

Subject: Offer of Externship

Dear Sahil Gupta,

Congratulations!

We are pleased to inform you that you have been selected for externship with Steria (India) Ltd., a part of Sopra Steria Group.

Your externship is subject to your formal acceptance of the terms and conditions laid hereafter and submission of requisite documents as mentioned in Annexure I.

Terms and Conditions of the Externship:

- a. The duration of externship shall not be less than 4 weeks and shall not be more than 12 weeks.
- b. The Extern may be allocated to an "Idea project". The project may or may not be in the Extern's stream of specialization or interest.
- c. Project complexity should justify the duration of externship.
- d. The Extern will not be allowed inside the development area and will not be issued the access card. In situations, however, where the "Idea Project" demands the Extern's presence inside the development area, the Extern will be allowed under the Mentor's physical supervision and responsibility. In such a case prior approval of Admin / HR is required.
- e. The Extern will not be provided with any infrastructural support for completion of the project.
- f. The Extern is not required to visit the Company premises as a routine. The frequency and duration of the visits must be pre-decided between the Mentor and the Extern and should be mutually convenient to both the Mentor and the Extern.
- g. Details of personal laptop/CD/DVD/pen-drive, if brought along, are required to be declared at the security gate. Prior approval must be obtained from Admin/HR and such items are allowed only up to the reception/visitor area.
- h. The Company is not liable to pay any travel charges (domestic and international) to the Extern for the said duration of externship.
- i. Steria India does not charge anything and does not pay any stipend for externship.

Upon successful completion of the project:

- I. The Extern needs to submit the soft copy of the project report and/or (if available) executable file of the project to the Mentor.
- II. The mentor will review the project and provide review comments or approve the submission. Once approved the soft copy of project report should be submitted to the Talent Development department by the Extern under intimation to the mentor. The Extern may be asked to make a presentation of the project.
- III. Once the Talent Development department approves the soft copy, the Extern needs to submit a printed copy of the approved project report along with the CD/DVD containing the soft copy of the project report, the executable file and the code).
- IV. Upon successful and satisfactory completion of step III Talent Development department will issue the Externship Certificate within 15 working days.

Please fill in the following information:

Name of Mentor: Mr. MOHIT SARPAL

Start Date: 30 DEC 2020

Name of Project: CHATBOT

End Date: 24 FEB 2020

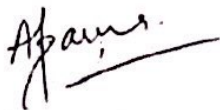
Technology chosen: PYTHON, RASA, SPACY,
FACEBOOK MESSENGER

Duration: 8 WEEKS

Annexure I - List of documents:

- Identity proof: Copy of PAN Card/Voter ID Card/Passport
- Address proof: Copy of Voters ID Card/Passport
- 1 photograph

We welcome you to the Sopra Steria family and wish you a rewarding and successful learning journey with us.



Authorized Signatory

Steria (India) Ltd.

Accepted and Confirmed

Name of extern: SAHIL GUPTA

Name of mentor:

Date: 4 Jan 2021

Date:

Signature of extern: Sahil Gupta

Signature of mentor: