



## **Internship Letter**

**Date: 10th May 2024**

**Mr. Abhishek Dunakhe**  
**Employee ID: ST0048**  
**Setoo Solutions Pvt. Ltd.**  
**Pune- 411007**

Dear Abhishek,

We are pleased to offer you, the position Full Stack Developer Intern with **Setoo Solutions Private Limited (hereinafter referred as "Setoo")** on the following terms and conditions:

**1. Commencement of Internship:**

Your Internship will be effective, from **13th May 2024**.

**2. Title:**

You will be **Full Stack Developer Intern**, & you will report to **Mr. Baldev Pardeshi**.

**3. Stipend:**

During your 6 months of internship, you will receive a monthly stipend of Rs. 3000/-.

**4. Hours of Work:**

The normal working days are **Monday** through **Friday**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **10 am** to **7 pm** and you are expected to work not less

Swar Vishwa, Ekdant Dutta Mandir Rd, next to Siddharth Residency, Wireless Colony, Aundh,  
Pune, Maharashtra 411007

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than **40 hours each week (as Working Hrs.)**, and if necessary for additional hours depending on your responsibilities.

#### **5. Nature of duties:**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

#### **6. Company property:**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

#### **7. Borrowing/ Accepting gifts:**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings. If any client of the Setoo or any other stakeholder offers such gift/offering, you should immediately report the same to the reporting authority in the Setoo.

#### **8. Termination / Notice Period:**

Period of notice for termination of employment or salary in lieu shall be as follows: -

- a) First month of probation — without notice
  - b) Second month till completion of probation period — 7 days
  - c) After probation — 2 months
- Leave cannot be utilized as resignation (Notice Period)

If you leave the services of the company without the requisite notice, then we will be entitled to recover from you an amount equivalent to two month's salaries in lieu of the notice period (Early Relieving) subject to CFO / CEO / COO/Senior approval.

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## **9. Confidential Information**

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 At no time, will you remove any Confidential Information from the office without permission.

9.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

9.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## **10. Applicability of Company Policy**

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The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

#### **11. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Pune, Maharashtra** only.

#### **12. Entire Offer**

This offer letter contains the entire understanding of the parties and supersedes all prior offers, written or oral, concerning your employment. This offer may be modified only with written consent of CFO, CEO & Technical head.

All such policy decisions of the Company shall be binding on you and shall override this Offer to that extent (By CFO, CEO, Technical Head Decision)

For the record purpose, please send the below documents to the Account / HR Manager:

- This offer letter signed by you on each page.
- Copy of any Two Photo ID with Address Proof and PAN Card
- Copy of University Degree Certificates & result
- Last Drawn Salary Slips
- Cancelled Cheque/Bank Account Details
- Passport Size Colour Photograph – 2
- Copy of Relieving letter from Previous organizations
- PF Details from previous employer if available

#### **13. Acceptance of our offer**

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Please confirm your acceptance for this offer by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

For Setoo Solutions Private Limited



A handwritten signature in blue ink that reads "Manjiri".

**Mrs. Manjiri Boke**  
**Director**  
**Setoo Solutions Pvt Ltd.**

**Welcome to Setoo!!**

I agree to the appointment and accept the above terms and conditions of service.

Name:

Signature:

Date:

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