



Date :16/05/2021

Dear Gnana Jerish Samraj P,

Apropos to your application for interning as “**Business Development and Marketing Intern**” and subsequent to our discussions we are pleased to offer you internship as “**Business Development and Marketing Intern**”. This is subject to no adverse findings arising from any of the intern background verification which is required to be carried out by the Organization. The date of your joining Inmovidu is 16/05/2021 with the following terms of engagement as outlined below.

**Internship Hours** – The working hours of the firm are 11.30AM-8.30PM. We do not follow flexi hours, so it is mandatory to complete the working hours at office/home. You may be required to work on the weekends and the week offs will be provided during the weekday as agreed between the Intern and the Manager.

**Absence from Internship**– Stipend will not be paid for periods of unauthorized absence.

**Location** –Your place of internship will be the office of the Company at Bangalore or whatever other office or branch of the Company.

**Work** - You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position as an intern.

**Working in Shifts** – You may be required to intern in shifts. This shall be informed to you by your manager/supervisor well in advance.

**Code of Conduct** – Your internship is governed by the Code of Conduct. A copy is attached. You are required to read, understand and follow it in letter and spirit.

**Confidentiality** - In the ordinary course of your internship you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment or with other employees/ interns who are not otherwise authorized to know.

**Restriction After Termination of the internship** - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course of the internship. To protect the interests of the Company you are bound by a 6-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the firm.



**Intellectual Property** - You agree that during your internship the 'work of art', any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion with prior approval from management. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

**Data Protection** – Ensuring the protection of our data is a requirement of the job. You shall ensure that –

- You do not disclose any personal data without prior written approval
- You do not access information that you are not otherwise authorized to view.
- You do not access systems and IT infrastructure that you are not authorized.
- You do not treat personal data carelessly
- You secure all printouts away when not in use
- You do not share your passwords to any unauthorized person

**Termination** – By you. During the period of internship, you are required to give the company at least 30 calendar days' notice in writing. In case the notice period as per terms of internship is not served, pay in lieu of notice period would be deducted from the final settlement dues to the intern.

**Termination** – By company. Post confirmation, except where your internship is terminated on the grounds of Gross Misconduct you are entitled to 15 days from the company or pay in lieu of notice period.

**Compensation** -Your stipend shall be Rs 12,000/- (Twelve Thousand Rupees only) per month based on your performance (Refer Annex A). Compensation will be paid only after the completion of the training period of 15 days or as confirmed by your manager based on your performance during the training. For the duration that you are working from home, your compensation will be Rs 7,000(Seven thousand rupees only) per month based on your performance.

**Additional Earning Opportunities** -There is a performance bonus which can go up to Rs 7,000/- per month.

**Training** - Whenever the management of the Company considers it necessary, you will be provided on the job training for a specific job and / or business processes. The cost of the training shall be borne by the Company and your endeavor shall be given your best to gain the knowledge and skills imparted during the training sessions. You will be required to work with the company for a minimum of 3 months post the training is completed. Should you decide to leave the company before 3 months, you will have to reimburse the cost of training of INR 10,000/- to the company.

**Background Verification:** As a part of the onboarding process, background check is conducted. You will be required to submit your original documents for background verification.

**Acceptance** – You hereby accept the terms of Internship. Please sign the offer letter in duplicate and return us one copy.

Name P.Gnana Jerish Samraj



Sign P. Gnana Jerish Samraj

**Data Consent**

In consideration of being Interned at InMovidu,

I hereby expressly agree as follows:

InMovidu may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks.

In this regard, Inmovidu may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

**Date:** 17.05.2021

**Signature:** P. Gnana Jerish Samraj

**Name:** P.Gnana Jerish Samraj

**Permanent Address:** S/O.S.Pattu Durai,  
94/8H,Murugan Paathai street,  
Vallioor.VallioorPost.  
Tirunelveli-627117  
TamilNadu.



## **ANNEX A**

Your Stipend- Rs 12,000/ Month (Post Training) at Bangalore Location  
Incentives Based on your performance.  
Rs 7000/month(Remote working Performance based)

Yours sincerely,

Arpit Rajain  
CAO  
Innovidu Technologies Pvt Ltd.

Name **P.Gnana Jerish Samraj**

Accept & Sign