



India Pvt Ltd

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PRIVATE & CONFIDENTIAL

INTERNSHIP OFFER LETTER

Date: 05th February, 2020

Dear **Dinisha Surisetty**,

Congratulations! You are hereby officially notified of our desire to offer you an internship with Techolution. The title and terms of the position being offered herein are described below. This offer, if signed by you, shall be considered as an agreement (“Agreement”) between yourself and Techolution.

We are delighted to offer you an Internship position as an **Associate Software Engineer - Intern** at Techolution commencing date **10th February, 2020**. For the purpose of this Agreement, you will be referred to as “Intern”.

1. Effective Date: Your internship will begin on **10th February, 2020** and end on **31st May, 2020**.
2. Time Commitment: You are committing to **45 hours per week**. You will be eligible for 1.5 Personal/Casual leaves per month. These leaves will be subject to the manager’s approval. Should you need time off, you are required to let the team know as far in advance as possible on the details of your planned leaves. Any additional leave will result in Loss of Pay.
3. Salary/Stipend: **INR 15,000 per month + Accommodation for 1 week + Reimbursement of one-way travel fare capped at INR 1700 on successful completion of internship**
4. Work Location: Hyderabad
5. Reporting Manager: Dinesh Reddy Challa (Chief Architect)
6. Intern Code of Conduct:
 - a. Intern will maintain a regular internship schedule determined by the Intern and their Supervisor.
 - b. Intern will demonstrate honesty, punctuality, professionalism, cooperative attitude, appropriate business attire and a willingness to learn.
 - c. Under no circumstances will the Intern leave the internship without first conferring with her/his supervisor.
7. Rules of Internship: The Intern is required to observe, follow and abide by all Techolution rules and regulations identified in this Agreement or communicated to Intern by his or her Techolution hiring manager. If Intern has any questions regarding any regulation, including but not limited to consideration of a potential conflict of interest or adherence Techolution’s business and ethical code of conduct, Intern is required to immediately notify his or her Techolution hiring manager. Deliberate or inadvertent breach of any rule or provision, as stated

in this paragraph, is a basis for termination of the internship or other form of disciplinary action.

8. Protection of Confidential Business Information: Techolution and the Intern acknowledge that:
(i) Techolution's business is highly competitive; (ii) the essence of that portion of Techolution's business in which the Intern will be involved consists, in large degree, of trade secrets, proprietary or confidential business or financial affairs, information, materials, know-how (whether or not in writing), technology, product information and intellectual property belonging to Techolution and confidential and proprietary business and client relationships (all of the foregoing will be referred to collectively as "Trade Secrets"), which have been developed at great investment of time and resources by Techolution so as to engender substantial goodwill, market recognition of and professional connections, all of which are and will be the exclusive property of Techolution, protected and kept secret by Techolution; and (iii) Intern acknowledges that Techolution's rights in its Trade Secrets and GoodWill would be misappropriated should the Intern use or disclose to others the Trade Secrets and/or Good Will outside the scope of Intern's engagement pursuant to this Agreement. (iv) Intern further acknowledges that any information disclosed by Techolution to Intern, or information learned by Intern from Techolution in the process of representing Techolution before a client, during an orientation period and/or training by Techolution, or disclosed by Techolution to Intern over the course of performance of this Agreement, shall all be treated as proprietary, confidential information and shall fall within the ambit of the Trade Secrets as defined hereinabove, whether or not presented as such by Techolution to Intern.

Intern shall not make any public announcements or disclosures of any information relating to the Techolution's affairs, finances or business, including information relating to the affairs, finances or business of its clients, customers or suppliers, without the prior written consent of Techolution. This includes any public announcements or disclosures of information using the internet or other media. The confidentiality of Techolution's clients and customers is key to Techolution and intern must not use their names in any way to further her/his own position or promote herself/himself.

Intern agrees that she/he will not make any statements, written or verbal, or cause or encourage others to make any statements, written or verbal, or release or cause or encourage others to release any document(s), that defame, disparage, or in any way criticize the business or business reputation, practices, or conduct of Techolution, its employees, directors, or officers. Intern agree that this prohibition extends to statements, written or verbal, made to anyone, including but not limited to Techolution's clients, suppliers, and personnel, internet audience, news media, competitors, vendors, and potential clients.

Any breach of these confidentiality & non-disparagement provisions as mentioned herein is regarded very seriously and could lead to termination of employment. You acknowledge and agree that in the event of a breach of this Section, damages may not be an adequate remedy

and Techolution will be entitled to injunctive relief to restrain any such breach, threatened or actual.

9. Equal Opportunity Employment: Techolution is an equal opportunity employer and abides by all orders, rules, regulations and laws prohibiting discrimination in employment on the basis of race, color, religion, sex, sexual orientation, age, national origin, disability, status as a covered veteran, (including Vietnam era, special disabled and other covered veterans). If Intern is a business entity, Intern shall abide by all tenants of this provision.
10. You acknowledge and agree that Techolution may use your professional information, including but not limited to your role with Techolution, your area of professional expertise, your name, your comments and/or your opinion on public media channels or social media channels or for any other marketing purposes. You agree that your information shared on the social or public media channels or any other marketing platform shall be governed by the terms and conditions of such respective media channel and/or marketing platform and Techolution shall bear no liability, direct or indirect, that may arise under the provisions mentioned herein.
11. Training and Development Bond: The intern, as part of the consideration for the training efforts and costs involved, agrees to sign a bond for not leaving the services of Techolution for a minimum period of two (2) years and three (3) months from the date of execution of this bond.
12. Authorization: Each of the parties to this Agreement warrants that it has full authority and legal right to execute and deliver, and to perform its obligations under this Agreement.

By signing below, you accept this offer and agree to the terms and conditions of this internship.

Intern Full Name:

Permanent Address:

Personal Contact Number :

Emergency Contact Number :

Sincerely,

Accepted By:

Human Resources
Techolution India Pvt Ltd

(Signature)