



SOCOLINQ TECHNOLOGIES PRIVATE LIMITED



Kolkata, West Bengal



business@sociolinq.com



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Date: 16 November 2025

To,
Saumya Singh
Q NO-1/1, ICAR Complex,
Rukanpura, B.V College
Danapur, Patna
Bihar: 800014

Subject: Internship Offer cum Joining Letter for the Position of Full Stack Developer

Dear Saumya Singh

We are pleased to offer you an internship opportunity at **SociolinQ Technologies Private Limited** for a fixed term of three (3) months.

Offer Summary:

Position: Full Stack Developer Intern

Contract Duration: 3 months, commencing from 18 Nov 2025 and concluding on 17 Feb 2026

Monthly Compensation: ₹10,000 (Ten Thousand Indian Rupees) and up to ₹6,000 (Six Thousand Indian Rupees) performance bonus after the end of the 3-month internship period.

Payment Terms: Monthly

Leave Policy: No additional leave benefits

Working Hours: 8 hours/day from Monday to Friday

Location: Remote

Internship Terms and Conditions:

1. Offer Letter Validity:

This internship offer shall remain valid subject to your compliance with all prescribed joining formalities as communicated by SociolinQ Technologies Private Limited.

2. Working Hours:

You will be expected to work for 5 days a week for at least 8 hours every working day.

3. Compensation:

Your total monthly stipend will be ₹ 10,000 (Ten Thousand Indian Rupees), payable monthly. Also, depending on your performance during the internship period you can be eligible for a performance bonus of up to ₹ 6,000 (Six Thousand Indian Rupees). The disbursement of performance bonus shall be processed after the completion of the 3 months of internship and the quantum of payout shall be at the sole discretion of the management and will be based on your overall performance and contributions

during the internship. Also, you will not be eligible for any compensation, remuneration, or reimbursement in the event that you resign or discontinue/abscond from the internship within one (1) month from your date of joining.

4. Remote Work Policy:

This position offers a remote work opportunity, allowing you to work from home. In the event of a power outage, natural calamity, or any other unforeseen circumstance, if your productive work time on a given day is less than 2 hours, the day will be considered a full-day leave. If you work more than 2 hours but less than 6 hours, the day will be counted as a half-day leave.

5. Confidentiality and Non-Disclosure:

As an intern, you are expected to protect sensitive company information. Details are provided in **Annexure I**.

6. Equipment Usage:

You would be required to use your personal laptop/desktop to work on our daily assignments. Company is not liable to provide any equipment to you such as laptop/desktop/headphone/chairs etc. at any point of time. Equipment liability will be on you. Please refer to **Annexure II** for more details.

7. Attendance and Leave Policy:

Any unauthorized absence/planned leave/ unplanned leave will result in prorated deductions as per the company's policy. Please refer **Annexure III** for details.

8. Notice Period:

If you wish to discontinue your internship from the organization at any time during the internship period, you are required to provide a minimum of 7 days' notice prior to your intended separation date. Please submit your intimation notice via email to hr@sociolinq.com. Failure to comply with the specified separation process grants the company the right to recover any losses incurred from your pending dues, including but not limited to salary, bonuses, reimbursements, and other payments owed to you.

9. Conduct and Commitment

During the course of your engagement with the Company, you shall devote your full time, attention, and abilities exclusively to the business and affairs of SociolinQ Technologies Private Limited during working hours. You shall diligently and faithfully discharge your duties and responsibilities and shall comply with all rules, regulations, policies, and procedures of the Company, both in letter and in spirit. You shall not, without the prior written consent of the Company, directly or indirectly engage in, be associated with, or render services to any other business, employment, or professional activity during the tenure of your engagement, particularly during working hours.

10. Termination:

This contract is subject to termination by SociolinQ Technologies Private Limited without prior notice in the event of misconduct, unsatisfactory performance, violation of company policies, or organizational restructuring including downsizing. Please refer **Annexure IV** for details.

11. Amendment of Terms & Conditions:

SociolinQ Technologies Private Limited reserves the right to fully/partially amend the terms and conditions of this contract at its discretion. You agree to comply with any revised terms and conditions. You will be notified of any such changes at least 7 days in advance.

Acceptance

Please sign and return a copy of this letter by **17 Nov 2025** to confirm your acceptance of this offer.

We are excited to welcome you to SociolinQ family and look forward to a mutually rewarding internship experience.

