

Harpa Technologies Private Limited

CIN: U72900PN2022PTC214544 | GST: 27AAGCH4762B1ZQ
Office Address: 503 (A+B) - Eiffel Square, Tilak Road, Pune 411030
Contact: +91-9130535350 Email: contact@harpa.co.in



Date: 14 February 2024

INTERNSHIP OFFER LETTER

To,

Ms. Snehal Sopan Lande

Address: At post Dighi Tq Nandura Dist Buldhana, Maharashtra.

Dear Snehal,

On behalf of Harpa Technologies Private Limited (Harpa), I am excited to extend an offer to you for an internship position within our organization. This position is located in Pune city. The position is for an 'Software Developer - Intern'.

This position is scheduled to begin [start date - 15 th of February 2024] and will be a six months (3 + 3 months) internship opportunity ending on [end date - 15th August 2024]. The schedule for this position is Monday to Friday, 09:30 AM to 06:30 PM. This offer is contingent upon the successful completion of the background check. Please be sure to bring the necessary documents mentioned below with you on your first day to complete your profile.

During your internship with Harpa, you may have access to trade secrets and confidential or proprietary business information belonging to Harpa. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Harpa. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and/or equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Harpa.

Harpa Technologies Private Limited



The basic terms and payment details are enumerated as follows:

- Designation: Software Developer – Intern
- Location: Pune, Maharashtra, India (On-site)
- Entity: Harpa Technologies Private Limited
- Date of Joining: 15th February 2024

Variable Compensation Details:

- Our internship program lasts for a total of 3 +3 = 6 months.
- The first 3 months are dedicated to training and are unpaid.
- The following 3 months are compensated, and the stipend would range from INR 5000–15000, depending on your contribution in the projects.

Probation:

The probation period shall be for 3 month(s). At the end of the Probation period, your performance shall be evaluated and your internship with Harpa shall be confirmed. Your probation period shall extend for non-submission of the documents mentioned in the present offer letter till the period of submission of the same.

Reporting:

You shall be reporting the day-to-day business, to Mr. CHINMAY ATRE or any person as appointed by him.

Working days and Office Hours:

9 hours per day (09:30 AM to 06:30 PM) on the weekdays as per regular business hours.

Weekly off: Saturday and Sunday.

Leave Policy:

You shall be entitled to 3 leaves in a 3+3 months internship program. Leave shall be granted as per the discretion of the Reporting person or any such person appointed by Harpa.

Company Assets Policy:

Please ensure that you bring your own laptop to work, as company-owned equipment is provided exclusively to full-time employees who have formal agreements/bonds and follow legal procedures.

Termination:

The internship can be terminated by Harpa due to shortfalls in the performance, loss of revenue, solicitation, breach of confidentiality or misbehavior, violation of workplace ethics, or you are adjudged as a person of unsound mind, insolvent, or convicted of any offense or such other reason.

Both parties can terminate the internship program by giving a notice of 15 Days.

Documents to be submitted:

- Aadhar Card
- PAN Card
- Driving License
- SSC & HSC Mark Sheets
- FY, SY Marksheets

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact Mr. Chinmay Atre, Ph: 9130535350 in our recruiting department before signing/joining. Please review this letter in full, and sign and return it via email to chinmay@harpa.co.in to confirm your acceptance of the position.

We look forward to having you begin your career at Harpa and wish you a successful internship. Welcome to Harpa!

Best Regards,

Chinmay Atre,
Founder & CEO,

Date: 14 February 2024

Place: Pune City.