



INTERVIEWBIT

1004, Amanora Park
Town,
Pune
411028

27th September 2019

Ayush Gupta

Dear **Ayush**,

We are pleased to offer to you an opportunity for an **internship** with InterviewBit Software Services LLP. If you accept our offer, your tentative joining date will be on **2nd January 2020** or such other date as communicated by the Company.

Attachment A contains the terms and conditions of your employment with the Company, along with the details of your compensation and benefits.

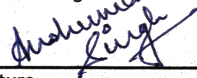
If you accept our offer of employment, please sign in the space provided on the last page and return to us within 3 business days from the date of this letter.

Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances. You are required to handle this letter with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

We look forward to you joining our team and contributing to the Company's success. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact your recruiter.

Sincerely,

Anshuman Singh


Signature

Co-founder, InterviewBit

Attachment A

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1. Date of appointment

Your employment will be effective upon your signing of this letter which shall be provided to you for signature on your first day of employment **(2nd January 2020)**. All your service benefits will be effective the Joining Date.

You have represented to us, and you are being employed by us, on the basis that, to the best of your knowledge, you have no restrictions or commitments to former employers or other entities which would in any way affect or hinder your rendering the services to the Company or that would restrict you from joining the Company.

2. Location

Your current location of posting will be in our Pune office. The Company may, at its sole discretion, transfer you to any other office or location of the Company or any of its affiliates.

3. Designation and Job responsibilities

Your designation in the organization presently is **Software Engineering Intern**. Your job responsibilities will be as assigned to you by the management from time to time. The designation, reporting and the job responsibilities are subject to review by the management from time to time. You shall perform and discharge faithfully and to the best of your ability the duties, which may be assigned to you from time to time by the Company and shall report to your manager in connection with such responsibilities.

You will devote your full working time, energy and attention exclusively to the duties entrusted to you and you shall not engage yourself in working for any other person or Company in any capacity, whatsoever, nor do any private business without obtaining our prior permission in writing.

4. Emoluments

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You will be paid a stipend of **35000 INR per month.**

5. Working Hours and Leave

Your work days, hours of work and the beginning and ending times of your shifts shall be determined by your manager and/or the HR department from time to time.

The Company may require that you work different or additional hours and the days of the week may also fluctuate to accommodate the needs of the business.

You shall be eligible for leave in accordance with the Company's policies and practices.

In general, the company has **flexible working hours**. However, that might change according to the business needs.

6. Full time employment review

The company may offer you a full time employment position at the end of your current employment with InterviewBit, depending on your performance and requirement on company's end.

The Candidate holds the sole discretion to accept or reject the offer if the offer is extended.

7. Travel

The Company may require you to undertake travel on the Company's work, and you shall be eligible for reimbursement of travel expenses for official work as per the Company's policies. If you leave the Company before 3 months from joining for any reason, you will be required to refund the travel and accommodation expenses.

8. Confidentiality and Non-Disclosure of Confidential Information, Non-Solicitation, and Product Assignment

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You will not at any time, without the consent of the Company disclose divulge, display, disseminate or make public, except under legal obligation, any information regarding the Company's affairs or administration or service carried out, whether the same be confided to you or become known to you in course of your service or otherwise. Any breach of this condition would entitle the Company to take such action as would be appropriate in the circumstances and / or to claim any damages from you.

The Company's offer for employment is conditional and subject to the Non-Disclosure, Non-Solicitation, and Product Assignment Agreement ("Agreement"), a copy of which can be obtained from the HR Department.

You will be required to sign the Agreement within the first month of Joining.

9. Protection of Interest

If any declaration or information furnished by you to Company during or prior to the Joining Date proves to be false or misleading, or if you are found to have willfully suppressed any material information, the Company reserves the right to terminate your employment immediately without any notice or compensation whatsoever.

10. Code Of Conduct

You will adhere to the Company's policies and Code of Conduct which may be changed or revised from time to time. The HR Department will make available to you copies of these documents and you should review prior to acceptance of our offer. The Company reserves the right to terminate your employment without any reason or notice on receiving any information on your violation of the Company's policies or Code of Conduct.

Further you agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time and to indemnify the Company for any loss suffered as a consequence of a breach by you of the Company rules, regulations, instructions, policies, practices and procedures.

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11. Termination

Either party may terminate your employment with **one week's notice** in writing. The Company reserves the right to pay in lieu of notice. In case you have given notice to resign or terminate your employment, you are expected to serve the entire notice period diligently, although the Company may in its sole discretion permit you to leave earlier.

Notwithstanding the information above or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice) in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you commit a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency, or any allegation or conviction for any criminal offense, (v) your breach of any terms or conditions of this offer letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients and/or (viii) misconduct by you as provided under the labour laws and/or in the Company's policies.

12. Obligations Upon Termination

Upon termination of your employment with the Company, you are required to return to the Company all documents, key business contacts, assets and books of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person and departments. Where required, the Company will advise the relevant authorities of the termination of your employment.

Further, all memoranda, notes, records or other documents made or compiled by you or made available to you during your employment with the Company concerning the business and/or operations of the Company shall be the Company's property and shall, if in your possession or under your control, be delivered to the

Company on the termination of your employment. You shall not use for yourself or others, or divulge to others, any proprietary or confidential information of the



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Company, obtained by you as a result of your employment, unless authorized by the Company.

13. Personal Data

In signing this letter you authorize the Company to verify, validate, transfer, store, process and share all personal data and other information relating to you and provided by you to the Company or otherwise obtained by the Company in connection with your engagement with the Company, with other companies, whether in India or abroad.

14. General

All notices required or permitted to be given shall be in writing and delivered personally, by e-mail or by certified or registered mail, return receipt requested, postage prepaid, or given by a nationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Agreement.

Further, the Company's policies are part of this offer of employment and you will have to sign and abide strictly by the Company's code of conduct in all business transactions, including protection of Company assets, conflict of interest, relations with vendors and other policy guidelines. A copy of such policies will be provided upon your request.



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Your employment and the terms and conditions of this letter shall be governed by and construed in accordance with the laws of India.

Yours sincerely

Anshuman Singh



Signature

Co-Founder, InterviewBit Software Services LLP

Date: 27th September 2019

Confirmation and Acceptance

I, **Ayush Gupta**, hereby accept to be a part of InterviewBit Software Services LLP and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.



Name: **Ayush Gupta**

Date: 09/29/2019
