



Internship Offer letter

Date: - 16 November 2019

To,
Shobhit Nigam
Mandi, India

Dear Shobhit,

I am delighted & excited to welcome **Shobhit Nigam** to **TWIMBIT, Noida** as a **Software Intern**. At Twimbit, we are driven by the singular purpose to serve society. Our endeavor is to leverage the power of content and technology to help solve some of the biggest challenges facing humanity. Research we believe is the central part of this value proposition. We intend to build a global research think tank that can work with the both private as well as public sector to find exponential ways to solve the challenges and find growth opportunities for businesses.

At TWIMBIT, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful professional experience with TWIMBIT.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the CONTRACT as your acceptance and forward the same to us.

Congratulations!
Yours sincerely,

A handwritten signature in black ink, appearing to read "Aman Sharma".

Aman Sharma
CTO & Co -founder
Twimbit
aman@twimbit.com

TWIMBIT RESEARCH INDIA PRIVATE LIMITED
C-301, NEELKANT COMPLEX, SAHAR ROAD, OPP. JAY VIJAY
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Annexure A

You shall be governed by the following terms and conditions of service during your tenure with TWIMBIT, and those may be amended from time to time.

1. You are being hired as a Web developer. You will be on probation for a period of Three (3) months. Post which your position can be made into a full-time role. Aman Sharma would be your Reporting Manager and Mentor during your tenure at TWIMBIT.

As a Front-end you would be responsible: -

- i. Build / Support / Maintain various front end applications.
 - ii. Gaining a clear understanding of customers' businesses and requirements from business, as well as technology standpoint, in order to offer the best solution for their potential customers.
 - iii. Helping build the company's digital presence by contributing on various technology.
 - iv. Continue to learn new ways and tools to do your work
 - v. Help the company build a design language and supporting graphics for all our content.
 - vi. Graphics work to enhance the look and feel of our corporate documents / presentations
 - vii. To support other adhoc requests limited to the web development and technologies and graphics. Since we are a startup, our needs may vary and include but not limited to
 - viii. We will provide all the relevant support for you to do well and continue to build your skills.
2. Your **date of joining will be 6th January, 2020**. You will be on **internship period for 7 weeks** from the date of joining post which the employment will be confirmed.
 3. During the probation period a notice period of 2 weeks is applicable from either party.
 4. Confirmation or extension of probation is solely based on your performance. During your probation at the Company, you are eligible for up to 6 leaves in the first six months. Upon completion of this period, you will be entitled to leave in accordance with the Company Rules. The leaves earned for the work done during the probation will be adjusted against the newly available leaves post confirmation.

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5. All the work that you will produce at or in relation to TWIMBIT will be the intellectual property of TWIMBIT. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends etc.) without prior discussion and approval from your mentor to maintain confidentiality of our customers and their clients.
6. We take data privacy and security very seriously and to maintain confidentiality of any customers, clients, and companies' data and contact details that you may get access to during your tenure will be your responsibility. TWIMBIT operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the tenure you are expected to hand over all TWIMBIT work/data stored on your Computer to your mentor and delete the same from your machine
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8. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization or a TWIMBIT competitor. In the event of 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 of an extent estimated by the Company.
9. Under normal circumstances either the company or you may terminate this association by providing a notice of 60 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
10. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues and customers and treat everyone with due respect.
11. TWIMBIT is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
12. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
13. Have fun at what you do and do the right thing – both the principles are core of what TWIMBIT stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
14. You will be provided a **consolidated salary of INR 10,000 per month**. All the office related expenses would be reimbursed on actuals based on the bills provided.

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**Annexure – B**

You are requested to submit the following mandatory documents on the first day of joining TWIMBIT:

- Photo copy of Educational certificates of class 10, 12, Bachelor's degree, Post graduation.
- Relieving letter from last organization.
- Original and Photo copy of last Pay slip received.
- Photocopy of your Passport
- ID/Address Proof – Driving License/Passport/Ration Card
- Referral contact from your previous organization

To indicate your acceptance of this offer, please sign and date this letter on space below and return it to

company. A copy of it is provided to you for employee professionals of TWIMBIT records.

I have negotiated, agreed, read and understood all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name:

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