applicable for any other benefits.
- 3.3. The stipend mentioned does not include any tax deductions.
- 3.4. Any tax deductions, if applicable, will be made on the specified stipend in the appointment letter.

#### **4. Leave from Office:**

- 4.1. Leave from office may be granted as per the company's regulations.
- 4.2. The leave may be cancelled by the employer in case of emergency requirements on employer's discretion.
- 4.3. In case the candidate is incapacitated by illness or accident or any other cause and cannot perform his/her duties due to medical reasons, the Company may at its option grant leave for reasonable time on full pay or half pay or without pay or terminate his/her appointment.

**5. Termination:**

- 5.1. After joining, candidate may terminate the appointment by giving a 1 month notice or stipend in lieu thereof.
- 5.2. Upon the candidate's termination, he/she must return any and all company property in their possession.
- 5.3. In case of the candidate holding any company's material/property after the termination period, be it in physical or digital format, the candidate may be prosecuted as per applicable laws.

**6. Medical Fitness:**

- 6.1. The candidate's appointment is subject to his/her medical fitness and remaining fit.
- 6.2. In case of lack of proper maintenance of medical fitness over an extended period of time, the appointment may be terminated immediately at employer's discretion.

**7. Code of Conduct:**

- 7.1. The candidate must understand that when dealing with other parties in connection with the company affairs, he/she is a representative of the company and must accordingly and behave with a formal code of conduct with respect without causing any embarrassment to the company.
- 7.2. The candidate is required to deal with Company's money, material, documents or any other property/resources with utmost honesty and professional ethics.
- 7.3. The candidate must strictly maintain the secrecy of and not divulge or communicate in any manner, any information regarding their remuneration/terms of employment to any other employee of the Company except their reporting officer. Any such disclosure will be considered as a misconduct and a serious case of indiscipline
- 7.4. In case of any misconduct or deviation from above clauses 8.1-8.3, under the employer's discretion, the candidate may be liable for termination with immediate effect not withstanding other terms and conditions.

**8. Intellectual Property:**

- 8.1. All intellectual property created/developed/invented during the time of employment and/or using the company's resources will be the sole property of the company.

**9. Non-disclosure and Non-compete:**

- 9.1. The candidate must not divulge/share any information in any form of the technology, client, vendors, personnel or company information to any other external party – individual or entity – without the proper permissions from the company.
- 9.2. The candidate will not involve in any activity that could directly or indirectly compete with the business activity of the company in any form.
- 9.3. The candidate will be required to sign Non-Disclosure and Non-compete agreements on the day of joining.
- 9.4. Failure to adhere to any of these terms will cause immediate termination from appointment and any legal prosecutions as in case will be made.

**10. Internship Report(s) to parent institute:**

- 10.1. In case the intern is required to submit reports back to the parent institute for any purposes including evaluation, the content of the report will be scrutinized by the employer and only allowed content will be allowed to be published.

**11. Personal Details Furnished:**

- 11.1. If any information furnished by the candidate with regard to the employment is found to be false or willfully suppressed, the appointment would be liable for termination without any notice or compensation.

**12. Legal:**

- 12.1. All laws are as applicable in Chennai, India.
- 12.2. Any legal disputes arising between the parties not settled amongst themselves amicably, shall be brought to courts on Chennai only.