

May 3, 2020

**Simran Arora**

New Delhi

**Sub: Web Developer Intern**

Dear Simran Arora,

Based upon your representations, we are pleased to associate with you for freelance writing assignments.

You will be required to submit a minimum amount of web pages in about 150 hours which is tentative according to your potential for the company related assignments per month. It entirely depends on the project you have been working on and it is as per Company’s discretion. You will be reporting to the manager assigned to you for all the projects and assignments.

Please sign and return the duplicate copy of this letter in token of your acceptance.

You shall be required to start the assignment from **May 6, 2020**. The company has the right to make any changes in the contract if required at any point of time.

If required you will be given 2-3 day training through video chat (SKYPE etc.) or will be briefed before the assignment of the first project.

Other terms and conditions of the service:

* ***Work.*** You agree to produce written materials such as text and web-pages (the “Work”) at therequest of the Vantage Web Pvt. Ltd. and turn in or deliver the web-pages by an agreed upon deadline. You agree that you will be the sole designer of the web-page, which will be original web-page by you, free of plagiarism.
* You agree to use reasonable care to ensure that all facts and statements in the web-page are true and that the web-page does not infringe upon any copyright, right of privacy, proprietary right, right of publicity or any other right of a third party.
* You agree that Vantage Web Pvt. Ltd. has the right to edit the work as it deems appropriate for Vantage Web Pvt. Ltd., and that you will cooperate with Vantage Web Pvt. Ltd. in editing and otherwise reviewing the web-pages prior to Vantage Web Pvt. Ltd. You will cooperate with Vantage Web Pvt. Ltd. if any complaints, claims or litigation should arise regarding the web-pages.
* Each web-page submitted will be assessed and given a quality score and you are responsible to maintain a quality score of above 70%.
* ***Confidentiality:*** You acknowledge that you may be furnished or may otherwise receive or haveaccess to information which relates to the Vantage Web Pvt. Ltd.’s products, vendor lists, creative works, marketing strategies, pending projects and proposals, and other proprietary information which gives Vantage Web Pvt. Ltd. an opportunity to acquire an advantage over its competitors (the "Proprietary Information"). You agrees to preserve and protect the

confidentiality of the Proprietary Information and all physical forms thereof, whether disclosed to you before this Agreement is signed or afterward.

* In addition, you shall not disclose or disseminate the Proprietary Information to any third party and shall not use the Proprietary Information for your own benefit or for the benefit of any third party. Without limiting the generality of the foregoing, you shall be prohibited from discussing the Vantage Web Pvt. Ltd. or the Work with a representative of the press or media, either directly or indirectly, without the Vantage Web Pvt. Ltd.’s express prior written approval.
* ***Documentation***:You are required to send us the self-attested soft-copies of the following forCompany record.
  1. Curriculum Vitae/ Resume
  2. Photostat copies of certificates and testimonials of entire Educational qualifications.

c) 2 passport size photograph.

* 1. Proof of Permanent Address
* ***Approval.*** You will receive a written approval of the work ordered (i.e., copy, design,photography, typesetting, and other services) required for the completion of the assignment. You will be required to do revisions in the web-page/assignment as per the requirement of the Company.
* ***Property Rights:*** Vantage Web Pvt. Ltd has the right to edit all of material and delete anycopy or visuals deemed to be unneeded or impractical. The published material becomes the property of Vantage Web Pvt. Ltd. with Vantage Web Pvt. Ltd. owning the copyright. It is agreed by both parties that all material prepared on a freelance/correspondent basis for Vantage Web Pvt. Ltd., is the property of Vantage Web Pvt. Ltd. In addition to owning the copyright for the print versions, Vantage Web Pvt. Ltd. owns the copyright for all electronic versions that may be used. You relinquishes “all rights” to both electronic and print versions of your work as commissioned and paid for by Vantage Web Pvt. Ltd.
* ***Termination of Agreement:*** This Agreement can be terminated by the Vantage Web Pvt.Ltd. after giving a notice of 7 days.
* ***Jurisdiction:*** In the event of any dispute/differences on any of the clause mentioned above thematter shall be resolved by referring it to arbitration if the efforts to resolve the disputes remain unsuccessful. Any of the parties can refer the dispute to arbitration. The duly appointed person shall be the sole arbitrator to preside the arbitrage tribunal. The seat of arbitration shall be at New Delhi. Subject to the present arbitration clause, the courts at New Delhi shall have the exclusive jurisdiction to deal the disputes arising thereof.
* The signing of the present letter shall ipso facto deemed to be your express acceptance of the terms of above rules and conditions of service.
* ***Contract Duration:*** This contract upon signing will bind the intern with the company for a month as a freelance intern and no pay status will be awarded . As time proceeds towards the end of the contract , the management board of Vantage Web Pvt Ltd will discuss to extend the contract and to change the terms as well including pay status as per their needs. And if the decision is made to retain the intern , intern may be recruited over extended internship contract / separate internship contract / or permanent hire status and the pay status can be discussed as a negotiation between Vantage Web Pvt Ltd and the intern.
* ***Perks:*** All the interns hired placed in any department would receive a certificate of completion of internship and a letter of recommendation ( this will include all the writing assignments assigned to the intern as well as marks assigned to respective assignments). Other perks include employee rates on any product offered by the company for the internship period and next 3 months (including treks at no profit for the company) . Any kind of pay related perks can only start after the termination of this contract and for more reference read t&c **contract duration.**

Kindly note that the present offer letter (along with the enclosure) is a privileged document and in no event you are authorized to use / publish this present letter for any purpose whatsoever except for the purpose of content writing in the company only.

If you are agreeable to above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you. In case no confirmation is received within the above mentioned period, the letter shall deemed to have been withdrawn.

Thanking You,

Yours Faithfully,

Vantage Web P. Ltd.



I have carefully read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of the candidate:

Simran Arora:

Date: