



Internship Offer - Ashgen

<https://www.ashgen.com/>

Date: - Dec 10, 2017

Pranav Pakhale
pranav22pakhale@gmail.com

Dear Pranav,

I am delighted & excited to welcome you to Ashgen Enterprises as a **Web Developer Intern**. At Ashgen, 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 Ashgen.

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 sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations !

Ashish Kumar
(CEO)



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ANNEXURE A

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

You are being hired for work from home internship as an unpaid **Web Developer Intern** and **Jaspreet**

Kaur would be your Reporting Manager and Mentor during the internship.

NOTE : Most of the responsibility of your internship was written in Internshala Post for hiring.

1. Your date of joining is 18 December 2017 and the duration of the internship would be 3 months. During this time you are expected to devote your time and efforts solely to Ashgen 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.
2. According to your work skills and performance, **Pre Placement Offer (PPO) or permanent employment** as a Web Developer can be given.
3. You will get a **certificate** of internship after completing your intern whether you pass or fail.
4. You will work on real client projects and your mentor will guide you in every possible way which will surely improve your skills.
5. 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.
6. All the work that you will produce at or in relation to Ashgen will be the intellectual property of Ashgen. 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.
7. 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. Ashgen operates on **zero tolerance** principle with



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regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all Ashgen work/data stored on your Personal Computer to your mentor and delete the same from your machine.

- 8.** 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.
- 9.** 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. You have to work for 3 - 4 hours per day during your internship period.
- 10.** Ashgen is a startup 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 hard work – and expect appreciation & rewards to follow.
- 11.** 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.
- 12.** Have fun at what you do and do the right thing – both the principles are core of what Ashgen 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.



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I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Name:

Place: