

MYWAYS LIFE LAYOUTS PVT. LTD.

CIN: U80904DL2018PTC337725

E: info@myways.in | M: +91 9810150208



Date: - January 1st, 2021

Ref. No. – MWO21002

Dear Aakash Choudhary,

I am delighted & excited to welcome you to **MyWays** as a **Technical Data Entry Intern**. At MyWays, 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 Internship experience with MyWays.

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 duplicate of this offer as your acceptance and forward the same to us.

Congratulations!



Shivika Gandhi

HR Executive

MyWays

"SUCCESSFUL CAREER IS A JOURNEY, NOT A DESTINATION. LET US TRAVEL TOGETHER!"

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You shall be governed by the following terms and condition of service during your Internship with MyWays, and those may be amended from time to time.

1. You are being hired as a Technical Data Entry Intern and you would be allotted a Reporting Manager and Mentor during the Internship. As a Technical Data Entry Intern you would be responsible for working on technological data operations and handling the issues related to it.
2. Your date of joining would tentatively be December 22nd, 2020. The duration of this Internship will be 1 month. You are required to let your mentor know about forthcoming events in advance so that your work can be planned accordingly. You will be working from home for the duration of the Internship.
3. We shall be offering you a stipend of Rs.1000 per month for the internship duration.
4. At MyWays, we follow 9 hours working day with flexible timings. We have 6 days working week.
5. MyWays strongly believe in a healthy growth environment and supportive culture. In the view of the same, we organize Saturday Fun Meetings, almost every Saturday, and other personality or team-building activities from time to time. We believe in following our passion in the profession.
6. During the Internship, you will be exposed to the flexible and dynamic working environment fostering personal as well as professional growth. At MyWays, we believe in holistic development of the team members, giving various opportunities, in and out of your role, for you to grab and grow. We always recommend our ex-employees to the reputed connections in the industry, to accelerate career trajectory. Your recommendation is subjected to your performance.
7. The offer is subjected to the following bonds:
 - **1 month Probationary Period:** Initial 1 month shall be considered as probationary period and the company holds the right to terminate the bond in the probationary period without giving any reason.
 - **Internship bond:** If the Intern terminates the bond and decides to leave the organization before 2 months, it will lead to the breach of the bond and the intern will be liable to pay the liquidated damages equivalent to one month of Intern's compensation.
 - **1 months notice period:** If the Intern decides to leave the organization at any point in time, he/she shall inform, in writing, about the same at least 1 month prior to leaving. No notice or any notice with less than 1 month will be considered as a breach of the bond. The company holds the right to reduce the notice period duration on request.

Not abiding by and breaching of any of the above bonds will lead to loss of any acknowledgement of the Internship from the company and the Intern will be liable to pay the liquidated damages equivalent to one month of Intern's compensation.

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8. All the work that you will produce at or in relation to MyWays will be **the intellectual property** of MyWays. 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, college etc.) or in-person, without prior discussion and approval with your mentor.
9. During the Term of this Agreement and for a period of 1 year after the termination of this Agreement, the Intern agrees not to engage in any employment, consulting, or other activity involving anything that competes with the business, proposed business or business interests of the Company, without the Company's prior written consent.
10. We take **data privacy and security** very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your Internship will be your responsibility. MyWays operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the Internship you are expected to hand over all MyWays work/data stored on your Personal Computer to your mentor and delete the same from your machine.
11. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. 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.
12. The company may terminate this agreement forthwith under situations of in-disciplinary behaviour.
13. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
14. MyWays 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 hardwork – and expect appreciation & rewards to follow.
15. 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.
16. Have fun at what you do and do the right thing – both the principles are core of what MyWays 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.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and I accept the terms of the letter

Name:

Signature:

Address:

Date:

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