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**Date: 07/02/2023**

**MADHUMITHA M**

6A, ASHOK NAGAR,  
1ST STREET, DINDIGUL

**Dear Mr. /Ms. MADHUMITHA M**

With reference to your application and subsequent interview with us, we are very pleased to appoint you as an “**Intern**” in our organization on the following terms and conditions.

**Date of Joining:** 10/02/2023

**Internship period:** 10/02/2023 to 10/08/2023

**Reporting Person:** You will be reporting to **SAPNA VASUDEVAN**

**Stipend:** Your monthly stipend will be **Rs. 5000/-** during the internship period.

After the internship is completed, you will be carefully evaluated. Based on your performance, your CTC will be determined. If the performance is determined not satisfactory then the Reporting Manager and HR will provide an option to extend the internship (case by case basis), or the internship will come to an end and you will be offered relevant certificates for the time you worked with us.

**Location:**

You are expected to be present in our Pollachi office (6, 32, Kamaraj Rd, Arumugam Nagar, Mahalingapuram, Tamil Nadu 642002), but during the internship, you shall be posted / transferred anywhere within India or Outside India as per the need of the Company's requirement.

**Duration:**

The internship program is for a period of **6 months**. Based on your performance, ability to adapt to our working environment, you will be considered for a job opportunity with the Organization at the end of the internship program.

Please note that, during the internship period, if we find you not meeting our expectations and/or violating our company policies, we will end your internship with immediate effect.

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Absence for a continuous period of three days without prior approval (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Leave:**

During the period of your internship, you will devote full time to the work of the Organization. Further, you will not be entitled for any special leaves other than public holidays and weekends. Prior Permission must be obtained from the HR / Reporting Manager for attending Project Presentations and any other College related work.

**Key Guidelines:**

1. You will not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to obtain the written permission from the Company. This includes the project presentations and reports that might be submitted to the College.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company policies, Company Patents and Trademark and Organization's employee, hardware, and software assets profile.
3. You will be required to comply with all rules and regulations as the Company frame from time to time.
4. Any of our technical / other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged, or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having a relationship with the company and if you are offered any, you should immediately report the same to the Management.

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7. This Internship letter is being issued to you based on the information and particulars furnished by you in your application (including biodata), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this internship, the Management may take such action as it deems fit in its sole discretion, including termination of your Internship Program.
  8. You will be responsible for safekeeping and return in good condition and order of all Company properties, which may be in your use, custody, or charge.
  9. All confidential, proprietary or other trade secret information and all other discoveries, inventions, processes, methods and improvements, conceived, developed, or otherwise made by you, alone or with others, and in any way relating to the Company's present or planned business or products, whether or not patentable or subject to copyright protection and whether or not reduced to tangible form or reduced to practice during the period of your employment with the Company ("Developments") shall be the sole property of the Company.
  10. At the end of the internship program if provided with employment opportunity with Pirai, you have full rights to accept or reject the same:
    - a) In case of employment acceptance, you will be following the company's Employee onboarding process and convert the Internship to Employment.
    - b) In case of employment rejection, you will immediately reimburse the Training Costs incurred by the Company for the Training which is **Rs.1,00,000/- (one lakh only)**
  11. You will not accept any job offer from Pirai Infotech clients directly for a year from your internship completion date. Legal actions will be taken against you if you have accepted any
  12. You agree to disclose all activities assigned to you on time as requested, fully and in writing to the Company promptly after completion of the same, and at any time upon request. You acknowledge and agree that you will make full and prompt disclosure to the Company of all inventions, improvements, discoveries, methods, developments, software, mask works, and works of authorship, whether patentable or copyrightable or not, which relate to the Company's business and have heretofore been created, made, conceived or reduced to practice by you or under your direction or jointly with others, and not assigned to prior employers, or which have utility in or relate to the Company's business and are created, made, conceived or reduced to practice by you or under your direction or jointly with others during his employment with the Company, whether or not during normal working hours or on the premises of the Company.
  13. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

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We welcome you to the **Pirai family** and look forward to a fruitful journey ahead.

With best wishes,

For **Pirai Infotech Private Limited**.

Name: **IBRAHIMBADUSHA B**

Designation: **HR AND ADMIN**

**I accept the above terms and conditions**

**Name of the candidate:** MADHUMITHA M

**Signature**

**Date:**

**Place:**