

Hey Meghsham,

3 cheers to our new beginnings. Treat this email as a formal invitation to join our tribe@**Dot Sunya Ek Pvt Ltd.** as an intern in our **#tech**Team. And yes, that means employment along with the perks such as challenging projects, a collaborative work environment, and a warm working family.

For the time of your internship, you will be awarded a remuneration of Rs. 5000/-. Post internship and based upon your performance with us you will be provided with the opportunity of joining us as a permanent employee.

You will assist the O.I development team, mostly in the areas of building proof of concepts for new modules and features.

You can find more details in the contract attached. Please fill in the details on the next and the last page, while sharing a copy of the documents mentioned in it.

[Offer Letter](#)

A warm welcome, see you on the other side.

Ciao,

Gitesh Kohli

Founder & Minister of Happiness

Dot Sunya Ek Pvt Ltd.

This contact has been made with our understanding of Indian Labour Law for the employment of *{Name}*, *{Address}* on date *{theDate of acceptance}* at **Dot Shunya Ek Pvt Ltd.** registered under the Companies Act of 2013 with the Ministry of Corporate Affairs Govt of India.

i. Position & Relationship

You will be joining our tribe as an intern, we do tend to give ourselves some pseudo names and use that alias (Minister of Happiness) in our brand communication and social media profile. The choice is yours. You will be working alongside the techTools research & development team.

Working schedule

This is a full-time position. We maintain casual workday timings and expect you to put in the best of your efforts at coding.

You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

You will be working remotely for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.

Employment Relationship

Your internship will be for the duration of 6 months starting from 19th Dec 2022 onwards till July 2023. In the matter of unsatisfactory conduct, **Dot Sunya Ek Pvt Ltd** shall be within its right to terminate your internship by giving 4-day notice.

Departure / Resignation

Your employment with the Company will be “at will,” meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. If you wish to end your employment with **Dot Sunya Ek Pvt Ltd.**, you will be required to provide a written notice to enable us to transition your work.

The company may terminate your employment at any time for a cause with or without notice.

ii. Cash Compensation

For all the effort and man-hours put in at **Dot Sunya Ek Pvt Ltd.**, you will draw a stipend of ₹ 5,000/- per month for the duration of your internship.

The remuneration will be disbursed on the **1st working day of the 4th Month of your joining**, through a bank transfer or cheque, after deducting tax at source(if any) as per the provisions of the Income Tax Act, 1961 and other deductions as per applicable law. From the 4th month onwards stipend will be transferred on a monthly basis.

Tax advice

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

Appraisals & Potential

According to the company policy, the appraisal cycle would be 3 months, directly depending on your review meetings and the feedback from your team lead. In case of any negative or not up to the mark Feedback, the employee will not be liable to appraisals.

iii. CODE OF CONDUCT

As **Dot Sunya Ek Pvt Ltd.** tribe member/ employee, you are hereby supposed to follow a code of conduct of behavior in which any miss conduct of behavior and harassment charges against you from any other employee or any involvement in any unethical activity will not be tolerated and your employment will be terminated on the immediate basis. We expect you to believe and share #ourvalues&Promises to society and the world.

iv. RESPONSIBILITIES

With the acceptance of this employment letter, you are undertaking the following responsibilities:

1. The basic responsibilities will be explained to you on joining **Dot Sunya Ek Pvt Ltd.** Please note that as a part of our team, you might be required to carry out other reasonable duties besides the core job functions from time to time as decided by the team at **Dot Sunya Ek Pvt Ltd.** necessary to meet the needs of the business without additional remuneration.
2. You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise regarding any particulars or details of our security source code, security arrangements and administrative and/or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavors

to prevent the disclosure, communication, and publication of any confidential information.

3. As an employee with us, you are required to ensure that we as a company or brand, interests are not prejudiced at any time while discharging the duties assigned to you. You may also become a party to the non-disclosure agreements or the Official Secret Act with the customers. Under no circumstances, you should sign any such agreements without prior reference to the Board of Directors of the Company and the concerned tribe/team members. You will be provided with an opportunity to question the meaning of the agreement so that you fully understand all the obligations contained in the agreement. You acknowledge that in the absence of an express agreement you are not relieved from the obligations of maintaining the confidentiality of customer information as provided for in this clause.
4. The internship entails normal working hours depending on the exigencies of work.

v. INTELLECTUAL PROPERTY

1. To the extent permitted by law, all Patents, Copyrights, Registered Design Rights, Trademarks, Confidential Information, Technical Know-How and other forms of Intellectual Property Rights in any works or software, which is created by you during your employment belongs to **Dot Sunya Ek Pvt Ltd.** absolutely and /or the Company's suppliers or licensees.
2. You hereby confirm that except Intellectual Property disclosed above there is no "Prior Intellectual Property", which belongs to you and which relates to the Company's proposed or current business, services, products, or research and development.
3. As an employee of the Company, you must promptly and fully disclose all Intellectual Property Rights including inventions, original works of authorship, developments, concepts, know-how, improvements,

trademarks, domain names or trade secrets, whether or not patentable or registered under patent, trademark, copyright or similar laws to the Company and shall, at the request and expense of the Company, execute such documents and do such things as may be required to vest such rights in the Company or to provide evidence of such vesting as the case may be. The provisions of this clause shall be without prejudice to your rights under the Patents Act.

