

Date:- 14 April 2022

Prince Kumar Pandey  
105 A Old Boys Hostel , Army Institute of Technology , Alandi Rd, Dilhi, Pune, Maharashtra 411015

Private & Confidential

Subject: Offer of Internship

Dear Prince Kumar Pandey

We are pleased to offer internship to you on a full-time basis as Intern with Connectwise LLP("Company") starting 14 June 2022 or such other date as may be notified by the Company to you. Your Internship will be for a period of 2 months, which shall commence from the date of your joining the Company. The terms and conditions of your internship with the Company are set out within Annexure "A" attached to this letter.

You will be entitled to a stipend of INR 10,000 per month. During Internship, benefit policy and social security act is not applicable to you. However, for safety of interns, company will issue Group Medclaim & Group Accident insurance policy.

If you wish to accept our offer of Internship, please provide your written confirmation within [3] days from the date of this letter and sign and return to us a copy of this letter (along with Annexure "A") on or before the date of joining. Our offer shall automatically lapse and stand revoked unless you confirm your acceptance and provide a sign copy of this letter within the prescribed time.

You shall abide to the disciplinary policy, working days & hours policy, holiday list, travel arrangements as provided to employees and other terms and condition, while associated with the company.

Should you accept our offer, you are requested to provide the Company with copies of the following documents (if not provided earlier) along with 2 recent passport-sized photographs, on the date of joining the Company:

1. Passport (most recent)
2. Aadhar Card
3. Relevant educational certificates
4. Permanent Account Number (PAN) card
5. Birth certificate.

**CONNECTWISE LLP (Formerly known as Continuum Managed Solutions LLP)**

Registered Office: - Unit Nos.1&2, 8th Floor, Wing B, Times Square, Marol, Andheri Kurla Road, Andheri (East), Mumbai- 400 059, Maharashtra, India,

Tel No: - +91-22 42023100. LLPIN: - AAP-8341, Email: - [info.india@connectwise.com](mailto:info.india@connectwise.com), Website: - [www.connectwise.com](http://www.connectwise.com)

Pune: - Pune SEZ Unit: Rhine Block 1.5 A-wing, 5<sup>th</sup> floor, Embassy Tech Zone, Hinjewadi, Phase II, Pune-411057, Maharashtra, India.  
Tel No: - +91-20 67701500

Bangalore: - TRS Arcade, No. 3, 1st Main Road, Mysore Income, Tax Layout, Chandra Layout Main Road, Vijayanagar, Bangalore - 560040.  
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Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining deeper understanding of concepts through hands-on application of the knowledge.

The project and technical details of the assignment will be shared with you on or before commencement of your internship.

On successful completion of your internship and meeting performance as per the set standards for the aforesaid period, the company will issue you an Internship Completion letter.

If you have any questions in relation to this offer, please contact me at [recruitment@connectwise.com](mailto:recruitment@connectwise.com)

Yours sincerely,  
For ConnectWise LLP

Malathi Rai  
Vice President-Human Resource & Administration (Asia Pacific)

**Acceptance**

I hereby accept the terms and conditions of this offer for internship with Connectwise LLP. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer. I agree to join the Company on the joining date as provided in Annexure "A" of this letter.

Sign: Prince

Name: Prince Kuman Pandey

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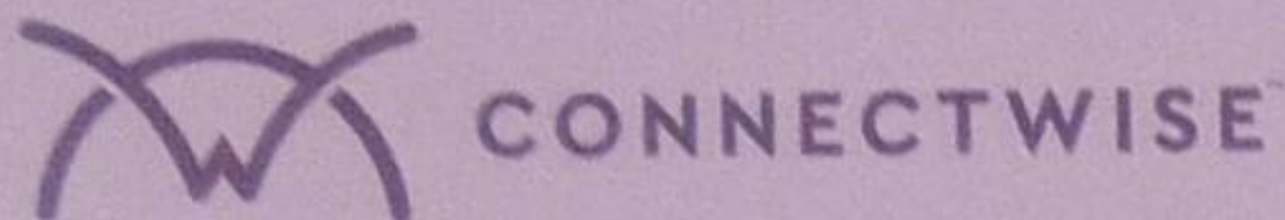
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#### Annexure A

