

## Internship Offer Letter

03<sup>th</sup> October 2024

Dear **Drashti Ginoya**,

We are pleased to offer you an unpaid Internship with **Shree Krupa Systems Private Limited (A Subsidiary of Gyrus Systems)** on the following terms and conditions:

**Date of Joining:** 01<sup>st</sup> Jan 2025 to 30<sup>th</sup> Jun 2025

**Responsibilities:** Your duties include (the job details), as well as other duties that may be assigned to you from time to time.

**Internship Stipend:** Rs.8000 per month

**Working Hours:** Monday to Friday in the regular shift from 9:00 am to 7:00 pm. Total of 46.15 hours per week. Daily 45 minutes Lunch break.

**Termination:** Your internship can be terminated with fifteen days' notice by the company. Termination by an employee will be on the basis of one month (30 days) notice.

**Leave:** You will not be eligible for the benefits of the Company's Leave Rules.

During the period of your internship with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in-kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy with respect to Project documents, commercial offers, design documents, Project cost and estimation, Technology, Software packages license, Company's policies, Company patterns & Trade Mark, and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of the technical or other important information that might come into your possession during the continuance of your service with us shall not be disclosed, divulged, or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your internship may be terminated without notice and on account of the reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission, or any sort of gratification in cash or kind from any person, party or firm, or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
7. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data, salary slip, etc.), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

We welcome you to the Shree Krupa Systems Private Limited family and look forward to a fruitful collaboration.

Sincerely,

*Viren Kapadia*

**Viren Kapadia**  
**(President and CEO)**

By signing and dating this offer, you are indicating your acceptance of the position. Please return one (1) copy and keep the remaining copy for your records.

Date:

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(Signature)

**Drashti Ginoya**  
**(Intern)**