

18th May, 2021

Confidential

Veerendra Harshal,
Indian Institutes of Technology,
Madras.

Dear Veerendra Harshal,

Re: Letter of Offer for Internship Program (Internship)

With reference to your application and subsequent discussions we had with you, we are pleased to offer you Internship with Caterpillar India Engineering Solutions Private Limited (hereinafter referred to as "the Company") on the terms and conditions stated below:

1. Your Internship with the Company shall be for a term of **2 months**, commencing from **31st May 2021** and ending on **30th July 2021**.
2. This internship is viewed as being an educational opportunity for you, rather than a part-time job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.
3. You shall abide by the instructions given to you by your Supervisor. You shall submit a project report at the end of your Internship on the training your learning experience in the Company. As required, you shall be provided both class room and on the job training.
4. During the tenure of your Internship, you shall be paid a stipend of an amount of **Rs.25,000/- (Rupees Twenty-five Thousand Only)** per month subject to deduction of tax as applicable.
5. You should be available Monday through Friday for undergoing your Internship. You shall be entitled to Holidays as declared by the Company.
6. The Company, reserves the right to terminate your Internship at any time through 1 day written notice to you. In the event of indiscipline or violation of Company's policies, procedures, rules and regulations, the Company is entitled to terminate your internship forthwith.
7. You are entitled to terminate this Agreement by providing the Company with a written notice of 10 days.
8. You shall be eligible for leave as per the company internship policy.
9. You shall devote the whole of your time and attention for the successful completion of your Internship.
10. The Company reserves the right to transfer you from one location to another for the purpose of your Internship training.

11. It is clarified that you are not an employee of the Company and this Internship does not assure you any employment in the Company. The Company is not liable to absorb you as an employee after completion of your Internship.
12. You shall abide by the policies, procedures, rules and regulations of the Company.
13. During your Internship training you may have access to trade secrets and confidential business information belonging to Company. By accepting this offer of Internship, you acknowledge that you must keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside the Company. In addition you shall execute a Confidentiality and Intellectual Property Undertaking as given in Annexure – A.
14. You shall abide by the Electronic Communication Guidelines of the Company given in the Intellectual Property Agreement and execute an undertaking as stipulated in Annexure - B.
15. **The terms & conditions of your engagement as Intern is subject to review by the Company from time to time and you shall be bound by the same.**
16. Company work timings will be informed by the business division where you shall undergo the Internship.
17. While undergoing the Internship, or subsequent engagement if any thereafter, you shall not pay or agree to pay, directly or indirectly, any funds or provide anything of value to any employee, agent, sub-contractor or other official of any governmental or public entity, or any consultant of such Governmental or public entity, or to any official or candidate of any political party, for the purpose of directly or indirectly influencing the acts or decisions of such officials in relation to the performance of your training or any services for the Company.
18. You shall not indulge in any activity that may constitute unwelcome verbal, physical or visual conduct based on a person's membership in a protected class based on sex, color, race, religion, place of birth etc., Further, you shall not indulge in any unwelcome sexually determined behavior or conduct.
19. You agree that traveling to locations other than your base location, including to places outside India as may be required to undergo your Internship and you shall have no objection to the same.
20. In addition to any and all other remedies that may be available at law, in the event of any breach of the terms of your engagement as Intern, the Company shall have the right to an injunction or other equitable relief in any Court of competent jurisdiction, enjoining any such breach, and you hereby waive any and all defenses that you may have on the ground of lack of jurisdiction or competence of the injunction or other equitable relief. The existence of this right shall not preclude any other rights and remedies at law or in equity, which the Company may have.
21. The company is not responsible to provide any term life insurance and group personal accident insurance.

22. Except to the extent expressly set forth herein, this agreement constitutes the entire understanding between the Company and yourself with respect to the subject matter hereof to the exclusion of all other understandings and assurances, either written or oral.

I hope that your association with the Company will be successful and rewarding please sign a copy of this agreement and return to us as an acknowledgement of your acceptance of the abovementioned terms and conditions.

Yours sincerely,

For Caterpillar India Engineering Solutions Private Limited



Jacob Mathew
Human Resources Manager

I have read this agreement for Internship carefully and I understand and accept the obligations which it imposes upon me and acknowledge the obligations which I am required to perform under this agreement. No promises or representations have been made to me to induce me to sign this agreement. I sign this agreement voluntarily and freely without any coercion.

Signature_____

Name_____

Date_____