

16<sup>th</sup> February 2023

**Manya Sharma**

Phone - (+91) 9772706545

Email - 19ucc066@lnmiit.ac.in

Dear Manya,

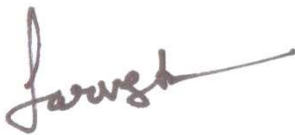
I am delighted & excited to welcome you to Internshala as a **Software Development Engineering** intern.

At Internshala we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* internship experience with Internshala.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

A handwritten signature in black ink, appearing to read "Sarvesh", with a long horizontal stroke extending to the right.

Sarvesh Agrawal

Founder & CEO

### Annexure A

You shall be governed by the following terms and condition of service during your internship with Internshala, and those may be amended from time to time.

1. You are being hired as a **Software Development Engineering** intern.
2. Your internship period will be from **20<sup>th</sup> Feb 2023 to 21<sup>st</sup> August 2023**. You need to work remotely till 12<sup>th</sup> March 2023 and need to join Internshala office from 13<sup>th</sup> March 2023.
3. Internshala follows 5 days working week and office hours are 9:30 AM – 6:30 PM.
4. This internship is with PPO (based on performance). The total CTC for full-time job after the completion of the tenure will be 6.6 LPA.
5. All the work that you will produce at or in relation to Internshala will be the intellectual property of Internshala. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion with your mentor.
6. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Internshala operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all Internshala work/data stored on your Personal Computer to your mentor and delete the same from your machine.
7. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization and/or in a business identical or similar to the business of our company. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company. This obligation, however, shall not preclude you from engaging in appropriate civic, religious, and charitable activities.
8. If you decide to leave the internship within 1 month of joining (with or without serving notice period), there would not be any stipend payout to you.
9. Under normal circumstances either the company or you may terminate this association by providing a notice of 15 working days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.

10. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect. In the event of any misconduct, this appointment is liable to be terminated forthwith by the company.
11. As an intern at Internshala, you also represent Internshala brand and we expect you to conduct yourself with utmost professionalism on all public forums (online and offline). In particular, we expect you to not indulge in any conversation using abusive language on any social media platform. If we come across any such example, Internshala reserves the right to take necessary disciplinary action, including, but not limited to, termination of your internship with Internshala
12. You will not be authorized to interact with media and you are expected to redirect them to Smriti ([smriti@internshala.com](mailto:smriti@internshala.com), +91-9650117804) if you are contacted by someone from media for a sound byte regarding any aspect of Internshala.
13. You are expected to adhere to Internshala’s Policy on Prevention of Sexual Harassment of Women at Workplace that may be in effect at any given point in time.
14. You are expected to adhere to Internshala’s IT Policy that may be in effect at any given point in time.
15. Normally, you will be eligible for leave(s) on the grounds of sickness or emergency only. The leave has to be approved by your mentor at Internshala. Any long exam leaves would be unpaid.
16. Internshala is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
17. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It’s your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
18. Have fun at what you do and do the right thing – both the principles are core of what Internshala stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
19. Last but not the least; you would be paid a stipend of **Rs 20,000 per month** subject to applicable taxes. Any office related expenses, if incurred, would be reimbursed on actual basis.



🌐 internshala.com  
📞 +91 124 4367427  
+91 124 4004123  
✉ [sarvesh@internshala.com](mailto:sarvesh@internshala.com)

📍 Scholiverse Educare Pvt. Ltd.  
B-610, Unitech Business Zone,  
Nirvana Country, South City- 2,  
Gurgaon, Haryana – 122018  
# CIN: U80901HR2011PTC064443

---

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: