

03/06/2025

Letter of Appointment for Internship

Dear Mr. Meerhan Munshi,

Congratulations!!

This is with reference to your application for Internship with us.

We are pleased to offer you Internship and guide you throughout your internship tenure with **Tekgeminus Solutions (P) Ltd.** (hereafter referred to as 'Tekgeminus' or 'Company') Pune. We are a team of passionate and enthusiastic people focused on developing technology solutions for our clients and end users.

We are happy to offer you an internship appointment as **"Intern"**. The broad terms and conditions of your appointment are as follows:

The broad terms and conditions of Internship shall be as under:

1. Duration

Your fulltime internship will start with effect from **10/06/2025** for the period of 2 (months) calendar month.

2. Workdays

- Company works for 5 days a week (Monday- Friday)
- Weekly offs would be Saturday and Sunday, however based on the priority of certain projects and business demand, you may be required to work on extra days, which may be informed from time to time by your manager/lead.

Note: If any project needs you to work on any of the mentioned holidays, then we will give you alternate holiday or as the case may be, as per client/project policies or guidelines.

3. Working Hours

- The total work hours are 9 hrs. per day (including one-hour break)
- Office Timing: 09:30 am to 06:30 pm

You will be expected to devote sufficient time to your duties to enable them to be carried out efficiently, which may require you to attend the office, or to be available to fulfill your function, outside these hours and days, which will not qualify for overtime payment.

4. Accountability

You will not undertake any representation or internship in any form or kind for yourself or for any other company while in the internship of Tekgeminus and shall devote the whole of your internship time, knowledge, skill and attention to the performance of your duties with Tekgeminus.

Considering the urgency of meeting the deadlines of specific assignments and other conditions prevailing at the time, you may be required to put in extra hours/ days at work/ work in any shift as required.

5. Confidentiality and Intellectual Property Rights

During the course of your internship assignment, you will deal with some important or confidential information and/or material either of the Company or a client. You will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the company, nor will you make unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession. It is understood that you will not part with this information to anyone at any point of time without the written consent of the Company.

You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make during this association. Solely or jointly with others, in the course of your internship with the Company relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such formats as may be required by the Company, without expense to you, which in the judgment of the company or its Attorneys may be necessary or desirable to secure to the Company full rights title and interest in the IPRs.

You will be responsible for the proper care of all hardware, software and other related valuables entrusted to you if any.

It will be your responsibility to keep yourself abreast and comply with Code of Conduct & all the company policies which are updated from time to time.

6. Termination

This internship appointment may be ended by either side with a notice period of 10 working days subject to clearance by respective project guide or equivalent authority.

The Company reserves the right to recover the costs of any specific expenditure incurred on you during the internship period where you are unable, for any reason, to fulfill your part of the obligation to complete the internship assignment.

Notwithstanding anything contained anywhere else, your internship with the Company may be terminated without notice or without any stipend in lieu thereof if, in the opinion of the Company, you, at any time:

In case you are terminated for any reason whatsoever including termination due to breach of the existing policies. Or for any kind of misconduct then the company may take the decision of releasing you with immediate effect and will not be liable for any matter arising thereafter.

The company has made the appointment of internship on the basis of the bona fide statements and facts provided by you. At the time of internship or during internship if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you, which also includes termination of internship.

Effect of Termination/Separation/Completion

Upon termination/separation/completion of your internship with the Company for any reason, you will:
Hand over charge to such person or persons as informed to you.

Surrender to HR representative or such specified person all of the Company's property including but not limited to any confidential information, all hardware, software, documents, books, or any other articles of the Company and /or copies thereof belonging to the Company which, pursuant to your internship with the Company, may be in your use, occupation, control or possession and must not retain any copies, extracts or reproductions of all or any part of that property or confidential information;

You will continue to be bound by your internship obligations to the Company including in relation to Company's confidential information and intellectual property.

You must not make any statements (whether oral or written) or do anything which might damage the reputation of the Company or interfere with Company's relationship with its clients and customers. Without prejudice to Company's other rights and remedies, the Company will be entitled to recover the amount of any claims from your emoluments, the amount of any claims which the Company may have against you either under the terms of your internship or otherwise.

Certificate of internship will be issued to you on the successful completion of your internship period.

7. Non-Solicitation

During the term of your employment and thereafter:

- You shall not directly or indirectly, or through any other party, solicit or offer employment to any persons who are employees of the Company or its affiliates for a period of twelve (12) months after the date of termination of your employment with the Company.
- You shall not, directly or indirectly, or through any third party, solicit business from, any customer/client/vendor of the Company for a period of twelve (12) months, after the date of termination of your employment with the Company.

8. Indemnification

You shall, at all times, indemnify and keep indemnified the Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim proceeding, or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect, in the opinion of the Company.

You agree that no representations or promises concerning the terms of internship have been made except as set forth in this letter, and that your internship with the Company does not violate any conditions of any other agreements you may have made prior to accepting this letter.

9. Non-disparagement

You hereby agree that you shall not, during your tenure with the Company or after separation/ termination of internship take any action which, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize or otherwise communicate in any way, any defamatory statements (verbal or written) about the Company and/or its reputation, products/services, policies, employees, clients, affiliates, associates and management online on any social media website, portal or blog to malign, harm, disparage, defame or damage the reputation or good name of the Company or lead to unwanted or unfavorable publicity of the Company.

10. Governing Law and Arbitration

This Internship letter of appointment shall be governed under the laws of India and subject to the exclusive jurisdiction of courts in Pune.

Any dispute between you and the Company shall be settled by a sole arbitrator to be appointed by the Company, the place of arbitration shall be Pune and the language of arbitration shall be English. In the event of any dispute or differences arising out of this Internship letter of appointment or breach of any of the terms of this Internship letter of appointment between the parties hereto for interpretation, exercise, use or execution of any of the clauses of this Internship letter of appointment, the same shall be referred to the Vice President of the Company or his duly nominated official whose decision shall be final and binding. The venue shall be at Pune.

11. Other terms and conditions

You shall be guided by your project guide and HR team time to time and shall be required to demonstrate an appropriate behavior towards its adherence and cherish the values propagated by the Company.

This Internship letter of appointment contains the entire understanding between you and the Company concerning the subject matter hereof and is in addition to any and all prior and contemporaneous negotiations, correspondence, understandings and agreements, whether oral or written, respecting that subject matter.

Please return the duplicate of this letter, duly signed, in token of your acceptance of the above- mentioned terms and conditions of the internship.

We wish you all the best for your internship, learning and growth.

Effective Date

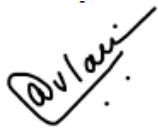
Your assignment is effective from **10/06/2025**

Kindly sign a duplicate copy of this letter, as acceptance and return the same to the company.

With warm regards

Yours Truly,

For **Tekgeminus Solutions (P) Ltd.**



Ankit Avlani
Authorized Signatory

Acceptance

I have read and understood all the terms and conditions contained in this Internship letter of appointment. The forgoing accurately reflects my understanding of the terms and conditions of my internship with the Company, and I agree to accept internship with the Company on such terms.

I have not relied upon any other promises, understandings, or representations in choosing to accept internship with the Company.

I agree to abide by the rules, regulations, and other Company's policies as applicable, enforced, amended or altered from time to time during the course of my internship and abide by any agreement entered between myself and the Company.

Full Name:

Email:

PAN Card No:

Aadhar Card No:

Signature:

Date:

Place: