

Internship Offer

21st July' 2021

MR. ADITYA (PAN: EBHPA0409K)
S/O Mr. SURESH KUMAR
Mobile: +91 89014 59471

Dear Aditya,

Congratulations!

We are pleased to confirm our offer to appoint you as part-time **"Software Developer - Intern"** with Qutrix Solution Private Limited (the "Company").

Our biggest strength to deploy the vision of the company is the team and we take pride in hiring the deserving candidate. We are confident that you will play a vital role in the team.

You will be paid **INR 6,000/-** (Rupees Six Thousand Only) per month as a stipend.

This offer is subject to satisfactory reference check and verification of your educational qualifications and testimonials. The terms and conditions of our internship offer are set out in this letter. We request you to keep this offer letter private and confidential.

For any questions specific to the terms of this internship offer, please contact Vijay Koteeswaran at +91-98453 07360 or mail to hr@qutrix.io

Welcome to Qutrix Solution for Redefining Quality! Wish you a fabulous internship journey with us.

For **Qutrix Solution Private Limited**



Vijay Koteeswaran
Founder & Director



Candidate Acceptance _____



Annexure-A (Terms and Conditions)

You shall be governed by the following terms and conditions of service during your internship with Qutrix Solution Private Limited (the "Company").

1. **Role:** You are given a part-time internship opportunity. As an intern you will be mentored and guided by your supervisor. You will be given the opportunity to learn and contribute to product development. You are invited to take part in other innovative ideas that the company initiates from time to time.
2. **Stipend & Incentive:** You will be paid **INR 6,000 per month as a stipend**. If you are not spending minimum hours of internship recommended, stipend will be paid on a pro-rata basis.
3. **Joining & Duration:** Your date of joining is **Thursday, 22nd July' 2021**. The minimum and maximum duration of the internship period would be 1 and 6 months respectively. However, your performance would determine your duration eligibility and extension subject to review.
4. **Hours of work:** As part-time intern, you will be required to work for a minimum productive work hours required in a week as prescribed by the company policies, and if necessary, for additional hours as might be required for performing your duties competently. You may be required to spend effort remotely without compromising productivity if the situation mandates.
5. **Verification:** If any declaration given or information furnished by you in the form of degree certificates or other documents to the company is false and/or if you have willfully suppressed any material information, you may be removed from internship without any notice or stipend in lieu.
6. **Confidentiality:** You shall not disclose any confidential information of the Company, trade secrets or know-how to any entity. All the work that you will produce at or in relation to the Company will be the intellectual property of the Company. You are not allowed to store, copy, sell, and share or distribute it to anybody outside the company or to a third party under any circumstances. You are expected to refrain from talking about your work in public domains, blogs, social networking sites or offline modes to anybody without prior approval from the Company.
7. **Engagement:** During the internship 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 to an extent estimated by the Company.
8. **Notice Period:** Under normal circumstances either the company or you may terminate this association by providing a notice of 1 calendar month without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors or breach of business conduct/ethical standards.
9. **Code of conduct:** 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.

Director Signature K. Vijay

Candidate Signature _____



Annexure-A (Terms and Conditions)

10. **Extra-Mile:** Qutrix Solution is a start-up and we love people who like to go the extra mile and can think out of the box. Surprise us with your passion, intelligence, creativity and smart work - and expect appreciation and rewards to follow.
11. **Feedback:** Expect constant and continuous 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 one way we can continuously evolve better.
12. **After Internship:** Your performance is critical and the company evaluates closely in order to determine the employment offer at the end of the internship period of 3 and 6 months. The full time employment opportunity shall be offered ONLY if you are graduated at the time of internship completion and the decision to offer employment or extend/terminate internship is at the discretion of the Company.
13. **Workplace Policy:** You are expected to adhere to the guidelines set by our CoWork space provider/partner and the Company workplace/remote working policy set time-to-time.
14. **Leaves/Holidays:** You are not eligible for any "paid leave". You are eligible to avail company holidays.
15. **BYOD & Remote Work Policy:** You are eligible to use your own device for the purpose of internship under the "Bring Your Own Device" policy. You are required to use the devices in a secure way such that no sensitive information or company data is breached by any intentional or unintentional means. The Company shall neither own maintenance of the device nor take any responsibility for any consequences that may arise due to software piracy, etc.

Please confirm your acceptance of our offer by signing and returning this offer letter within TWO (2) days from the date of receiving this letter, otherwise this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized personnel of the Company.

ACCEPTANCE OF THE INTERNSHIP OFFER

I have read, understood and agreed all the terms and conditions of this internship offer and affixed my signature below in complete acceptance of the terms of this offer letter.

ACCEPTED. I shall start internship on _____

Candidate Signature

For Qutrix Solution Private Limited

Full Name :
Date :
Place :

K. Vijay

**Vijay Koteeswaran
Founder & Director**



Page 3 of 3