

31st May 2024

**Akash Verma**

Phone - +91-7668958795

Email - [akash.verma5209@gmail.com](mailto:akash.verma5209@gmail.com)

Dear Akash,

I am delighted & excited to welcome you to Internshala as **TA –Full-Stack Development**.

At Internshala we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning-packed, and truly meaningful experience with Internshala.

Your appointment will be governed by the terms and conditions presented in **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!



Sarvesh Agrawal

Founder & CEO

## Annexure A

You shall be governed by the following terms and condition of service during your contract with Internshala, and those may be amended from time to time.

1. You are being hired on a contractual basis as a **TA – FullStack Development**.
2. The agreement will go into effect on 1st June 2024. The contract can be extended based on mutual consent. You will be working from home during this period.
3. You are expected to work for 32 hours a month.
4. All the work that you will produce at or in relation to Internshala will be the intellectual property of Internshala. You are not allowed to store, copy, sell, share, or distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites, and offline among your friends, colleagues, etc.) without prior discussion with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your contract period will be your responsibility. Internshala operates on **Zero Tolerance** principle with regard to any breach of data security guidelines. At the completion of the contract, you are expected to hand over all Internshala work/data stored on your Personal Computer to your mentor and delete the same from your machine.
6. Under normal circumstances, either the company or you may terminate this association by providing a notice of 30 working days without assigning any reason. However, the company may terminate this agreement forthwith in situations of in-disciplinary behavior.
7. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect. In the event of any misconduct, this appointment is liable to be terminated forthwith by the company.
8. As a team member at Internshala, you also represent the Internshala brand and we expect you to conduct yourself with utmost professionalism on all public forums (online and offline). In particular, we expect you not to indulge in any conversation using abusive language on any social media platform. If we come across any such example, Internshala reserves the right to take necessary disciplinary action, including, but not limited to, termination of your contract with Internshala.
9. You will not be authorized to interact with media and you are expected to redirect them to Smriti (smriti@internshala.com, +91-9650117804) if you are contacted by someone from media for a sound byte regarding any aspect of Internshala.
10. You are expected to adhere to Internshala's Policy on Prevention of Sexual Harassment of Women at Workplace, which may be in effect at any given time.
11. You are expected to adhere to Internshala's IT Policy which may be in effect at any given point in time.
12. Internshala is a startup and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.

13. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we can continuously push ourselves to do better.
14. Have fun at what you do and do the right thing – both the principles are core of what Internshala stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.
15. Last but not least; you would be paid a salary of Rs. 18,000 per month, subject to applicable taxes. Any office-related expenses, if incurred, would be reimbursed on an actual basis.

I have negotiated, agreed, read, and understood all the terms and conditions of this contract as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Place:

Name:

Signature: