



Firewires Solutions Private Limited
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Website: www.firewires.co

OCT 6th 2022

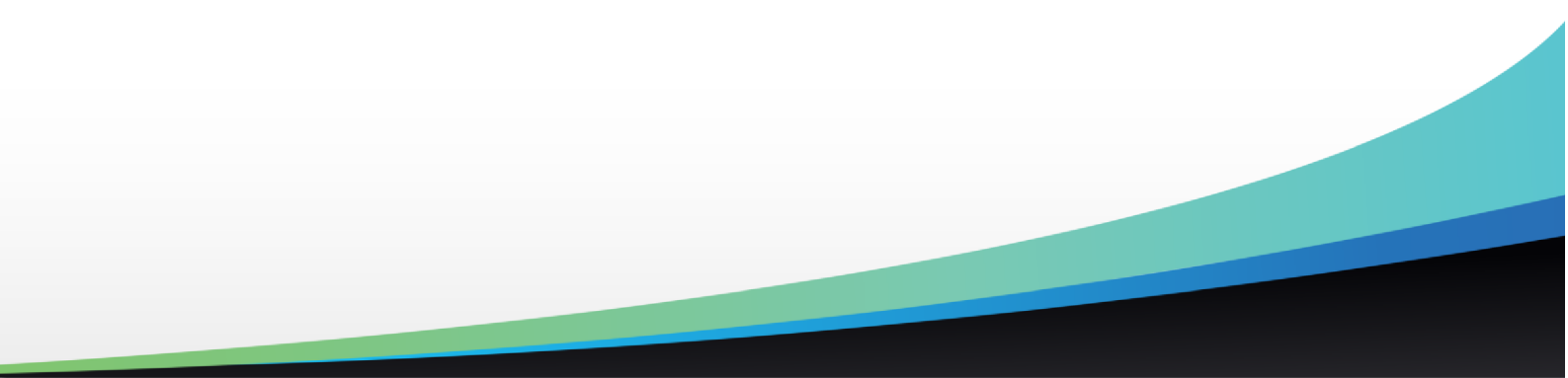
To
Sunil Pasupuleti

Sub: Appointment Letter

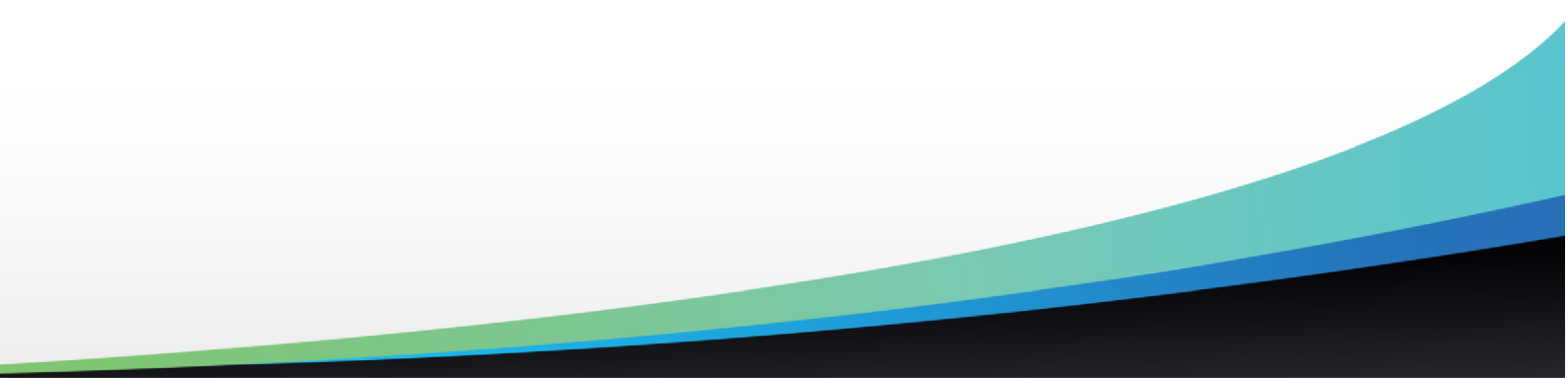
Dear Sunil,

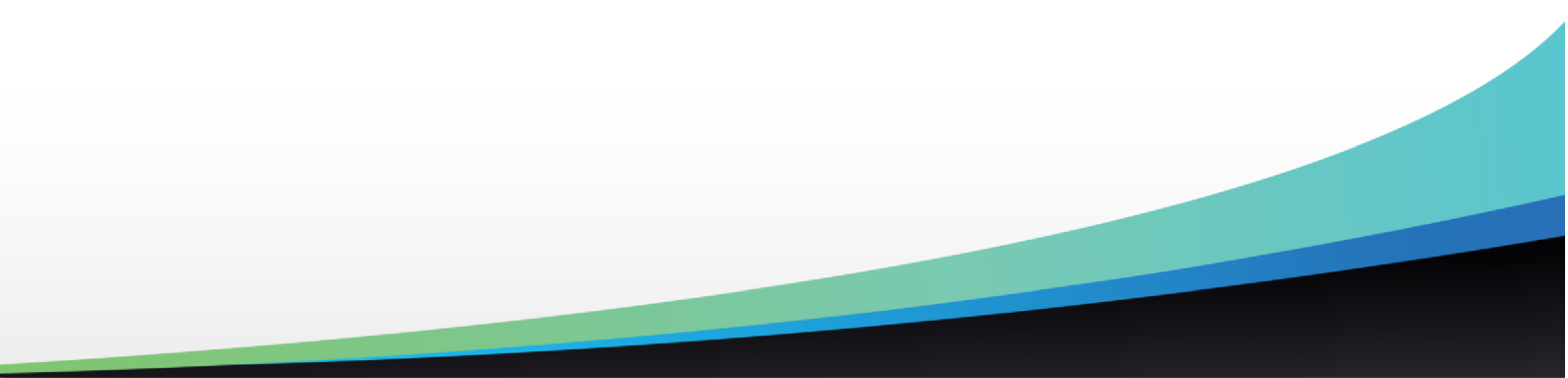
We would like to congratulate you on being selected for the “**Associate Software Engineer Intern**” position with Firewires, effective **10/OCT/2022**. All of us at Firewires are excited that you will be joining our team!

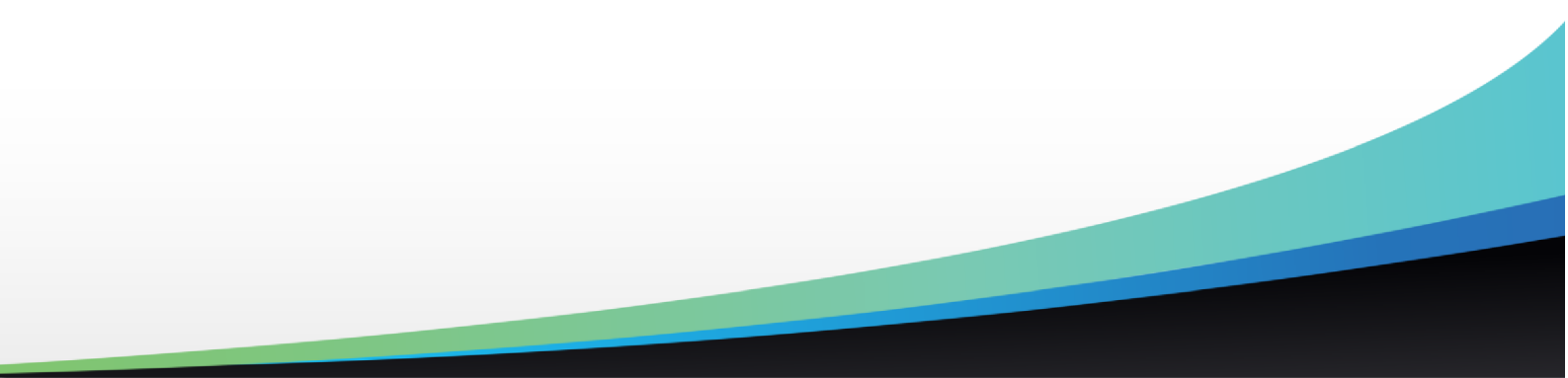
This internship is viewed by Firewires as being an educational opportunity for you, rather than a parttime job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class. Pursuant to the Fair Labor Standards Act, we will abide by the Indian Labor law. “Employee” is referred to Intern in case the candidate is not full-time employee and “employee” in case of full-time employee.



