



## Offer Letter

Dear Kuntal,

Our digiBOOM Interns are also known as Champs. We are pleased to offer you Website Developer Intern position for 2 months with digiBOOM India, which can be extended "at-will basis"..Please find the following confirmation of your internship:

Internship start date – 11/09/2023

Internship end date – 10/11/2023

Further to our discussions, the following is a summary of terms and conditions applicable to your association with digiBOOM India. Once you accept this offer, the terms will be crystalized in the form of an employment agreement.

1. **Position:** You will be employed in a part-time position, as "Website Developer Intern". Your Primary duties will include, not limited to:

### Core Responsibilities

- Write well designed, testable, efficient code by using best software development practices
- Good with Wordpress dashboard maintenance
- Create website layout/user interface by using standard HTML/CSS practices
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling website
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities

By signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties.

**Stipend (performance based):** The work done across the month and creativity will be evaluated by the team will be your stipend ₹2500/- and other incentives.

❖ Incentive of ₹1000 on showcasing, or broadcasting digiBOOM India in any News, Media, Magazine or online portals. (Please contact your team leaders/HR for more details)

❖ Flexi Pay Rewards for performing marketing, social media, promotion & branding activities as suggested by digiBOOM India team. (Please contact your team leaders/HR for more details)

**3. Confidential Information:** You hereby represent and warrant that, at all times, you will maintain confidentiality with respect to all and any information relating to the Company ("Confidential Information").

You will not, either directly or indirectly, make any disclosure of Confidential Information to any third party, or make any use of Confidential Information, for your own benefit or the benefit of any third party, without the Company's prior written consent. You shall maintain proper and secure custody of the Confidential Information to which you may be privy and shall use your best endeavors to prevent the use or disclosure of the Confidential Information by or to third parties.

Making social media pages in company's name and spreading false information may lead to termination

**5. Exclusivity:** You will not enter into any employment or discussions with any potential employers for a period of 30 (thirty days) after the date hereof.

**6. WORKING HOURS – 10 AM to 7 PM**

- Please Note – The expected working hours for Interns is 5-8 hours per day.
- IT IS MANDATORY TO WORK FOR 6 DAYS A WEEK OUT OF WHICH SUNDAY AND NATIONAL HOLIDAYS ARE OFF.

**7. RESIGNATION –** You are not allowed to quit before completing one month . In case , one has to do so he/she has to give a notice of the same 2 weeks prior or no compensation would be processed.

**8. TERMINATION –** We reserve all rights to terminate the employment of the candidate after a warning if found not working.

**KINDLY SHARE THE FOLLOWING DOCUMENTS**

**1. SIGNED COPY OF OFFER LETTER ( SIGN EVERY PAGE DIGITALLY)**

2. PROFESSIONAL/EDUCATIONAL MARK SHEETS TOWARDS A. 12<sup>th</sup> standard or equivalent examination.  
B. Graduation  
3. Pan Card/ Other id proof  
4. Bank Account Details: Bank Name , Your Name as per Bank records , Account Number , IFSC Code.

This employment offer shall be subject to you agreeing upon the following terms and conditions, jointly and independently binding upon you totally.

A. At Will: Being applauded and accepted by you at your own will and has explained about the working methodology in the epidemic/pandemic and force majeure.

B. Any litigation, grievances and disputes with regards to this will be treated null and void, which you declare at your wish and will.



Sanket Jain

Candidate Name and Sign

THANK YOU