



Delighting You Always

May 13, 2016

Keshav Rath,
Jabalpur

Sub: Internship with Canon India Pvt. Ltd. From May 16, 2016 to November 15, 2016

Dear Keshav Rath,

We are pleased to offer you a temporary assignment as a **Trainee- 2nd Development Division** in Bangalore ISDC office starting from **May 16, 2016 to November 15, 2016** on the following terms and conditions:

1. Your monthly stipend shall be INR 10000/-
2. You will be reporting to **Senior Manager-India Systems Development Center.**
3. You will not be entitled to sign any agreement or otherwise make any commitment on behalf of the Company without the Company's express permission.
4. You need to report to office at 8 am.
5. You need to contact your reporting manager on your date of joining.
6. You are required to dress up in business formals from Monday to Thursday and Business casuals on Friday.
7. The company can *terminate* your internship by giving you one week's notice or pay in lieu thereof, without assigning any reason. You may also terminate the internship by giving one week's prior notice.
8. You undertake that you shall not at any time during the continuance of your engagement with Canon India Pvt. Ltd. and for a period of six (6) weeks following the termination of such engagement, except with the expressed and special permission of the company, engage directly or indirectly in any activity that is detrimental to the business interests of the company.
9. You undertake that you shall not at any time during the continuance of your engagement with Canon India Pvt. Ltd. or after termination of your engagement with the company except by the direction or with the express written approval of the company divulge either directly or indirectly to any person or party, knowledge or information which you acquire during the course of, or incidental to your engagement by the company concerning the affairs or property of Canon India Pvt. Ltd. or its customers or any business or property or transaction in which Canon India Pvt. Ltd. is, may or may have been concerned or had an interest.
10. If the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter and return to us immediately as a confirmation of your acceptance.

Yours faithfully,

For Canon India Pvt Ltd

Sukriti Gupta
Senior Manager
HR Operations Division

CANON INDIA PVT LTD

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