4. You further acknowledge that all Intellectual Property which is developed by you (solely or jointly with others) within the scope of and during the period of the Relationship is a "work made for hire" to the greatest extent permitted by applicable law and is compensated by your salary unless regulated otherwise by mandatory law.
5. In relation to any Developments, which are created wholly outside the course of your work for the Company and which are capable of being used in connection with the business of the Company you undertake;-
 - a) Promptly and fully to inform the Company of the existence of any Development.
 - b) To grant the Company the first option to purchase any Development (including the right to make patent applications at the Company's expense) for such sum as in all the circumstances is reasonable or if agreement on the amount cannot be reached such amount as shall be determined by an adjudicator to be appointed by the parties.
 - c) For the purpose of clarity of clause 'Development' includes all material which copyright subsists on or rights of nature, trademarks. Registered designs and all other intellectual property rights.
 - d) **Dot Sunya Ek Pvt Ltd.** claims and reserves all the rights and benefits afforded in Indian & International Copyright laws in all the software programs included in any documentation, design, and materials for our products, as copyrighted works. The binary or object code versions of such software programs may under no circumstances be reverse-engineered or reverse-compiled without **Dot Sunya Ek Pvt**

Ltd. written consent. You also hereby irrevocably transfer and assign to **Dot Sunya Ek Pvt Ltd.**, and waive and never to assert, any and all Moral Rights you have in or with respect to any work, documentation, designs, materials, patents, copyrights or any other form of intellectual property, wherever protected under law or not, even after termination of your work during or after tenure of your employment.

- e) You shall not communicate to any public paper, journals, pamphlets or leaflets or cause to be disclosed at any time, any information or documents, official or otherwise relating to any intellectual property created by you solely or jointly except with prior approval (in writing) of the management.
- f) You also agree to keep and maintain adequate and current written records of all Intellectual Property developed by you (solely or jointly with others) during the term of the Relationship. The records may be in the form of notes, sketches, drawings, flow charts, electronic data or recordings, and any other format. The records will be available to and remain the sole property of the Company at all times.
- g) Upon demand on records by **Dot Sunya Ek Pvt Ltd.**, you will immediately deliver/hand over all the information or material in your possession, in a tangible form and to the satisfaction of the concerned manager.

vi. BACKGROUND CHECK

The Company will be within its right to check your previous employment background and education background. Your confirmation in the services of the Company shall depend upon receipt of a favorable response from the professional agency retained by the Company to validate the information provided by you while seeking employment.

The Company shall be within its rights to terminate your services without notice or compensation in lieu thereof if the information furnished by you while seeking employment, is found to be incorrect or misleading or suppressed or upon being found convicted for criminal acts, notwithstanding and without prejudice the Company shall be within its rights to initiate legal action against you to recover any damages caused by you.

vii. SECURITY

Security of information, infrastructure, and other material is an important aspect of our business and a basic expectation of our customers. In recognition of this responsibility towards our clients and business, as an employee of **Dot Shunya Ek Pvt Ltd.**, you must always adhere to the following conditions at all times: Information may be made available to you, on a need to know basis based on the roles and responsibilities, and you need to take all necessary steps to ensure the security of information available to you.

We take data privacy and security very seriously and maintaining the confidentiality of any user data and contact details that you may get access to during your internship will be your responsibility. ABC operates on the zero-tolerance principle with regard to any breach of data security

guidelines. At the completion of the internship, you are expected to hand over all ABC work/data stored on your Personal Computer to your mentor and delete the same from your machine.

viii. CONFLICT OF INTEREST

During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to the extent estimated by the Company.

In certain cases you might be required to execute and be bound by a Non-Disclosure Agreement given to the employment letter and such Agreement shall be co-extensive with this employment letter.

ix. FITNESS

Your employment and continuation of your employment with **Dot Shunya Ek Pvt Ltd.** is subject to you being physically fit to carry out the tasks assigned by your Manager. While offering you employment in the Company, you undertake that there are no medical conditions, which could affect your performance or cause health problems to your colleagues or customers of the Company.

This employment letter will now supersede all other terms and conditions, agreements, service conditions, practices, usages & customs in the past whether expressed or implied.

Have fun at what you do and do the right thing – both the principles are core of what **team@shunya** stands for and expect you to imbibe them in your day-to-day actions while continuously challenging us with your zeal.

Welcome aboard!!!.

This Employment agreement/contract is executed on

COMPANY: Dot Sunya Ek Pvt Ltd.

EMPLOYEE:

Signature:

Alongside a signed copy (Printout & PDF) of the contract, we request that you deposit the following documents.

- Digital passport size photo
- PAN CARD (Mandatory)
- Previous Company Offer letter/Resignation Letter/Salary Slip
- Aadhar Card
- Link for all the Document Details :-

And furnish us with the below-mentioned details.

Name

Date of Birth

Marital Status

Spouse (if applicable)

Parent Names :

Permanent Address :

Permanent Contact :

Temporary Address :

Temporary Contact

Social media profiles

Work profiles