Candidate Name: **LAHARI GANDAM**   Date: 23 May, 2024
College Name: RGUKT BASARA

Dear **Lahari Gandam**,

We are delighted to extend a Project based internship offer for **Java** program with **Coincent** in association with **WorinWell**. The internship is scheduled to commence in the month of 01 Jun, 2024 to 31 Jul, 2024.

Please be advised that any information or data collected from you during the course of the internship must be treated as confidential at all times.

Internship Hours:

The internship hours at our firm are fixed from **11.00 AM to 09.00 PM** and we do not offer flexible working hours. It is mandatory to complete the assigned working hours either at the office or from home. As an intern, you may be required to work on weekends, and in such cases, the Manager will provide weekday offs as agreed upon between you and him/her.

Work:

As an intern, you are expected to fulfill all duties and responsibilities assigned to you by the Company's management, provided that they are reasonably consistent with your position.

Working in Shifts:

It is possible that you may be required to intern in shifts. Your manager/supervisor will provide you with advance notice regarding this.

Code of Conduct:

As an intern, you are bound by the Code of Conduct which has been atached herewith. It is mandatory for you to read, comprehend, and strictly adhere to it.

Confidentiality:

In the course of your internship, you will have access to confidential and commercially sensitive information about the Company's business, clients, and customers. Such information is not for public disclosure and sharing it with unauthorized persons or outside the office environment could harm the Company's reputation. Therefore, you are required to keep such information confidential and only share it with authorized individuals on a need-to-know basis. Additionally, after your internship, you are prohibited from soliciting or enticing any other intern of the firm for a period of 6 months to protect the Company's trade secrets and interests. These requirements are outlined in the Code of Conduct, which you must read, understand, and adhere to in leter and spirit.

Data protection is a critical aspect of your job. As an intern, you are required to abide by the following guidelines:

- Obtain writen approval before disclosing any personal data

- Access only the information that you are authorized to view

- Access only the systems and IT infrastructure that you are authorized to use

- Handle personal data with utmost care and confidentiality

- Keep all printouts securely stored when not in use

- Do not share your passwords with anyone who is not authorized to access the data.

Training:

As deemed necessary by the Company's management, you may receive job-specific and/or business process training while on the job. The Company will bear the cost of such training and it is expected that you will make your best effort to acquire the knowledge and skills provided during the training sessions.

Background Verification:

As a standard practice during the onboarding process, a background check is conducted which requires the submission of your original documents. By signing the offer leter in duplicate, you confirm your acceptance of the terms and conditions of the internship. Please return one copy of the signed leter to us.

Data Consent:

In order to proceed with my Internship at Coincent, I hereby provide my explicit consent as follows: Coincent is authorized to collect, process, and disclose my personal information/data for the purpose of verifying the accuracy of the information provided by me in my application form or during the recruitment process.

This may include conducting appropriate background checks such as obtaining a personal credit report, conducting a criminal record search, and contacting the individuals I have appointed as personal references during the recruitment process.

Date:

Signature:

Name:

Permanent Address:

We appreciate your Interest in Coincent.ai

Yours sincerely,

Paul Mathew. I
Operations Manager

VERIFY

Email
care@coincent.ai

Address : 1st Floor, 17/E, 18th Cross Road,
Sector 3, HSR Layout, 560102