#### **TERMS AND CONDITIONS OF INTERNSHIP**

1. **Information:** The Company's offer for Internship is based on the particulars, information and declarations provided by you. If at any time it is observed that the information provided by you is false or misleading or there is any concealment of facts by you, the Company reserves the right to immediate terminate your internship, besides the Company's right to initiate disciplinary action against you.
2. **Working Hours and Days:** You will observe the working hours and working days as may be communicated to you by the Company from time to time. It is hereby clarified that the Company operates on a 24X7 basis and accordingly the Company may require you to work in different shifts, including night shifts, as may be necessary from time to time. You accordingly agree to work in various shifts (including night shift) and confirm that you will comply with any and all directions and instructions as provided by the Company in relation to working in different shifts.
3. **Duties & Responsibilities:** You shall devote all of your skill, knowledge and working time to the conscientious performance of your duties and responsibilities and you shall perform your duties with diligence and devotion. You may be required to perform other duties as required by the Company from time to time.
4. **Restriction:** While in the internship, you are not allowed to be employed in any other organization on a permanent, temporary or part time basis nor shall you offer your services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of the Company.
5. **Compliance with Code of Conduct Guidelines and HR Policies:** You will abide by the Code of Conduct Guidelines, in letter and spirit. Please contact Human Resources to pursue a copy. You will also comply with all directions given to you by the Company and faithfully observe all the rules, regulations, and arrangements applicable to you. Your internship will, in addition to the terms and conditions of internship specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time, including those as may be provided in the Company's Employee HR Handbook, service rules, code of conduct, etc.
6. **Fitness:** In order to perform your duties towards the Company, you are required to keep yourself in good health and fitness both physically and mentally. The Company may subject you to medical checkup at regular intervals if applicable. If based on your medical checkup the Company determines that you are not physically or mentally fit to perform your duties towards the Company, the Company reserves the right to terminate your internship.
7. **Professionalism & Conduct:**
  - I. In course of your internship with the Company, you are expected to exert high degree of professionalism in discharging your duties towards the Company and in dealing with other employees of the Company including your superiors. All your actions must be directed towards the best interests of the Company. You may be liable to be dismissed from the Company without any notice in case you are found guilty of any misconduct, dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor.
  - II. Any lapse, deficiency or negligence on your part in discharging of your duties and performing your job responsibilities will be viewed seriously. On happening of such lapses etc., on your part, your internship with the Company may be liable to be terminated besides being liable to pay adequate damages to the Company.

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8. **Employee Confidentiality, Assignment of Development and Non-solicitation Agreement:** As a condition to your Internship with the Company, on or prior to joining, you shall be required to execute with the Company an Employee Confidentiality, Assignment of Developments and Non-solicitation Agreement as per the draft provided by the Company.
9. **Misuse of Company's property or facilities:** Any unauthorized use or misuse of Company's property or facilities, including but not limited to Company's system, software, internet facilities etc., on your part of any violation on any of the stipulations of Company's information security policy would also be treated as a serious lapse and violation of terms and conditions of your internship and would make the Company fully eligible to claim appropriate damages from you without prejudice to Company's unfettered right to terminate your services without any notice or pay in lieu thereof.
10. **Representations:** You hereby represent to the Company that:
- you are legally permitted to reside and be employed in India;
  - you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
  - you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
  - you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
  - you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
  - you have all requisite power and authority, and do not require the consent of any third party to accept our offer;

You also represent to the Company that you have not appropriated any confidential, proprietary or trade secret information (including but not limited to written information, information contained in computer storage systems or information compiled or stored in any other manner) from any third party (including but not limited to any former employer), except as may have been expressly permitted in writing by such third party or its authorized representative. You shall not disclose to the Company, or otherwise use during the course of your internship with the Company, any confidential, proprietary or trade secret information of any third party which you may possess, without such written permission.

11. **Governing Law and Jurisdiction:** Your internship with the Company shall be governed and construed in accordance with the laws of India. The parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at 24 and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

**Agreed and accepted**

Signature: \_\_\_\_\_

Name: Prince Kumar Pandey

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