

INTERNSHIP LETTER

May 16, 2025

**Filza Ahsan
NIT Jamshedpur**

Dear Filza Ahsan,

We are pleased to formally confirm your internship with Genpact India Private Limited ("Genpact" or "Company"). The duration of the internship will be three (3) Months beginning **May 20, 2025** on Project- **VWFS**.

1. Your joining date will be **May 20, 2025**. You will be placed as an intern at the Company's office located at **Gurugram** and your training schedule will be as specified by your supervisor.
2. During the tenure of your internship, you will get a stipend of **Rs. 20000/-** (Rupees only) per month. All payments to you will be governed as per the Company's policies and subject to deductions of taxes at source, as applicable.
3. Further, please note that your internship will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is incorrect, misrepresented or fabricated, the Company shall have the right to terminate your internship without any notice or compensation.

You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

4. Except in the ordinary course of your training, you shall not divulge to any third party/unauthorised person any information regarding the affairs or business matters of the Company (including its clients) or information of its clients, associated companies and not to divulge or disclose at any time Confidential Information¹ received as an intern during or after your internship. All information that comes to your knowledge by reasons of your internship with the Company as intern is deemed to be confidential and any breach thereof, shall be deemed to be a violation of Company policies and shall be dealt accordingly. Upon conclusion of the internship, you shall immediately return to the Company all of its property, equipment and documents provided to you during the term of your internship.
5. During the term of your internship, you may create work reports, summaries, synopsis, projections among others for the Company, and all such work that is reduced to fixed form or is otherwise capable

¹ The Company generally considers "secret" and "confidential" information or data relating to the business, products, affairs and finances of the Company which is non-public, confidential, sensitive, is disclosed under circumstances that one would reasonably expect it to be confidential and/or proprietary in nature, regardless of whether such information or data is in (i) oral, written, machine readable, recorded, or maintained on other forms of electronic media or (ii) marked as such or (iii) owned, maintained and controlled by the Company or by any client, customer or third party towards whom the Company has an obligation of confidentiality. It includes information which amounts to a trade secret (including but not limited to processes, policies, methods, technical data and know-how), Intellectual Property etc. relating to the business of the Company or any of its clients, customers, suppliers or any group or affiliate companies.

of any intellectual property protection will be the absolute property of the Company. You agree not to make claims over the same and to further do all acts, deeds or things as the Company may desire to enable the Company to have such rights over the works and or the work products.

6. The Company shall conduct a background and reference check before onboarding as an intern or any time during your internship as per Company policy and this Internship Letter is conditional upon the result of such checks. In the event, the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, terminate your internship at any time without notice or compensation.
7. Additional terms and conditions of your internship with Company are as follows:
 - a. You will be expected to attend office unless otherwise required or communicated by the Company. The working hours, leave and holidays applicable to you will be as per the policies of the Company (and particular training) which would be intimated to you from time to time.
 - b. The Company and/or you shall be entitled to terminate your internship by providing a prior written notice of fifteen (15) days. The Company reserves the right to pay stipend on a prorated basis for the served period of internship only.
 - c. The Company reserves the right to terminate your internship with immediate effect, without notice on the following grounds:
 - i. breach of Company policy including code of conduct or the practices and procedures or any misconduct.
 - ii. breach of the terms of this internship letter.
 - iii. absence for a continuous period of five (5) days without prior approval of your supervisor.
 - d. You would be required to ensure timely completion and submission of assignments, project work and other tasks as required by your assigned supervisor.
 - e. Attendance and successful completion are eligible factors for processing stipend payment.
 - f. You agree and hereby provide consent to Company to process any personal data or information of yours under this internship letter which is set forth in detail under “**Exhibit A- Privacy Consent Statement**”.
 - g. You shall not represent the Company before any other party and shall not bind the Company in any manner during your internship with the Company as intern. Pursuant to expiration or earlier termination of the internship, you agree not to represent yourself as having any connection with the Company, save as a former intern for the purpose of communicating with prospective employers or complying with any applicable statutory requirements.

Please feel free to contact **HR Manager – B Reddy, Yashoda** at Yashoda.BReddy@genpact.com in case of any clarifications.

Once again, we are delighted to have you on board and hope you have a rewarding and enriching experience with Genpact.

Congratulations and welcome to the team!

Yours Sincerely,

For Genpact India Private Limited



Ritu Bhatia
Senior Vice President-Human Resources

Accepted and Agreed

Filza Ahsan
Genpact Intern 25

Annexure 1- Joining Documents

Please carry the following documents with you and furnish them at the time of Orientation and joining.

Joining will not happen without these documents:

1. Internship Letter

- Please bring one signed copy & handover to the Business HR Manager
- Kindly sign all the pages with full signatures

2. Photo ID

- One of the following: Voters ID, driving license, Passport, Aadhaar Card, PAN card or XII Board Hall ticket (Class XII Hall tickets will be accepted only for those candidates joining straight after school and don't have any other document)

3. Address proof

- One of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents, Water Bill (latest) of Self or Parents, Bank Statement (Latest), Telephone landline bill (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee

Exhibit- A- Privacy Consent Statement

This Consent Statement is signed by Intern (hereinafter referred as “**You**”) in furtherance to this Internship Letter (“**Letter**”) in Genpact India Private Limited (hereinafter the “**Company**”)

By signing below, you hereby consent to Company to processing which means wholly or partly automated operation or set of operations performed on digital personal data and includes collecting, recording, organizing, structuring, storing, adapting, retrieving, using, aligning, or combining, indexing, sharing, disclosing by transmission, disseminating or otherwise making available, restricting, erasing, or destroying of your digital personal data (defined as data in digitized form in relation to an individual who is identifiable by or with such data); which includes name or personal identity including date of birth, address/e-mail address, telephone number, unique government issued number, passport details, driving license number, gender, marital status, financial information such as bank account, biometric information, educational qualifications, previous employer details, background checks and information, which may be in the possession of Company or obtained in future. Such information shall be processed by the Company strictly on a need to know basis and retained till required for business purposes including but not limited to fulfilment of statutory, regulatory and administrative requirements pertaining to compensation and benefits, health and safety, staff administration, work allocation, audits and related activities as set out in detail under the applicable privacy notice published by the Company(which may be accessed anytime using Company intranet, subject to access restrictions as may be applicable).

You acknowledge and agree that such information may be transferred, on a business need to know basis to any other entities including, vendors, business partners, auditors, third party consultants, clients, customers with obligations to maintain similar level of protection. Additionally, such information may be shared with or transferred to judicial, regulatory, statutory, administrative and/or law enforcement authorities / agencies as and when required by them or under applicable laws.

You further understand that you will have full rights to access and review my data, update it and the right to withdraw this consent, if necessary. In case you wish to exercise any of the right pertaining to your data, you may reach out at _<dpo.genpact@genpact.com>

Your records and information and information so collected and processed by Company will be kept secure and handled strictly in accordance with applicable laws and the Genpact Data Classification Guidelines and Data Privacy Policy.

Name



Date