

INTELLIFY, SOLVE

**Address: 262, Westend Marg, Saidulajab Gate No. 4, Saket, New
Delhi-110030**

Email: info@intellify.in

**SOLVE/INTELLIFY
Ref. No. BDI/2020-21**

Date – 12/03/2020

OFFER CUM APPOINTMENT LETTER

Dear Candidate,

This is with reference to your application and subsequent test/interview you had with us, we are pleased to offer you the position of Business Development Intern (Work-from-Home) in Intellify, SOLVE team for a period of **3 weeks** on the following terms and conditions (Please refer to the subsequent heading 'Terms and Conditions').

Please review, acknowledge and accept the offer cum appointment letter with the '**Terms and Conditions**'. These terms will be effective from the date of your joining the team and sets forth the terms under which Solve would get your services as a Business Development Intern.

This offer cum appointment letter shall automatically stand withdrawn, in case we don't receive your acknowledgement and acceptance within 2 days from issue of this letter.

Your joining is subject to your acceptance of the offer cum appointment letter, and submitting the required documents as mentioned in the 'Terms and Conditions'.

We look forward to your joining our team for a long, successful and pleasant association.

Your Job details are as follows :

Title	Business Development Intern
Responsibilities	1. Get district coordinators from different states. 2. Interact with school and students on behalf of Intellify and get them registered for NSCP.
Start Date	Immediately

Terms and Conditions of Offer

1. Benefits

You will be entitled to certificates and other benefits only on completion of the respective Tenure as per the Solve policy.

2. Place of Work

You will be working at the specified office location or remotely from home and any services if required outside the location will be addressed after proper discussion between you and Solve.

3. Reporting

You will be working on a specific individual task or as a part of the team for a specific task. For the individual tasks, the progress and final reports will be evaluated by a team, as per decided by the Solve team.

4. Professional Ethics

You shall not conduct yourself in any manner amounting to a breach of the confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the campaign's money, material and documents with utmost honesty and professional ethics.

5. Non-Solicitation of the Campaign

You agree that during your internship/ project duration and after your tenure with the Solve ends, whatever the reason for abrupt termination (if any), you will not directly, or indirectly, aid, solicit or induce any other associate of the Solve to leave their position.

6. Solve Policies

You agree that as part of your position responsibilities, you will follow the guidelines, standards, rules, policies, and practices of the Solve prevailing from time to time. You agree that the Solve may change any of the job guidelines, standards, rules, policies, and practices from time to time and that such change will apply to your job responsibilities and be binding on you after the effective date of the change.

Kindly note that you are the interns working under a project of Solve, and any action of yours, contrary to any of the clauses shall render you liable to termination with immediate effect from the position, notwithstanding any other terms and conditions of your appointment.

7. Termination from Tenure

Solve may terminate your tenure based on the continuous reviews or in the event of misconduct. Following events shall amount to misconduct –

- Committing an act of indiscipline which tarnishes the Solve reputation
- Non-compliance with any of the terms & conditions of your position or instructions/regulations issued by Solve from time to time.

8. Verification

You agree to submit the following documents to Solve at the time of starting your tenure with Solve.

- College ID
- Aadhar Card (or any other address proof)

9. Absence

Please inform in advance if you are unable to discharge your duties for the assigned position due to some unavoidable reasons so that the activities are not hindered in any form. If no information is provided in advance, then the absence will be treated as an abandonment of the duties. Solve believes in services with commitment and dedication from its team members.

10. IPR Agreement

IPR's of Any of the intellectual resource/product/ research developed by you with support from Solve during your tenure would rest with SOLVE and SOLVE would have the right to use the same going forward. One would have no right to sell/further process the content without the prior consent of SOLVE.

11. Non-Disclosure Agreement

As a team member of SOLVE, an organization may disclose or share the critical information/resources with you. You will not disclose the information/resource to anyone else in complete or part without SOLVE's written consent in prior. Doing so can lead to legal actions.

Perks & Rewards

Your performance will be evaluated every day on different parameters such as punctuality, regularity, how much value are you are adding to the organisation and workplace discipline.

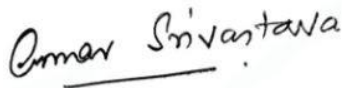
1. Certificate for NSCP project in collaboration with 5 Union Ministries
2. Letter of Appreciation*
3. Chance to come to IIT Delhi/IIT Gandhinagar for the finale of NSCP'20.

Other Important Points to Note:

1. Minimum tasks that need to be done to be able to get an internship certificate is **3 schools** or **6 coaching centres** along with the registration of at least 500 students combined.
2. No expenses would be reimbursed.
3. The students you bring need not be restricted to schools within your city only. You are free to operate across various cities and states to improve your performance. But make sure to inform us beforehand if you plan on doing so.
4. Depending upon your performance, you may be offered a PPO.

Sincerely Yours,

Authorised Signatory



Amar Srivastava

Founder & President, Solve

Disclaimer by Candidate

I _____ do accept the offer and agree with all terms and conditions without any objection.

Signature Candidate