



H25, Tamil Nagar, Ramapuram,
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chat@skillmate.ai

Date: 01/12/2025

Mohammed Ibrahim J

172, Dr Ambedkar Nagar,
Sembium, Perambur, Chennai,
Tamil Nadu, 600011.

Subject: Appointment for the post of Intern Developer

Dear Mohammed Ibrahim J,

We are pleased to offer you, the position of **Intern Developer** with **Skillmate Tech Solutions LLP** on the following terms and conditions;

1. Position:

As an Intern Developer, you will report to Mr. Sathish Kumar, Chief Technical Officer of Skillmate Tech Solutions LLP. Your primary responsibilities will involve developing and maintaining both the front-end and back-end components of Skillmate's web applications. You will work on creating responsive and dynamic user interfaces while ensuring robust and efficient server-side logic and database management. Additionally, you will collaborate with the product, design, and marketing teams to integrate features and optimize the performance of our applications. You will also adhere to and implement security best practices and contribute to maintaining the overall quality and consistency of our digital platforms.

2. Internship: Your Internship with the Company is at will. You will at all-time faithfully and to the best of your skills, ability, experience, and talents, perform all the duties/roles required of your position. You shall comply with Employer policies, procedures, rules, and regulations both written and oral, as are announced from time to time by the Company while carrying out the duties/roles and responsibilities. The company may change the duties/roles and responsibilities at its sole discretion.

3. Performance Review: You will be subject to periodic performance reviews by the Company's performance review policy. Based on your performance during 6 months internship, you may be eligible to apply for a full-time role or anytime termination based on performance improvement policy (PIP) as mentioned in clause 16 and based on your key performance indicator (KPI) for the entire internship period of 6 months, you may be considered for a full-time position at the company if there is any vacancy or even termination at the sole discretion of the Company.



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4. Roles and Responsibilities:

- Develop and maintain user-facing features using HTML, CSS, and JavaScript while collaborating with the UI/UX team to integrate designs and create interactive web interfaces.
- Support server-side logic, build scalable web services using technologies like Node.js and Express.js, and manage database systems (SQL/NoSQL).
- Combine front-end and back-end components to create fully functional web applications, ensuring seamless integration and functionality.
- Implement responsive design techniques to ensure a seamless user experience across various devices and screen sizes.
- Assist in the deployment of applications to cloud services or servers.
- Ensure secure and efficient data handling and storage practices.
- Write and optimize queries to ensure efficient data retrieval and manipulation.
- Debug and resolve issues, ensuring the smooth functioning of applications.
- Provide technical support for existing applications, including troubleshooting and fixing bugs.
- Perform data migrations, backups, and restorations as needed.
- Work closely with product managers, designers, and other developers to understand project requirements and deliver solutions.
- Participate in regular team meetings, code reviews, and collaborative discussions.
- Write clean, maintainable, and well-documented code following best practices.
- Document code changes, development processes, and application features.
- Communicate progress and challenges effectively to supervisors and team members.
- Monitor and optimize application performance to enhance speed and responsiveness.
- Support the setup and maintenance of continuous integration/continuous deployment (CI/CD) pipelines.
- Assist in writing unit tests, integration tests, and end-to-end tests to ensure the reliability of applications.
- Identify and address bottlenecks and areas for improvement in both front-end and back-end systems.



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- Implement security measures to protect applications and data from vulnerabilities and breaches.
- Stay updated with the latest security trends and best practices in web development.
- Stay updated with emerging technologies, frameworks, and industry trends relevant to fullstack development.
- Engage in continuous learning opportunities and seek feedback to improve technical skills.
- Maintain accurate records of work completed and assist in creating technical documentation for end-users or other developers.
- Perform additional development-related tasks as assigned by supervisors or team leads.
- Adapt to changing project needs and take on new challenges with enthusiasm and initiative,

5. Commencement of Internship: To commence your employment as an intern with the company on 13.12.2025, we kindly request that you submit digital copies of the following documents on the date of joining: Aadhar Card, PAN Card, 10th and 12th Mark Sheets, Consolidated Degree Certificate, Bona fide certificate, Prior Internship Experience Certificate. Please note that the validation of your employment as Intern will be subject to the successful submission of these documents.

