

Date: Jan 27, 2021  
Mobile: +91 95039 63178  
Email: sonawanegaurav01@gmail.com  
Railway Coloney Qtr no RE 10-B, Amalner-425401, Jalgaon

**Subject: Offer of Employment**

Dear **Gaurav**,

We are pleased to offer you the position of **Intern** with Cuelogic Technologies Private Limited (the "**Company**"), in our **Pune office**, on the following terms and conditions.

This is with reference to your application for Internship with us, and the subsequent selection process, we are pleased to extend to you this offer letter confirming your internship with Cuelogic Technologies Pvt. Ltd.

The duration of the Internship with the Company will be for a period from **1<sup>st</sup> February 2021** to **2<sup>nd</sup> August 2021**.

Acknowledgement of the letter by you also entails that you agree to submit the documents listed in Annexure A. You shall be bound by the terms and conditions described hereunder, during the Internship Period.

1. **Engagement:** Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned.

Post completion of your Internship Period, you will be considered for the position of a **Junior Software Engineer**, at the discretion of the Company and subject to your satisfactory performance, conduct and attitude during the Internship Period.

2. Working days of the Company are Monday through Friday from 10 AM to 7 PM. Company observes Saturday and Sunday as weekly off. Further, depending on project/ work contingencies, work load and business requirements, at any given time you may be required to work outside these stated hours, including weekends. You are eligible to avail three (3) leave during your internship period

provided that the leave has been approved by your immediate manager/reporting head.

3. Stipend: During the Internship Period, you will be paid a consolidated stipend of INR 21,500/- (Twenty-One Thousand Five Hundred Only) per month from the date of joining i.e. **1<sup>st</sup> Feb 2021** in accordance with the Company's prevailing payroll Practices. (Detailed break – up in Annexure I).

#### **4. Accountability**

- a. You shall perform your duties diligently and faithfully as are consistent with your relevant experience, training and qualifications or may be reasonably delegated as being in the best interest of the Company.
- b. You shall devote the whole of your time, knowledge, skill and attention to the performance of your duties with the Company and work from the premises/place(s) where you shall from time to time be deployed on such days.
- c. You shall not undertake any business or other assignment whether honorary or remunerative or accept any reward, directly or indirectly, without prior written permission from the Company.
- d. You agree to use all tools provided by the Company for official purposes only. Internet and email access are provided to you as business communication tools for appropriate internal and external business uses. Generation, transmission or storage of potentially offensive information is not allowed. You also agree to always act in the interest of the Company. Should you not respect this requirement of professional use; the Company will have a right to take disciplinary action which may lead up to and including termination of internship.
- e. During the Internship Period, you shall be governed by all the applicable Company rules, regulations, policies, procedures and notices that are in force currently and that may come into force from time to time and they shall form basis of your internship and shall govern all matters whether specified herein or not, including on matters such as designation, working hours, emoluments and the structure thereof, etc. Company's decisions on all such matters will be final and binding on you. Any subsequent variations by the Company to any terms, conditions, rules or regulations generally governing the members of the Company's staff will prevail and be applicable to you. Violation of such policies could lead to disciplinary actions up to and including termination of internship.
- f. You shall at all times adhere to Company's and its client's safety and environmental policies and regulations, if any and implement the same.

- g. You shall be required to comply with the information security policies and procedures of the Company and its clients notified from time to time.

##### **5. Confidentiality and Proprietary Information:**

During your internship, you may have access to trade secrets, proprietary information, technique, sketches, drawings, models, inventions, Innovations, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed services and products of the Company or its clients, details of the Company and its client's suppliers and customers. ("Confidential Information") By accepting this offer of internship as an intern, you acknowledge and agree that you shall keep all of this Confidential Information confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your association with the Company, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

Also, during the term of your internship and thereafter, you agree to keep all the confidential information of the Company secrets and information that the Company holds proprietary or confidential. You further agree to follow the Company's strict policy that employees must not disclose, either directly or indirectly, any information, including any of the terms of this letter, regarding compensation to any person, including other employees of the Company; provided, however, that you may discuss the terms of this letter with members of your immediate family and any legal, tax or accounting specialists who provide you with individual legal, tax or accounting advice.

All inventions, ideas, designs, circuits, schematics, formulas, algorithms, trade secrets, works of authorship, developments, processes, techniques, improvements and related know-how which result from work performed by you, alone or with others, on behalf of the Company or from access to the Company Confidential Information or property or which you may otherwise create in the performance of his job duties at any time during the internship with the Company whether or not patentable or copyrightable and all translation rights related thereto (collectively "Inventions and Works") shall be the property of the Company and, to the greatest extent permitted by law, shall be "works made for hire." You hereby irrevocably assign and agree to assign to the Company or its designee, without further consideration, his entire right, title, and interest in and to all Inventions and Works, including all rights to obtain, register, perfect, and enforce patents, copyrights and other intellectual property protection for Inventions and Works. You shall disclose promptly and in writing to the individual designated by the Company or to his immediate supervisor all Inventions

and Works which he has made, authored or reduced to practice. During the Internship Period, and for one year after, you will assist the Company (at its expense) to obtain and enforce patents, copyrights and other forms of intellectual property protection on Inventions and Works.

You understand and agree that any breach by you of the provisions in this section could cause the Company to suffer irreparable harm and no adequate remedy at law would be available in respect thereof. Accordingly, you agree that upon any such breach, the

Company shall be entitled to seek equitable relief, as well as such further relief as may be granted by a court of competent jurisdiction.

