

## INTERNSHIP OFFER LETTER

Santosh Kumar Singh

23/04/2024

Internship Bundela Corp Private Limited.

We are pleased to offer you an internship opportunity at Bundela Corp Private Limited. ("Company"), Noida. Your internship shall commence on 23<sup>rd</sup> April 2024 and shall continue upto 23<sup>rd</sup> July 2024 for position at Frontend Developer .

During the period of your internship, you will get a stipend of Rs. 8,000/- per month. You will not be under the direct payroll of the Company and therefore, you will not be receiving any of the employee benefits including, but not limited to, health insurance, vacation, or sick-pay that the Company offers to its permanent employees.

It is understood that your internship is voluntary and treated as 'at-will'. Further, please note that your internship will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is incorrect, misrepresented or fabricated, the Company shall have the right to terminate your internship without any notice or compensation.

During your tenure of internship, you would be governed by the Company policies and any other agreement that you may execute with the Company from time to time

During your internship, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. All of this information shall be kept strictly confidential and you shall not use it for your own purposes or shall not disclose it to anyone outside the Company. Upon conclusion of the internship, you shall immediately return to the Company all of its property, equipment, and documents provided to you during the term of your internship.

During the term of your internship, you may create work reports, summaries, synopsis, projections among others for the Company, and all such work that is reduced to fixed form or is otherwise capable of any intellectual property protection will be the absolute property of the Company. You agree not to make claims over the same and to further do all acts, deeds or things as the Company may desire to enable the Company to have such rights over the works and or the work products.

## Duties and Responsibilities

You agree and acknowledge that during the Employment Term, you will diligently, faithfully and to the best of your ability discharge your duties and provide to/ perform for Bundela Corp Pvt. Ltd. and its affiliates, the services relevant to your job description or other job responsibilities as assigned to you by your supervisor/manager from time to time, in a competent and professional manner, to the reasonable satisfaction of Bundela Corp Pvt. Ltd.

You undertake that during the Employment Term, you shall take proper care of Bundela Corp Pvt. Ltd.'s property/ies, resource/s and equipment/s in your possession.

You acknowledge and understand that work from home is a temporary working arrangement, adopted by Bundela Corp Pvt. Ltd. in order to ensure health and safety of its colleagues and the same maybe rescinded or prolonged based on statutory guidelines and Bundela Corp Pvt. Ltd.'s discretion. You agree to provide complete support during this period by continuing to work in the most efficient manner with an aim to expand our business. Further, in order to ensure continuous growth and productivity in your performance, you agree to comply with the terms of work from home policy of Bundela Corp Pvt. Ltd. enforced from time to time.

## Working Hours

The colleague is required to work in shifts, for a minimum of 40 (forty) hours per week. Shift timings shall be provided by the supervisor/ manager and may be subject to change, based on Bundela Corp Pvt. Ltd.'s requirements.

Bundela Corp Pvt. Ltd. expects a colleague to perform well and ensure quality results. This may sometimes require putting in extra hours of effort. Colleagues may be required to work for such additional hours as may be necessary for proper performance for their duties.

You may also be required to work in shifts, including night shifts, depending on Bundela Corp Pvt. Ltd.'s needs. It is expressly agreed that if you fail to report to work or perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you. Furthermore, if despite disciplinary action such violations continue, it will be construed as a gross indiscipline and professional misconduct amounting to good cause for immediate termination of your employment, as per Bundela Corp Pvt. Ltd.'s discretion.

## Learning & Development

During the course of your employment with Bundela Corp Pvt. Ltd., you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Bundela Corp Pvt. Ltd. will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Bundela Corp Pvt. Ltd. for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by Bundela Corp Pvt. Ltd. in relation to such programs.



Regarding the aforesaid, Bundela Corp Pvt. Ltd. reserves the right to ask you to sign a contract associated with the training/assignment. In the event of any breach of the conditions associated with such contract, Bundela Corp Pvt. Ltd. will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the agreement. Your refusal to undergo such training programs on such terms would be considered as a material breach of the terms of employment and in such case, Bundela Corp Pvt. Ltd. shall have the right to terminate this engagement, by giving you 5 (five) days' notice as referred to in clause 6.5 above, without being under obligation to make any payments to you.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance, and arrange to report for work on the date mentioned above, failing which this offer shall automatically stand cancelled without any further information to you.

**Bundela Corp, LLC**

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CORP TECHNOLOGIES

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