

Date: 20<sup>th</sup> November 2025

**Sub: Offer of Appointment as a "Data Science with GenAI Intern - Online"**

Dear Vana Karthik (Intern ID: IN125112211),

- 1.** We are pleased to offer you an appointment in **Innomatics Research Labs** as **Data Science with GenAI Intern**. Your association with us will be governed by certain confidential information (mentioned below section) which needs to be followed.
- 2.** You are required to virtually join on **24<sup>th</sup> November, 2025** and the offer stands withdrawn there after unless the date is extended and communicated to you in writing.
- 3.** You are requested to login via registered email id on the Zoom link which has been sent to your respective mails. You should report at **06:00PM IST** sharp on the above-mentioned date to complete the joining formalities. All the below mentioned documents should be scanned and sent through Google form. (Onboarding Form Link is available in the mail).
- 4.** During the Internship, you will be assigned with Data Science/Artificial Intelligence/Machine Learning/GenAI related Projects/Products/Trainings that will help improve your understandings of the concepts learned. And you would be expected to put your best efforts in executing the tasks assigned to you. These tasks will help you in upskilling yourself.
- 5.** As an intern, you will not receive any of the employee benefits that regular company employee receives.
- 6.** We welcome you to Innomatics family and look forward for a long term and mutually beneficial association.
- 7.** Please be advised that this is an unpaid internship program.

## Confidentiality

During this Internship, you may come across confidential business information. By accepting this, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the company all its property, equipment, and documents, including electronically stored information. Failing which you will be subjected undergo required legal procedures. Please sign and attach a scanned copy of this Intern offer letter via same Google form, signifying your acceptance to the terms and conditions enunciated above.



Yours Sincerely,  
**Raghu Ram Aduri**  
(Program Manager)

**Innomatics Research Labs**

INNOMATICS  
RESEARCH LABS

This is to certify that I have read this Agreement and understood all the terms and conditions mentioned therein and I hereby accept and agree to abide by them:

**Date:**

**Name:**

**Place:**

**Signature:**

\*\*\*This is a highly confidential document hence you are requested not disclose it to anyone else

All the below mentioned documents must be submitted **(Kindly submit them via the Google Form mentioned in email).**

- 1) Signed Offer Letter
- 2) Self-Attested Government ID proofs
- 3) Passport sized color photographs
- 4) Updated resume