## **6. Consent Regarding Personal Data**

- a. This clause relates to the Personal Data that you may be requested to provide in connection with your internship. Personal Data includes any information related to a natural person that is, in combination of other information or otherwise, is capable of identifying such person notably including financial information such as Bank account or credit card or debit card or other payment instrument details, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information, any information or detail relating to previous employment details, educational qualifications and criminal record.
- b. You hereby understand and consent to allow the Company, without any reservations, to (i) collect any of your Personal Data or other data through any internal or external agencies appointed for this purpose, (ii) use or process such data in connection with your internship with the Company or any matters arising from such internship, and (iii) sharing such data with any outside agencies or third parties including Company's client for verification and validation of this information, processing in relation to internship or matters arising from such internship, or in compliance with the Company's contractual or statutory obligations.
- c. You understand that you may withdraw the consent by informing in writing to Company's designated representative for this purpose. You also consent and accept that if such withdrawal of consent affects the purpose for which your Personal Data was sought, Company reserves the right to take steps as it deems appropriate. You understand that this consent is obtained by the Company to ensure compliance of The Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and any successor laws regarding the subject.

7. **Changes in Personal Details:** Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing to the Company. All communication will be addressed to you on the last address notified by you and it will be presumed that you have received such communication addressed to you.
8. **Background Verification Report:** Upon your joining, the Company or Company's client may directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. The Company reserves the right to terminate your internship without notice, at any point during the course of internship, if the background verification report is found incongruent with the information and credentials provided by you. Additionally, in such an eventuality, the Company shall require you to refund the salary /remuneration paid including employee benefits, if any availed amongst any other benefits, till such date.
9. **Termination:** Either you or the Company may terminate your internship by giving fifteen (15) days prior written notice. In case you are guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder, the Company reserves the right to terminate your internship with immediate effect.

Upon termination of your internship with the Company for any reason, you shall:

- a. hand over charge to such person or persons as informed to you;
- b. surrender to HR representative or such specified person all of the Company's and its client's property including but not limited to any Confidential Information, all hardware, software, documents, books, or any other articles of the Company and its client's and /or copies thereof belonging to the Company which, pursuant to your internship with the Company, may be in your use, occupation, control or possession and must not retain any copies, extracts or reproductions of all or any part of that property or Confidential Information
- c. be eligible to receive the stipend upto the date of termination of your internship on a pro-rata basis.

This letter is not to be construed or interpreted as containing guarantee of continued employment with the Company. As such, the recitation of certain time periods in this letter is solely for the

purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

This letter reflects the entire agreement regarding the terms and conditions of your Internship. Accordingly, it supersedes and completely replaces any prior oral or written communication on this subject. This letter may not be modified or amended except by a written agreement, signed by the Company and by you. The offer described above is contingent upon the results of your reference/background check.

We look forward to you joining our team. We are sure that you will have a bright career with our company.

If you have any questions, Please feel free to reach out to the HR team. We take this opportunity to welcome you to Cuelogic.

Yours faithfully,

**Cuelogic Technologies Pvt. Ltd.**

Abhijit Puri  
Head – Human Resource

**Annexure I**

Stipend Break-up		
<b>Name</b>	<b>Gaurav sonawane</b>	
<b>Designation</b>	<b>Intern</b>	
	<b>Annual</b>	<b>Monthly</b>
<b>Cost to Company</b>	<b>258,000</b>	<b>21,500</b>
EARNINGS		
<b>Particulars</b>	<b>Amount (INR)</b>	<b>Amount (INR)</b>
<b>Basic Salary</b>	103,200	8,600
<b>House Rent Allowance</b>	87,720	7,310
<b>Educational Allowances</b>	11,610	968
<b>Other Allowances</b>	55,470	4,623
<b>Gross Stipend</b>	<b>258,000</b>	<b>21,500</b>
DEDUCTIONS		
<b>Other/TDS</b>		
<b>Professional Tax</b>	2,500	200
<b>PF Employee's Contribution</b>	20,434	1,703
<b>PF Employer's Contribution</b>	22,140	1,845
<b>TOTAL DEDUCTIONS</b>	45,074	3,748
<b>Net Stipend</b>	<b>212,926</b>	<b>17,752</b>

**Acceptance of Terms & Conditions of Employment**

I hereby agree that I have read and understood the terms and conditions as stated in this letter, dated **Jan 28, 2021** plus the enclosed Annexures and accept employment with **Cuelogic Technologies Pvt. Ltd.**

**Enclosures:**

Annexure I - Compensation structure

Annexure II - Joining formalities

Employee Name:

Signature:

Date:

Place:

**Cuelogic Technologies Pvt. Ltd.**

Abhijit Puri  
Head – Human Resource

## **Annexure II**

### **Joining Formalities**

Please submit the photocopies of the following at the time of your joining for our record

1] - Photograph 2 passport size (with white Background)

2] - Documentary evidence of Educational Qualification

3] - Residential Address Proof (Any One)

Ration Card

Electricity Bill

Telephone bill

4]-Photo Identity (Any One)

Driving License

Passport Copy

Election ID card

5]- Aadhaar Card and Pan Card Photocopy (Mandatory)

For any queries or explanation please contact **hiring@cuelogic.com**