

Dear Kalpesh Nikumbh,

Sub: Appointment for the post of Machine Learning (SME) Intern

Congratulations Kalpesh!

This has reference to your application for internship and subsequent interview, the Management is pleased to appoint you as **Machine Learning (SME) Intern** on a salary of Rs. **5,000 INR per month** with effect from **Monday, 5th August 2023**.

Your appointment is subject to the following:

TERMS AND CONDITIONS OF APPOINTMENT:

- **Probation/Confirmation**

You will initially be on internship, for three months, which may be extended or reduced at the sole discretion of the Management. The appointment is terminable either by the Management or by you with prior notice in lieu thereof, during this period. On completion of the internship period, till such time that you are intimated in writing about your confirmation, you will be on internship.

- **Verification of the particulars mentioned in your application**

If and when information furnished by you in your Application Form regarding your credentials is found to be incorrect or not true, you will be liable for termination or such other action as the Management deems fit.

- **Duties and Responsibilities**

- (a) The Management will expect you to work with a high standard of initiative, efficiency and economy.
- (b) During your service with the Company, you will not engage yourself directly or indirectly in any other Undertaking, Business, Employment or Activities prejudicial/detrimental to the interest of the Company.

- (c) You shall not give out to anyone, during the period of your service and even afterwards by word of mouth or otherwise, particulars or details of our manufacturing or other processes, technical knowhow, security arrangements, administrative and/or organizational matter of confidential or secret nature, which may be your privilege to know by virtue of your being our employee.
- (d) You shall keep confidential all the information and material provided to you by or on behalf of the management or by its clients concerning their affairs to enable the Management to perform the service. This excludes only such material as is already known to the public which also you will not release, use or disclose except with prior written permission of the Management. Your obligation to keep such information confidential shall survive even on termination or cancellation of the employment.
- (e) You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

□ Service Bond

- (a) You have to sign the three month's Service Bond with company.
- (c) The bond refers that you would serve Genilytics Solutions for a period of at-least 3 months from the date of joining. Failing to complete the service bond, no personal documents (release letter, experience certificate etc.) will be released to you.

□ Termination of Permanent Service

- (a) Your services are liable to be terminated without any notice or salary in lieu thereof in case of low quality deliverables and internal & external escalations or client escalations or inability to carry out day-to-day work responsibilities.
- (c) The cessation of service can be by either side giving two months' notice in writing to the other or in lieu of notice by payment of one month's salary as damages by the Employee.



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□ **General**

(a) You will be subject to the Rules and Regulations of the Company and the service conditions as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

(b) You will inform, in writing, to the Management any change of address within a week from the change of the same, failing which any communication sent to your last known address shall be deemed to have been served on you.

(c) You shall not apply for any other job outside without the prior written permission from the Management. In response to this communication of appointment you are required to confirm your acceptance by signing the duplicate copy of this order.

Kindly return one copy of this letter duly signed by you as a token of your acceptance of our offer. We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Sincerely,

HR – Genilytics Solutions (OPC) Pvt Ltd

I accept the offer as outlined above.

(Name) _____

Sign _____

Date _____