Please note that this intern offer letter will be considered invalid if not signed and returned by December 10th 2025. Kindly ensure timely submission to proceed with the internship.

6. Salary: In your role as Intern, you will not be receiving any salary/stipend during the entire period of internship however you shall be considered on priority basis for a full-time role if there is any vacancy, solely based on your KPI during 6months internship period. You will not be offered any benefits upon your termination.

7. Place of Posting:

You will be working from **Home** with your assets (laptop) for the entire 6 months of your internship period, which might be subjective to change in terms of management decisions.



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8. Working Hours: The regular working days are Monday to Friday, 10.00 AM to 6.00 PM and you may work for additional hours depending upon your responsibilities. You are expected to complete effective 30 hours a week of working intern hours.

9. Leave/Vacation:

- Interns are eligible for a maximum of 6 days of casual leave during the 6-month internship. Each leave must be informed at least 2 days in advance and approved by the reporting manager.
- Interns may take up to 5 days of sick leave, provided they inform before the start of office hours and submit a medical note if requested.
- Skillmate Tech Solutions LLP will share a list of official holidays applicable during the internship period.
- Maternity or paternity leave is not applicable under this internship program. However, in case of any genuine health or personal emergency, the intern may apply for an extended leave, which will be reviewed on a case-by-case basis.
- Last-minute or uninformed absences will be considered a breach of internship discipline and may affect the issuance of the completion certificate.
- Interns are expected to maintain regular attendance and contribute a minimum of 30 hours per week to successfully complete the internship.

Note: Completion certificate will be issued only upon completion of the 6-month period with a minimum of 30 hours/week and adherence to leave policy.

10. Company Documents: Any documents related to the company should be maintained in a processed way, which may be entrusted to you for official use during your employment, and shall return all such documentation and credentials to the Company before relinquishment of your charge, failing which you'll be sharing the value for the loss incurred.

11. Misconduct:

- Suppose at any time, you are found guilty of dishonesty, negligence, indiscipline, indecent behavior, or any other conduct that is detrimental to the interest of the Organization or violation of any terms and conditions of this letter. In that case, your services will be terminated without notice.

- If at any time, you are detained in prison for 03 hours or more for any convicted offence, your services will be terminated without notice. If your services are
- terminated due to misconduct resulting in financial loss to the Company, the loss will be recovered from you or any amount due to you or otherwise.

12. Borrowing/Accepting gifts: You will not borrow or accept any money or gift, reward, compensation for your gains or otherwise place yourself under any pecuniary obligation to any person/client with whom you may be having official dealings.

13. Applicability of Company Policy: The Company shall be entitled to make policy declarations from time to time regarding matters like leave entitlement, maternity/paternity leave, employees' benefits, working hours, etc., and may alter the same from time to time at its sole discretion. All such decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Confidential Information:

The information disclosed orally or in writing by the Company including but not limited to, information acquired from Employees, trade secrets, strategic plans, invention plans, customer information, computer programs, software codes, databases, suppliers, software, marketing studies, intellectual property, designs, business plans, finances, research, development, know-how, confidential information received from third parties, information relating to any type of technology and all other material whether written or oral, tangible or intangible, shall be deemed "Confidential Information". You may use the Confidential Information for mutual purposes and shall not disclose the Confidential Information outside the organization. You may disclose the Confidential Information within the organization only to those having a need-to-know purpose and having an obligation to protect information under these terms. Nothing herein shall be construed as granting to you any rights, expressed or implied in the Company's Confidential Information other than the right to use it for a mutual purpose.



