



Offer Letter

Mr. Tanish Mittal

Date: Wednesday, 1 May, 2024

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Intern - Engineering on following terms & conditions:

Offer Details:

Designation:	Intern-Engineering
Department:	Engineering
Employment Type:	Intern
Date of Joining:	Saturday, 1 June, 2024
Internship End Date:	Monday, 15 July, 2024
Role Location:	4th floor, Tower B, ASF Centre, Udyog Vihar, Phase-IV, Gurgaon-122016
Stipend per Month:	10000

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be withdrawn. After you accept this offer, your onboarding will be initiated.

You are requested to join the services of the Company not later than Saturday, 1 June, 2024 failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

The Company will be entitled to terminate your services by giving you 2 days of notice in writing. In the event you desire to leave the services of the Company, you will be required to give the Company 2 days of notice in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resources

Signature:

This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Intern acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an intern or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our interns relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: interns should do nothing that might discredit or embarrass the Company, its clients, or themselves as interns of the Company.

All Think & Learn Pvt. Ltd., interns are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

- a. 10th Mark sheet
- b. 12th Mark sheet
- c. Graduation/Post Graduation Mark sheet–All completed semester mark sheets
- d. No Objection Certificate & College ID-Card
- e. Resume
- f. BYJU'S Offer Letter
- g. Pan Card
- h. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
- i. Voter ID/Passport/Driving License
- j. Cancelled Cheque/Bank Statement/Bank Passbook
- k. Passport Size Photograph

This is system generated offer letter and does not require authorised signature.

