

12th December, 2022

Kurimindla Arshika
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Sub: "Provisional Appointment Letter"

Dear **Kurimindla Arshika**,

Congratulations! We are pleased to appoint you as Data Science Trainee at TuringMinds, a division of INSOFE Education Private Limited ("Company") basis this letter, on the following terms and conditions (the "Agreement"):

A detailed appointment letter stating the terms and conditions of your employment may be issued to at the time of your joining. This Agreement entails the general terms and conditions of the employment offer including compensation benefit, general employment benefit, and professional requirements.

Please review the summary of terms and conditions for your anticipated employment with the Company.

1. Your date of joining as a Data Scientist Intern shall be **17th January, 2023**
2. Until 1st May, your internship and work will be virtual, and your work will be reviewed every 2 weeks. Provided your performance is satisfactory, you will be provided a monthly stipend of INR 20,000 during this time.
3. On 2nd May, you must report at TuringMinds Office at Hyderabad. For the next 12 months ("Training Period") your training and project work will be at Wing A, 2nd Floor, Jyothi Imperial, Vamsiram Builders, Gachibowli, Hyderabad – 500032. During this period, as a Data Scientist Trainee you will be paid a stipend of INR 20,000 per month subject to conditions stipulated in Annexure - B. All payments made under this Agreement shall be subject to reduction to reflect taxes or other charges required to be withheld by law.
4. This offer is conditional upon your satisfactory performance and successful completion of your course. Your offer is based on your outstanding academic record until now. The commencement of this engagement is subject to completion of your graduation on or before 01-Aug-2023, failing which this offer shall stand cancelled.
5. Top 10% of our Data Scientist Trainees in every recruitment cycle will get a chance to work on our global on-site locations subject to performance in the first 12 months and visa approval amongst other formalities. The company and you will mutually agree to modify and revise the terms and conditions of this employment.
6. Your confirmation to the employment will be based on your performance as explained in the Annexure- A and Annexure – B. Subject to fulfillment of criteria specified in Annexure – A and Annexure- B, you will be promoted to Data Scientist.
7. During the term of your employment, you agree to abide by the Company's Code of Conduct, rules, regulations, organization values and cultures.

8. Company shall be entitled to terminate this Agreement in accordance with the performance and behavioral criteria set out in Annexure- A and Annexure - B and in event of violations of the Company's code of conduct by giving a 1 week notice in writing to you. Similarly, you will be entitled to terminate this Agreement by serving a 2 months' notice period to Company.
9. If the information you provided is incorrect or you resort to any unethical/objectable behavior, the Company reserves the right to terminate the employment without any notice and liability on the Company.
10. You will not receive any financial support (Compensation/reimbursement of academic training) from the Company upon relieving you from your services.
11. The terms of this Agreement shall be governed in accordance with the law of India, and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.
12. The Company will collect and process personal information, as defined under applicable data protection laws, as may be submitted by you from time to time for the purpose of its employment.
13. You acknowledge that you have had the opportunity to consult legal counsel and financial advisors, you have read and fully understand this letter and signing this Agreement voluntarily and of your own free will to obtain the benefits of this Agreement.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us.

For TuringMinds.ai
(A Division of upGrad INSOFE)

ACCEPTED AND AGREED:



Himanshi Sah
Sr. Manager - Human Resources

Kurimindla Arshika

ANNEXURE -A
TERMS AND CONDITIONS OF EMPLOYMENT

I. Performance Criteria

- a) You will be evaluated during your term with Company on different assessments and shall be accordingly provided with ratings depending upon your performance. We consider your conduct, performance in the training, participation etc. for evaluation. We will provide you quarterly feedback of the same.

II. Training during 12 months commencing from May 2, 2023

- a) You shall undergo several assessments and training as mandated by the Company to evaluate your performance during the Training Period. You shall be rated based on your performance in different training and assessment tests.
- b) You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

III. Completion of Training

- a) Subject to your performance in different assessments and on your completion of Training Period, Company at its sole discretion reserves the right to appoint you as an employee directly with Company or with any other group company. Company also reserves the right to deploy you on a temporary or permanent basis with our customers.

IV. Nomination to the Program

- a) As a part of this employment, based on your performance in the assessment process as specified in clause I above, during Training Period and your interest in the location of posting, Company will nominate you to the programs ("Program") mentioned below:

Location	University	Program
India	Golden Gate University, San Francisco, CA	MS in Artificial Intelligence and Machine Learning
India	Case Western Reserve University Cleveland, OH	Post Graduate Certification Program in Full-Stack AI and ML engineering

V. **Nomination Process for the Program**

- a) The Company shall help you secure an admission with one of abovementioned Program as and once the admission is confirmed, the Company at its sole discretion may help you secure an education loan from one of our partner financial institutions.
- b) Unless specified otherwise, you shall pay the fee directly to the University.
- c) Complete details of the Program along with all the curriculum, duration, terms, and conditions shall be shared with you separately prior to the commencement of the Program.

VI. **Completion of Program**

- a) The assessment by the University to complete the Program shall be in addition to assessment and training by Company during the Training Period.
- b) You will be entitled to a Master's degree from the University on completion of the Program.

TuringMinds 

ANNEXURE – B

Until 1-May-2023, you will be paid a monthly stipend of INR 10,000

From May 2, 2023, based on the result of assessment tests as mentioned below you shall be entitled to compensation ("Compensation") as captured in chart below:

Performance Ratings*	First 6 months*	7-12 Months*	13-18 Months*	19-24 Months*	25-36 Months*
>70%	INR 20,000	INR 20,000	INR 50,000	INR 50,000	INR 64,000
60-70%	INR 20,000	INR 20,000	INR 30,000	INR 30,000	INR 40,000
<60%	INR 20,000	INR 14,000	0	Terminated	Terminated

- The date mentioned above (May 02, 2023) ,may be subject to change. Accordingly, You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.
- Performance rating will be based on assessments, participation in projects and behavior. You will be given a thorough assessment every quarter.
- The Compensation prescribed in the chart is your entitlement per month based on your performance.
- In event of failure to secure more than 60% on assessment tests after 12 months, you shall be subject to further training for a period of 6 months. During such an extended training period, you shall not be entitled to any Compensation from the Company.
- In case of failure to secure more than 60% after undergoing an extended training period of 6 months as mentioned above, Company shall be entitled to terminate your employment without any further intimation and any obligation to pay.
- In the event of termination of this Agreement, you shall be entitled to continue the Program with the University but your employment with the Company will be terminated.
- It shall be always your responsibility to repay the loan to bank/financial institutions including in the event you drop out of the Program, discontinue employment, or are terminated based on any policy violation or performance criteria.
- The Company shall not have any financial liability to you or any bank / financial institution in any case whatsoever.
- After completion of 36 months from your date of joining, revised Compensation structure shall be shared with you, if applicable.