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Any breach of Confidential Information, direct or indirect, shall be a material breach of this letter and the Company has every right including but not limited to, to conduct disciplinary proceedings regarding such breach with hefty compensation for damages. Intellectual Property: Any work product, including but not limited to inventions, discoveries, ideas, concepts, designs, methods, and processes, that you develop, conceive, or create during your employment with the Company will be the exclusive property of the Company. This clause shall survive for 2 years after the termination or resignation from the company.

15. ANNEXURE I (Non-Disclosure)

You shall not use the Confidential Information provided by the Company in the development or for personal gain from providing any products or services for his account or the account of any third party. You shall protect the Confidential Information with a reasonable amount of care to prevent the unauthorized usage dissemination or publication of the Confidential Information.

Ownership of Confidential Information: All Confidential Information delivered by the Company to you remains the property of the Company, and no license or any other rights in the Confidential Information are granted to you by this Agreement or by the act of disclosure.

Return of materials and documents: Upon request of the Company, you shall return or at the request of the Company, erase or destroy all materials that contain or embody any Confidential Information of the Company, including but not limited to all computer programs, documentation, financial statements, notes, plans, drawings, customer information and copies thereof.

Non-Circumvention: You shall not circumvent the Company and work with business associates, clients, or any other third-party vendors introduced by the Company and the competitors of the Company. This non-circumvention provision shall expire at the end of 2 (two) years from the date of termination or resignation.



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Non-Solicitation: You shall not solicit for work or provide service or advice or with the opportunity to do the same, to any client of the Company or competitors of the Company, during the employment and after the termination from the Company for 2 (two) years.

16. Performance Improvement Policy: Upon commencement of your employment, your performance will be assessed every month. In the event of unsatisfactory performance, you will receive email notifications three times. Following the third notification, immediate termination from the company will occur without prior notice, and remuneration will not be provided.

17. Termination: Your employment with the Company may be terminated through the following means: i) Performance Improvement Policy (refer to Clause 16) ii) If you choose to resign during the internship period, the Company may accept your resignation immediately or within 7-10 business days. Following this, you will be required to serve a 10-business days notice period. **If you do not complete the notice period, you will be expected to either serve the notice period or compensate for the training and onboarding efforts of Rs. 5000 to the company.**

On the termination of your employment for whatever reason, you will return to the Company all property; documents, and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or clients' business affairs.

- However, for breach of this appointment, misconduct, mis behavior, fraud, neglect of duty, or any other misconduct under the Organization's policies which is detrimental to the business or interests of the Organization, the Organization may terminate your services with immediate notice and no monetary liability is in lieu of Notice. Further, the Organization reserves the right to terminate the service
- for your failure to pass the Organization's training norms on internal training on soft skills and processes.

18. Dispute Resolution, Governing Law, and Jurisdiction: The Parties agree to first mediate any disputes or claims between them in good faith resolve the disputes amicably and share the cost of mediation equally; If mediation fails, any claim arising out of or relating to this Agreement shall be settled by Arbitration following the Indian Arbitration and Conciliation Act, 1996; All hearings will be held in Chennai and shall be conducted in English; Both Parties agree to appoint a sole arbitrator to preside over the Arbitration proceedings; Each party hereby irrevocably submits to the exclusive jurisdiction of the Madras High Court at Chennai, Tamil Nadu, for the adjudication of any dispute hereunder or in connection herewith.



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Acceptance of our offer:

Please confirm your acceptance of this offer by signing a scanned copy and inform the same via email. We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

For **SkillMate Tech Solutions LLP**

A handwritten signature in blue ink, appearing to read "Charumathi Dasarathan".

(Charumathi Dasarathan)

Managing Director

I, Mohammed Ibrahim J, have read and understand the above terms and conditions completely along with the Schedules "I" affixed here to and accept this appointment letter along with the terms and conditions of the Company, mentioned therein.

(Mr. Mohammed Ibrahim J)

Date: 01/12/2025