

## OFFER LETTER

**2 May 2025**

Electronic city Bengaluru ,Karnataka,  
PN 560100  
support@infotact.in  
+91 9124936538

**Start Date : 05/05/2025**

**End Date : 05/08/2025**

**Domain : Cyber Security**

**Dear Inakollu venkata Naveen Kumar,**

We are pleased to offer you an internship opportunity with Infotact solutions as an **Security Admin Associate L1**. This internship will provide you with valuable hands-on experience, enhance your skills, and offer insights into real-world projects within a dynamic team environment.

### Key Details of the Internship:

- **Location:** Fully remote
- **Stipend:** Performance-based stipend of **up to ₹5,000 per month**, subject to your contribution and achievement of predefined goals.
- **Reporting Manager:** You will report to your manager/trainer and are required to provide weekly updates on assigned tasks and projects during reviews.

### Key Responsibilities:

As an **Security Admin Associate L1**, your role and responsibilities will include:

- Collaborate with development and IT teams to design, implement, test, and deploy secure systems and applications as per project requirements.
- Identify and patch security vulnerabilities in code, infrastructure, and configurations using tools like OWASP ZAP, Burp Suite, or other scanners.
- Participate in security code reviews and threat modeling to ensure adherence to cybersecurity best practices and compliance standards.
- Monitor and respond to potential threats by analyzing system logs, alerts, and network traffic to ensure secure system performance.
- Develop and maintain comprehensive documentation for security policies, incident response plans, and system hardening procedures.
- Continuously learn and apply the latest cybersecurity tools, frameworks, and methodologies to enhance threat detection and prevention.
- Actively participate in weekly security audits or meetings, sharing insights and incorporating feedback to improve system protection.

## Performance Review and Stipend:

Your performance will be reviewed weekly based on the quality of your work, adherence to deadlines, and your contribution to team goals. The performance-based stipend of up to ₹5,000 per month will be determined accordingly.

## Recognition and Benefits:

Upon successful completion of your internship, you will receive the following:

- **Recognition Letter:** Acknowledging your contribution and role during the internship.
- **Experience Letter:** Detailing your responsibilities and accomplishments.
- **Recommendation Letter:** Offered to top-performing interns based on dedication, performance, and overall contribution throughout the internship.
- **Team Leadership Letter:** Awarded to interns who successfully take up leadership roles and demonstrate effective team coordination and management.
- **Job Assistance:** Support in improving employability through career guidance and mentorship (Note: This is not a job guarantee).
- **Performance and Rewards:** The Top 5 performers during the internship will receive exclusive goodies and a printed certificate as a token of appreciation and encouragement.
- **Exposure and Learning:** Opportunity to work on live projects and enhance your professional skill set.
- **Expectations and Conduct:** We expect you to adhere to the company's policies, maintain confidentiality, and demonstrate a professional attitude throughout the internship. Any breach of policies may result in termination of the internship.

## Next Steps:

Please confirm your acceptance of this offer by signing and returning a copy of this letter by 3 (three) days from above mentioned sent date.

If you have any questions or need clarification, feel free to reach out to us at **support@infotact.in | +91 9124936538**

We are excited to have you join our team and look forward to seeing your contributions as an Associate Developer.

Yours sincerely,

**Executive Director**



## Acknowledgment and Acceptance:

I, \_\_\_\_\_, acknowledge and accept the terms and conditions outlined in this internship offer letter.

**Signature -** \_\_\_\_\_

**Date -** \_\_\_\_\_

Dr. Ashish Ranjan Dash