

Sourav Mandal

24 January 2023

**Sub : Offer of Internship**Dear **Sourav**,

It is with great pleasure that we offer you the role of **Business Analyst Intern** for Senpiper Technologies Private Limited and welcome you to the Senpiper family.

Your monthly stipend would be **INR 20,000 (Rupees Twenty Thousand Only)** during the internship period of **Four** months. You would undergo an evaluation process for a job offer of **Business Analyst** after successfully completing the internship. You will also be provided a certificate of completion on successfully finishing the internship program.

You will be based at Kulti location. You will be paid your salary and allowances stated in arrears on a monthly basis after giving effect to withholding(s) as required by law. Any Income Tax applicable on your remuneration or any other payment made by the Company in respect to taxes will be borne by you and as required by law, will be deducted at source.

We would appreciate if your start date is no later than **Wednesday, 1 February, 2023**. Please return the duplicate copy of this letter duly signed in token of you having accepted this employment offer.

Please share copies of the following documents at the time of joining along with the original copies for verification (wherever applicable):

1. 3 Passport size Photographs
2. All educational certificates
3. Appointment letter/ Salary certificate/Pay-slip from previous employer (if applicable)
4. Release letter/ Copy of Resignation Letter (last employment)
5. PAN
6. Residential Proof

The service can be terminated either by the company(Senpiper Technologies India Private Limited) or by the candidate(You), with or without cause, by giving the other party **One Month** notice.

For Senpiper Technologies India Private Limited,  
**Anupam Singh**  
Director



I, **Sourav Mandal**, hereby accept the above offer of Senpiper Technologies India Pvt Ltd.

Signature: .....

Date:.....

**Corporate Address :**Senpiper Technologies India Private Limited  
First Floor, B-15, Sector 32, Gurgaon,  
Haryana - 122003  
+91-9650889334 | info@senpiper.com

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### Sub : Terms & Conditions

- ➔ **Working Schedule:** Your normal working schedule will be 5 days per week. Your start and finish times will be agreed upon with your manager. You will be expected to work the hours and working patterns required by your role and department and any additional hours that may be reasonably required for the performance of your duties unless sickness or injury or any other authorised absence prevents you. There is no overtime pay for this position.
- ➔ **Probation Period:** Your services will be confirmed at the completion of the probation period. Company, solely based on your performance and conduct or as per the company's decision can change your probation period. Your ideal probation period would be four months. You can avail Maximum 4 days of leave every month during your probation period. Your probation will be extended based on the number of leaves claimed during the time period. Once you have successfully completed probation, you will then be entitled for various other benefits as the employee of the company which will be mentioned in detail in the compensation structure sheet
- ➔ **Change in Personal Data:** You will keep us informed in writing of any change in your residential address, your civil status, and educational Professional Qualification, so as to keep all records updated and accurate at all times. Any notice required to be given to you shall be deemed to have been duly and properly served if delivered to you personally or through email or sent by registered post to you at your address, as recorded with the company.
- ➔ **Compensation:**
  - **Salary:** This salary will be subject to adjustment pursuant to the Company's employee compensation policies. The complete description of your salary and other allowances is stated in Annexure A that is enclosed with the letter.
  - **Tax Withholding:** All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law. 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.

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- **Appraisal Cycle:** The performance review as well as Compensation review cycle is from January to December. Any increment in salary or rewards will be based on the performance parameters defined by the company and your performance will be measured against those parameters. The salary and benefits offered to you and paid by the organization are in return of the services which you are required to perform for and on behalf of the organization. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments and deliver on time shall be considered as an act of indiscipline or incapability to deliver or both.
  - **Leave Policy:** The number of annual leaves is determined by the number of declared holidays for that business area. The total number of holidays taking into account declared holidays and annual leave entitlement for the calendar year shall be as identified under the company's leave policy. No salary will be paid for periods of unauthorized absence. Subject to you following the absence rules laid down by the company, normal pay will be continued during periods of authorized absence due to sickness, subject to any service criteria that may exist from time to time. In case you are absent from work without any prior information then you will be entitled for loss of pay. Moreover, if you are absent from work without information for more than four times in a year, Management will have the discretionary power to take an action against you.
- ➔ **Separation:**
- **Termination Condition:** By signing this offer letter, both parties agree not to resign, retire, or otherwise terminate this contract during the probation period without giving the other party 30 days' notice or salary in lieu thereof. Upon confirmation, either party may terminate the service with the company by giving one month's notice or salary in lieu thereof. The Company has the right to give immediate notice before terminating your services in case of misdemeanor, misconduct, negligence, negative background report, or breach of any of the terms of this letter of appointment.
  - **Post Termination / Resignation Obligation:** Notwithstanding anything in contrary and in addition to other covenants identified hereunder, you adhere to the below covenants,
    - Will not disclose or use the Company's confidential information.
    - Return all confidential information to the Company and will not retain copies of the same.
    - Directly or indirectly use the goodwill gained during the tenure of employment with the Company for any personal gain

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- **Conflict of Interest:** While you are employed at this Company, you will not be permitted to engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company. You confirm that you have disclosed fully to the company and business interests or circumstance those conflicts with the company's interest. You agree to disclose immediately to the company any conflict of interest between the company and you or any immediate relatives that may arise during your employment.
- **Exams and Courses:** In case you intend to take up any fulltime/parttime course while working with Senpiper, which requires your absence from or which may hamper your regular work, you are required to obtain written permission from HR before doing so.
- **Company provided assets:** You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of Senpiper management. Upon the termination of your employment, you shall return to the Company all documents, records, items, and materials in your possession or custody belonging to the Company or its clients and you shall not retain any copies (including electronic or soft copies) thereof.

Please read this letter carefully. If you agree with these terms and conditions then please submit your acceptance by sending a confirmation. Just sign and send the duplicate copy to us.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Anupam Singh  
Director



I, **Sourav Mandal**, hereby accept the above T&C of Senpiper Technologies India Pvt Ltd.

Signature: .....

Date:.....