



Date: 07/04/2020

To,

Omkar Ghotekar

Pune,

Subject: Internship Offer Letter

Dear Omkar,

We are delighted to welcome you to EasyTech Innovations Pvt Ltd as a **Web Developer Intern**. At EasyTech, we believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please revert to this email offer as your acceptance of the same.

Congratulations!

Warm regards,

Manisha Thakur

Cofounder

EasyTech Innovations Pvt Ltd



Annexure A

You shall be governed by the following terms and condition of service during your internship, and those may be amended from time to time.

1. You are being hired as a **Web Developer Intern** and Manisha Thakur would be your Reporting Manager and Mentor during the internship. As a **Web Developer Intern** you would be responsible for the following
 1. Develop HTML emailers for mass mailing purposes (front end development)
 2. Update Blogs on wordpress website
 3. Create Landing Page for digital ad campaigns
 4. Revamp www.onfees.com for basic changes for better experience and SEO benefits.
2. Your date of joining is **07/04/2020** and the duration of the internship would be 2 months. During this time you are expected to devote your time and efforts solely to EsyTech work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All the work that you will produce at or in relation to EasyTech will be the intellectual property of EasyTech. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. EasyTech operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the

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internship you are expected to hand over all EasyTech work/data stored on your Personal Computer to your mentor and delete the same from your machine.

6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. EasyTech is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what EasyTech stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. On completion of your internship, you'll be rewarded with Letter of internship from EasyTech Innovations Pvt Ltd and recommendation letters (if recommended by your mentor). For mentor rating equal or above 3.5/5, you will be entitled for incentive Rs 1000.

We will consider your email acknowledgement to this offer as your acceptance to the terms and conditions of this internship as well as Annexure hereto.

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