TERMS AND CONDITIONS

1. Your stipend will be **Rs. 15000** per month, cost-to-company, includes all components, subject to deduction towards taxes as per government. After completion of three months internship, you will be entitled to the rise in stipend decided by management after performance review for the next three months. After successful completion of the internship, you will be confirmed for full-time employment and the title of Associate Software Engineer based on your performance.
 2. You will also be reimbursed for business related expenses incurred following relevant Company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties and will be conveyed to you at the time of accepting this assignment. Your initial place of work will be Hyderabad. However, your services are transferable, and you may be assigned, after reasonable notice, to any location in India where Firewires Solutions Pvt Ltd. conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
 3. Our Company works between 11:00 and 20:00 on Monday to Saturday. There will be 60 minutes of Lunch Break between 1500 Hrs. to 1600 Hrs. The regular weekly off on Sundays may at times be varied depending on Company exigencies. To provide support to the Client the working hours are flexible to the convenience of the employees. Each employee shall be responsible for the adherence of his working hours as per the requirement of the respective Function. The working hours depends upon the function needs and may vary from time to time and may require long hours / shift working wherever required.
 4. Firewires Solutions Pvt Ltd reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory. And in case of termination the employee will have to pay the training cost as referred in the internship contract.
 5. Absence for a continuous period of three days without prior approval of your supervisors (including overstay of leave/ training) can lead to your services being terminated without notice.
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6. The company shall observe 9 holidays in a year. These holidays shall be announced in January each year. Given the nature of work, employees may be required to work on holidays depending on their project requirements.
 7. Following is the list of Holidays as per the respective categories at our office. Depending on the respective function and projects respective holidays will defer. All employees of our organization are eligible for 4 National and 5 Festival holidays, in total of 9 days in a year. Depending on religious and ethical reasons, these holidays can be adjusted.
 8. You will be entitled to twenty-five working days leave per annum subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject.
 9. Whilst employed by the Company:
 10. You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offense or offenses involving moral turpitude.
 11. You confirm that you have disclosed fully all of your business interests to Firewires Solutions Pvt Ltd whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Firewires Solutions Pvt Ltd and you or any immediate relatives. Also,
 - a. you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
 12. You will not be permitted to undertake any other full time or part-time employment or engage in any external activities of a commercial nature without prior written approval.
 13. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
 14. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.
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15. In the event you resign from the services of the company or your employment with the company is terminated for any reason whatsoever within 12 months of your date of joining the company, you will be required to refund all relocation and related expenses, notice period reimbursement, if any that may have been paid or reimbursed to you by the Company.
 16. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to pay any amount in lieu of notice.
 17. Upon separation from the Company on account of either resignation or termination, you shall immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.
 18. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
 19. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.
 20. In the event that the Employee is absent from work due to sickness or injury, he/she will follow the Leave Policy and inform the designated person as soon as possible and will provide regular updates as to his/her recovery and as far as practicable will inform the designated person of the Employer of his/her expected date of return to work.
 21. In case the Employer terminates the employment without just cause, in which case the Employer shall provide the Employee with advance notice of termination or compensation in lieu of notice equal to 1 month(s).
 22. The Employee may terminate his employment at any time by providing the Employer with at least 1-month(s) advance notice of his intention to resign.
 23. The Employee has to complete the 6-month internship at-least and have to sign internship contract.
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Date: 06-10-2022

Place: Vijayawada

Intern Name: **SUNIL KUMAR**

Intern Signature



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