



Date: 20/04/2023

Dear **Ega Pranathi,**

Apropos to your application for interning as “**Business Development Intern**” and subsequent to our discussions we are pleased to offer you internship as “**Business Development 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 Movidu **23/04/2023** with the following terms of engagement as outlined below. Your Reporting date is **23/04/2023** subject to change, based on the pandemic situation and as per government guidelines.

Internship Hours/Duration – The working hours of the firm are. We do not follow flexi hours, so it is mandatory to complete the working hours at the 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 the internship will be the office of the Company at Hyderabad or whatever other office or branch of the Company.

Duration of Internship: Your duration of the internship is for 06 months. Post successful completion of the Internship you will be eligible for full-time placement opportunity.

Work - You will perform all duties and obligations and comply with such orders as may be designated by the Company management which is reasonably consistent with your position as an intern. You are eligible for a conditional Pre-Placement offer conditional on your performance after six months of your internship (Refer to Annex B).

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

Absence from work – Salary will not be paid for periods of unauthorized absence. If you are absent from work for more than 5 days without leave or obtaining your manager’s approval, you will be deemed to have voluntarily terminated your employment without notice.

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 intemship. 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 with 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 the terms of the internship is not served, pay in lieu of the 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 10 days from the company or pay in lieu of notice period.

Compensation - Your fixed remuneration/ stipend shall be Rs 12,000/- (Twelve Thousand Rupees only) per month (Refer to 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. Your individual remuneration is confidential between you and the company. It has been determined based on numerous factors such as your skills-specific background, and academic merit. This information and any changes made therein should be treated as confidential.

Additional Earning Opportunities -There is a performance bonus that can go up to Rs 12,000/- 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. We shall be deducting INR 2000 every month from your remuneration as a security deposit for the next 3 months from the date of your joining. 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 which shall be adjusted in the security deposit. However, after successful completion of the probation for 3 months, the company will reimburse this deposit of INR 6000 in your salary in the following months: 4th, 5th, and 6th.

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

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

Name:

Sign:



Data Consent

In consideration of being Interned at Movidu, hereby expressly agree as follows:

Movidu 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, Movidu 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:

Signature:

Name:

Permanent Address:



ANNEX A

Internship Duration: 06 Months

Your Stipend: Up-to INR 24,000 (INR 12,000 fixed + INR 12,000 variable).

Post successful completion of Internship, you will be eligible for PPO of INR 4.5 Lakh/ Annum (2.5 LPA Fixed + 2 LPA Variable)

Yours sincerely,



Neha Sharma
HR Associate Manager
Movidu Technology Pvt Ltd.

Name:

Accept & Sign:



Rajini

PRINCIPAL

Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (T.S.)