SociolinQ Technologies Private Limited



Director

Arindam Ghosh

Director - SociolinQ Technologies Private Limited

Annexure I: Confidentiality and Proprietary Information Agreement

As an intern of SociolinQ Technologies Private Limited, you may have access to proprietary and confidential information essential to the company's competitive position. By signing this document, you acknowledge and agree to the following:

- **Non-Disclosure:** You are not permitted disclose, reproduce, or otherwise disseminate proprietary or confidential company information to any unauthorized entity/company/individual, either during or after your internship, without prior written authorization from SociolinQ Technologies Private Limited. Proprietary or confidential information includes but not limited to source codes, product designs, company documents, data, access credentials, business insights, employee information and client information.
- **Authorized Use:** You agree to use any confidential information solely for purposes directly related to the discharge of your duties and responsibilities within SociolinQ Technologies Private Limited. In the event of any uncertainty or doubt regarding the confidential nature of any information, you are required to seek clarification from your reporting manager or supervisor in writing, preferably via official email communication, prior to any disclosure or use.
- **Protection Measures:** You agree to take all reasonable steps to protect and safeguard proprietary information from unauthorized access, including securing all related materials, documents, and electronic devices.
- **Continued Obligation:** Your obligation to maintain the confidentiality of proprietary and sensitive information shall survive the termination or completion of your internship with SociolinQ Technologies Private Limited. Any unauthorized use, disclosure, or dissemination of such information, whether during or after the period of your engagement, shall constitute a breach of confidentiality and may result in legal action as deemed appropriate by the Company.
- **Acknowledgment:** By signing the offer letter below, you confirm your understanding of and commitment to these terms and acknowledge that any breach of confidentiality will lead to disciplinary or legal action.
- **Post-Internship Confidentiality:** Notwithstanding the termination or expiration of your internship with SociolinQ Technologies Private Limited, you shall remain bound by the confidentiality obligations outlined herein. Any use, disclosure, or dissemination of the Company's proprietary, confidential, or sensitive information after the cessation of your internship is strictly prohibited, except where prior written consent has been obtained from the Company.
- **Consequences of Breach:** Any breach of this confidentiality clause shall constitute a serious violation of the terms of your engagement and may result in disciplinary action, including but not limited to

immediate termination of your contract. The Company also reserves the right to initiate legal proceedings to recover any losses or damages incurred as a result of such breach.

Annexure II: Equipment Liability Clause

In the event of any financial loss, data loss, security breach, or any other damage arising directly or indirectly from the use of your personal desktop, laptop, mobile phones, or other devices while performing work for SociolinQ Technologies Private Limited, you acknowledge and agree that SociolinQ Technologies Private Limited shall not be held liable or responsible for such damages. It is your sole responsibility to ensure that your equipment is secure, up-to-date, and properly maintained to mitigate any potential risks associated with the use of personal devices for work-related purposes.

Annexure III: Leave and Attendance Policy

- **No Paid Leave:** During the internship period, no paid leave or vacation time is provided. You are expected to maintain regular attendance throughout the duration of your contract.
- **Absence and Loss of Pay:** Each day of absence from work will lead to loss of pay. The daily rate for deductions due to absences will be calculated on a prorated basis, using the formula below:

$$\text{Daily Rate of deduction} = \text{Total Monthly Compensation} / \text{Total Working Days in Month}$$

- **Reporting Absences:** In the event of an unavoidable absence, you must notify your reporting manager/supervisor as soon as possible, preferably before the start of the workday.
- **Unauthorized Leave:** Unauthorized absences or failure to notify your manager/supervisor may result in disciplinary action, in addition to the prorated deduction for the days missed.
- **Abscondment:** Continuous 5 working days of absence from work without any intimation to the company will be considered as abscondment and it may lead to immediate termination of this internship contract.

Annexure IV: Termination

Your internship contract is subject to termination by SociolinQ Technologies Private Limited without prior notice under the following conditions:

- **Misconduct:** In cases of any form of misconduct, including but not limited to fraud, theft, harassment, or any violation of law/company policy.
- **Unsatisfactory Performance:** If performance standards are not met or if job responsibilities are not fulfilled as required by the company.
- **Breach of Company Policies:** For any breach of company policies, including confidentiality, attendance, and code of conduct.
- **Downsizing:** In the event of organizational restructuring or downsizing due to economic or business circumstances.

In any of the above situations, the company reserves the right to terminate the internship contract immediately, without any notice period, severance pay or any other additional compensation beyond what is specified in this offer.

Acknowledgement & Acceptance of Offer:

By accepting this offer, you hereby confirm and represent that before joining SociolinQ Technologies Private Limited:

You will be lawfully terminated from any prior internship/ employment, if/as applicable, in accordance with the terms and conditions of such previous engagement. You will not be subject to any contractual obligations, including non-compete, non-solicitation, or confidentiality clauses, that will restrict or inhibit your ability to perform your duties and responsibilities with us. SociolinQ Technologies Private Limited shall not be held liable for any financial obligations, claims, or liabilities arising out of or related to your previous internship(s) / employment(s), including any pending dues or settlement amounts. You will not be transferring or utilizing any intellectual property to which you do not have full legal ownership or rights, and you shall not use any third-party proprietary information in the course of your engagement with the Company without appropriate authorization.

I, **Saumya Singh**, accept this offer from SociolinQ Technologies Private Limited and agree to the terms and conditions stated, including those detailed in Annexures I, II, III and IV.

Intern's Signature: 

Date: 17/11/2025