

1. You will be subject to the general rules of conduct, discipline, leave rules, holidays, hours of work, etc. that are prevailing in the company or may be brought into force from time to time.

2. You may be called to work at any of the company's establishments, subsidiaries or affiliates.

Based on the job requirements you may be required to work in a shifts system.

3. You may be required to undertake tours or other assignments concerning the company's

business and in any of the business units of the company. You will be eligible for travelling

expenses and other allowances according to the rules in force at that time.

4. Your service may be terminated by the company at any time without notice if you are found

guilty of misconduct.

5. Upon your joining, CCTech shall, directly or indirectly or through a third party, carry out a

detailed background verification to validate the information and credentials submitted by

you. CCTech reserves the right to terminate without notice at any point during employment,

if the background verification report is found in congruent with the information and

credentials provided by you.

6. DUTIES: You shall agree to perform the following duties with utmost responsibility and

sincerity:

a. To perform the duties as laid out for performance by the intern

b. To perform the duties with due diligence and care

c. To refrain from miss utilizing the resources of the company

d. To indemnify the company for any losses or expenses incurred by the company on

account of non-fulfillment of certain obligation or execution of any particular act which

has resulted into a loss for the company

e. To refrain from concealment of any information which is crucial or important for the

company to have knowledge about

f. To maintain the trade secrets or business secrets or any information, in possession of the

intern, which is confidential in nature

7. You will be required to submit a copy of the detailed project report-thesis before completion

of your internship

8. CONFIDENTIALITY

During and after the internship period, you shall not divulge or appropriate to your own use or to

the use of others, any business or trade secret or confidential information or knowledge or any

know-how developed during your internship, about the business of the company, or of any of its

subsidiaries, obtained by you in any way while you were appointed by the company or by any of its subsidiaries.

Business or trade secret shall be defined as any internal information, facts, figures, policies, procedures, know how, expertise that is developed by the company and is the proprietor to that information or fact or process or procedure which is unique to is utilized by the company in business.

Confidential information shall be defined as an information which was required to be concealed

from being disclosed to any receiving party due to internal policies and protocols of the company

but shall not include a case where the intern proves to the satisfaction of the company that the

information was known to the receiving party even before the disclosure was made to him by the intern or an information.

In case of further clarifications, you are requested to contact Uma Kumthekar in Consultancy

division. Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

9. It is mandatory that you submit the following documents, at the time of joining:

a. Photocopies of all educational certificates (right from SSC), mark sheets (including all semesters) and service certificates from all the previous employers

b. Any document issued by your last employer that shows that you have been relieved from their services

c. Last pay slip / salary certificate

Please bring the originals for verification. Appointment letter will be issued only on submission of

above listed documents. If the documents are not submitted at the time of joining, the company reserves the right to take necessary action.

You are also requested to carry with you the following:

a. Two stamp size and two passport size color photographs with light background

b. Passport details and a photocopy copy of your passport (if applicable)

c. Driving license

d. Copy of PAN card & Aadhar card

Sincerely,

For Centre for Computational Technologies Pvt. Ltd