

**Date: 07th July 2023**

**To,  
Ms. Riya Sharma,  
B32 MotiKunj,  
Mathura,  
Uttar Pradesh – 281001.**

**Subject: Letter of Internship**

Dear Riya,

We are pleased to appoint you as an **Intern - Delivery** for period of **2 Months** starting from **07th July 2023 to 7th September 2023** under the following terms and conditions:

1. You will be based at our **Gurgaon** office in India. The Company reserves the right to transfer you to any office, department or establishment forming a part of our Company or any establishment wherever our company has an interest.
2. Upon successful completion of two months, you will be issued a certificate of completion.
3. Your employment with us shall be governed by the specific terms and conditions referred in Annexure.
4. This offer is contingent upon your providing us the copies of the documents requested by the Human Resources personnel on or before your date of joining.
5. Without Prejudice, please note that Kellton Tech Solutions Limited reserves the right to withdraw this offer made to you, before receipt of your acceptance of the same, without providing any reasons to you.
6. Information pertaining to the Company's operation shall remain secret and safe guarded by you.
7. You shall inform the Company of any changes in your personal data within 3 days' time.
8. You will abide by the Rules and Regulations of the Company.
9. Future employment will be at discretion of Kellton Tech Solution Ltd.

We welcome you to our organization and look forward to a mutually beneficial association.

**For Kellton Tech Solutions Limited**



**Authorized Signatory  
(Supriya Negi Jha)  
Vice President – Human Resources**

**Annexure B****CHECK LIST OF DOCUMENTS**

At the time of joining, you are requested to submit the copies of the following documents:

1. Certificates supporting your educational and professional qualifications along with marks sheets
2. Three (3) Passport Size color photographs of a recent date.
3. Photo Copy of Pan Card.
4. Valid Passport, UID Card and/or Election Commission Card.

**DECLARATION**

This is to certify that I have read and understood all the above terms and conditions mentioned in Annexure A and B and I hereby accept and agree to abide by them. I will be reporting for duty on **07<sup>th</sup> July, 2023**.

**Date:**

Signature: \_\_\_\_\_  
(Riya Sharma)

## **Annexure 1**

### **ETHICS AND NO CONFLICT OF INTEREST AGREEMENT**

In consideration of **Kellton Tech Solutions Ltd** (Company), hiring me as an Intern, I agree that I:

- a) Shall complete all official activities, accounts and transactions in deadlines prescribed by my superior in the Company in so far as this is possible under normal circumstances.
- b) Shall answer all questions truthfully and in good faith on official matters with in the Company in so far as this does not conflict with the Non-Disclosure agreement signed by me.
- c) Shall neither solicit nor help soliciting clients or prospective clients of the Company (whom I come to know during my tenure in the company) for business dealings in an area where the Company is working or is planning to work on or behalf of myself or another organization or entity during my tenure in the Company and for a period of one year immediately after it.
- d) Shall neither solicit nor help in soliciting the employees (whom I come to know during my tenure in the company) during the period of employment and for the period of one year immediately after the separation.
- e) Will not work or associate myself (whether full time or part time) with another organization, (whether commercial or otherwise) for the period of one year immediately after the termination of this agreement which works or plan to work (in so far as I know to the best of my knowledge) on a product or a project which brings or will bring that organization in direct competition with the Company.
- f) Will not work or associate myself (whether full time or part time) with an existing client of the Company for the period of one year immediately after the termination of this agreement without the prior written consent of the Company
- g) Shall not try to “Crack” or break Company’s computer systems or try to access electronic information or programs of the Company for which I am not authorized and shall honor the Company’s official policy on “Valid Computer Use” as modified from time to time.
- h) Shall not make attempts to know sensitive (confidential or otherwise) information related to Company from other employees, company journals or other sources unless needed for proper execution of a task assigned by the Company.
- i) Shall not enter into any legally enforceable agreement or contract or any other part-time activity or hobby that hampers or hinders any of my normal duties and /or stops me from adhering to any clause in this agreement.
- j) Understand that the Company has asked all its employees to sign a similar agreement and shall promptly and publicly inform the directly responsible person in the Company in case I notice any shortcoming or breach of this agreement by any other current or former employee of the Company.

Confirmed and agreed to:

By:

Date and Place:

Name:

## **Annexure 2**

### **INTELLECTUAL PROPERTY RIGHTS AGREEMENT**

I agree and accept that intellectual property and patent rights to all works created or developed by or attributed to be created by me during my tenure at the Company will reside with the Company in full. This does not assume that the afore mentioned work(s) were developed using the Company resources or were developed during any particular time of day, which is normally considered “working hours” nor that they were developed at a location which belongs to the company.

Moreover, all copyrights to all my works (whether published/released alone or jointly) created during my tenure at the Company including but not limited to research papers, software projects and product designs reside with the Company to whatever extent they would have resided with me in accordance to the law otherwise.

Confirmed and agreed to:

Date and Place:

Name: