

Ref: 967668/2224249/PT

22-Jul-23

Mr Kavali Sairam

8-413A

Kaneekala Cross -

Anantapur Andhra Pradesh 515871

Dear Kavali,

With reference to your internship request, we are pleased to inform you that you have been selected to pursue your academic project as “**Trainee Intern**” at **Tech Mahindra Ltd.** for enabling your academic requirements of the course **<B.Tech>**. During the period of your Internship, you will be guided by the following terms and conditions: -

1. You will be an Intern with the Company for a period of **11 months** starting from **22-Jul-23** to **22-Jun-24**.
2. You will be eligible for Stipend of **INR 12313 per month** agreed to in writing and applicable taxes will apply if any.
3. As an Intern, you are expected to gain practical experience by doing one or more of the below in a timely manner as suggested by your reporting manager/mentor.
  - self-upskilling as per the project skill/s
  - completing project assignments/POCs
  - attending project meetings
  - doing project shadowing
4. This internship is not an “Offer of Employment” with the Company, and you will not be entitled for any payment or employee benefits during the internship period except stipend as specified in Clause 2 above.
5. Based on your performance and successful completion of your internship, the Company will consider you, at its sole discretion, for full time opportunity in the Company.
6. During this internship period, you will report directly to **Monish Kumar, monish.kumar@techmahindra.com**, Reporting Manager who can be contacted for any assistance related to this internship.
7. The Company reserves the right to terminate your internship at any time at its sole discretion.

8. Your internship would be virtual till further communication from the Company. On the day of joining as an intern, please report to **Indumathi (IX00775539@techmahindra.com)** latest by **9:00 am** at the following address: **Tech Mahindra Limited, [Unit 12, Plot No.35 & 36, SY No-64,Hitech City Layout, Madhapur, Hyderabad- 500081]**. to complete the joining formalities and understand the further instructions.
9. You will be taking up this assignment/engagement on your own accord and at your own risk and responsibility and the organization will not be responsible for any untoward incident that might happen during your engagement as Intern with us.
10. By agreeing to undertake internship at Tech Mahindra Ltd as an Intern, you tacitly agree to abide by Company's dress code and conduct yourself in a manner that does not damage the image and reputation of the Company.
11. Please note that this Internship will be Contingent upon **Mandatory Registration** required on NATS Portal (National Apprenticeship Training Scheme (NATS)) before you join us

Please go to the NATS portal

(<https://ind01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.mhrdnats.gov.in&data=02%7C01%7CSatpal.Talwar%40TechMahindra.com%7C9140509417a24fba0cf908d74615c5f6%7Cedf442f5b9944c86a131b42b03a16c95%7C0%7C0%7C637054931634115154&sdata=ar3nJQ2GINJZC7o5eZWs3LheVGzxWdptUFqmjhmqCWY%3D&reserved=0>) and complete Mandatory Registration (National Apprenticeship Training Scheme (NATS)). You would need the following documents/information

1. Mobile number
2. Email Address
3. Copy of the Aadhar card/Pan card
4. Passport size photo
5. Original last year Mark sheet / Provisional mark sheet.
6. Bank Details

You can also enroll from their Mobile phones and can upload your documents on the portal. You can upload the documents with photo scanner application from mobile.

Please note that the maximum file size that can be uploaded is 1MB

If you have already registered on the Portal please keep the registration ID handy at the time of on-boarding

Please return the acceptance copy (attached) to **Saripella Sathyakala Annapurna** (**SS00868318@techmahindra.com**) duly affixing your full signature as a token of your acceptance.

Thanking you,

Yours faithfully,

**For Tech Mahindra Limited**



**Mukul Sah**

**Group Head – HR & RMG**

**Agreed and accepted**

Name : **Kavali Sairam**

Signature :

Date :

## Appendix A

### Non-Disclosure Agreement

I, **Kavali Sairam**, hereby certify that: -

I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my internship.

Because, I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the completion of my internship, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by anyone else in connection with my internship.

a. Because it may not be clear to Intern which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Intern agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Intern may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, an Intern (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section by Intern, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and intern hereby consents to the issuance thereof forthwith in any court of competent jurisdiction

without proof of specific damages. Intern waives any requirement for a bond in connection with any temporary or pendent lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Intern agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

Name: **Kavali Sairam**

Signature:

Date:

## Appendix B

### Confidentiality Undertaking

I understand that during my Internship with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However, these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, Trainee customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and intern documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that:

- The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
- The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited. ☐ The use of confidential information is furnished to me during my internship on a confidential and secret basis for a sole and exclusive use and pursuing my Intern duties at Tech Mahindra Limited.
- I will not, during and after my Internship at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
- I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.

- Upon completion of my Internship with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my Internship at Tech Mahindra Limited. which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon completion of my Internship.
- This confidentiality agreement will continue to be in effect after the completion of my with Tech Mahindra Limited.
- IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

Name: **Kavali Sairam**

Signature:

Date: