

Pooja Warghude
105, Guha Road, Kangar
Ahmadnagar, Maharashtra, 413706
Amrutvahini College

Internship Offer Letter

Dear Pooja,

Further to your application/request for internship with us and subsequent discussions, we are pleased to offer you an internship with our organization from **February 28, 2022 to July 28, 2022**.

The terms and conditions of your internship, that govern the basis of our mutual relationship during the internship period, are outlined below:

1. The Internship will be effective from the date of your actual start of internship with us, which is **February 28, 2022**.
2. Initially you shall be posted at our **Pune- Hinjawadi** facility for internship.
3. On the day of start of your assignment/project, you will be required to sign a confidentiality and non-disclosure agreement (NDA) as per the rules of the company. You shall be bound by the NDA during the entire period of your internship and thereafter, as defined in the NDA.
4. During your Internship with Birlasoft Limited, you shall not take up any other assignment or internship with any other organization.
5. You are expected to maintain an excellent standard of discipline, efficiency, effectiveness, and integrity and complete your assignments to you to the best of your ability. You will discharge your duties diligently and shall devote all your time and attention to the interest of the Company and your assignments, failing which the internship shall be discontinued with immediate effect and without any notice or pay.
6. You shall be governed by the Code of Conduct and Ethics and security policies and procedures of the company, particularly Information Security, Physical Security, IT Security & Acceptable Usage Policy of Company Assets and any other applicable policies. Any violation of code of conduct or policy of company, insubordination or non-contribution or under performance shall be viewed as acts of serious indiscipline and company shall take suitable disciplinary action immediately.
7. During the internship you shall be eligible for a stipend of **INR 10000** per month. The stipend shall be subject to deduction of applicable statutory deductions, if any. You are required to have a bank account for payment of stipend.
8. It is clarified and both parties mutually understand and agree that this is not employment and completion of the internship shall not guarantee any permanent employment with Birlasoft.
9. On successful completion of your Internship period, you will be issued Internship Completion Certificate.
10. Undertaking on non-criminality: This internship offer is extended to you in good faith on your assurance during the course of our discussions that you are not facing any criminal charges in India or outside and/or you are not convicted for any criminal offences by a Court of Law anywhere in the world. You also undertake and confirm that you are not a member of any banned organization(s) and/or not associated with in any manner with any organization(s) or association which are engaged in activities detrimental to any government, nation, society or community. You will also be under obligation to notify us in writing details of all the ongoing criminal cases against you or filed by you (whether singly or jointly or as a part of a group) prior to your starting the internship with us and if any such case is filed against you at any time during the course of your internship with us, you will notify the HR department and your Supervisor immediately in writing.

Birlasoft Limited

The Assotech Business Cresterra Tower 3, Plot no 22, Noida-Greater Noida Expressway, Sector 135, Noida (UP) 201301, India

Tel: +91 120 6629000 | contactus@birlasoft.com | www.birlasoft.com

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase - I, MIDC, Hinjawadi, Pune MH 411057 IN

CIN: L72200PN1990PLC059594

11. Background Verification: Your internship is subject to the correctness of all the information furnished by you in your CV/application/credentials. The Company reserves the right to conduct background verification, including a criminal record verification and any or all of the information/documents furnished by you and this can be done any time from the date of this offer or during the course of your internship. If it is found that any material information furnished by you verbally or in writing, is suppressed, omitted, misquoted or wrongly given, the Company shall have the right to terminate your internship without any notice or pay and also inform your institute & family in writing.

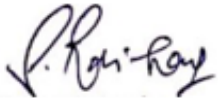
12. Please bring along with you the following self-attested documents, which are mandatory to start your internship:

- a. Copy of Identity Proof (Vote ID Card / Passport / Aadhaar / PAN Card / any other govt ID proof)
- b. Copy of residence proof of permanent address
- c. 2 passport size photographs (mention your name at the back side)
- d. Copy of college ID card

Please sign a duplicate copy of this offer letter as a token of your acceptance.

We look forward to associating with you.

Yours Sincerely,
For and behalf of Birlasoft Limited,



Shahzada Raihan
Head-Talent Acquisition

Birlasoft Limited

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