

Date: 11-11-2022

Name: Sandeep Siddappa Kurali

Employee Number: N4047

Standing Order

Dear Sandeep Siddappa Kurali,

With reference to the various discussions we had for an internship with us we are pleased to extend an offer of internship with following mentioned details:

- Your Date of joining is w.e.f "**11-November-2022**"
- Your job location would be at "**Bengaluru**".
- You would be designated as "**IT Recruiter Trainee**".
- Your consolidated stipend per month is "**15,000 INR**".

Commitment Clause: You have to be associated with our Company at least for 1year from the date of your joining. In case of pre-separation (before 1year) from your end, the Company reserves all rights to recover a sum of Rs. 50,000/- (Rs. Fifty Thousand Only) as the Training & Administration Costs.

Leave and Holidays:

- You would be entitled of 1 paid leave for each full month of service and it will be calculated on a pro rata basis.
- Paid leave will be carried forward to next month's paid leave balance and can be availed by you.
- A maximum of 12 leaves can be accumulated in any calendar year. Un-availed leaves by end of the calendar year will be lapsed and will not be carried forward to next leave cycle.
- Un-availed leave cannot be encashed at the end of your service.
- Based on your assigned work location, Public/festival holidays will be allocated and will be informed at the time of on boarding.

Insurance coverage:

You will be eligible to enroll in the Company's Group Medical Insurance and Personal Accident Insurance Policy. The monthly premium of Rs.154/- as applicable will be deducted from the monthly stipend. Premium Values are negotiated at the time of Policy renewal on yearly basis and same shall reflect in monthly premium deduction from your stipend. Insurance coverage is applicable only to the intern and not to his / her family members. You will be covered under insurance till your last day of internship with the organization.

Background Check:

The Company reserves the right to verify the information furnished by you in your application for internship and through other documents. If it is found that you have misinterpreted any information in your application or have furnished any false information or have concealed / suppressed any relevant material facts, your internship is liable to terminate any time, without any notice or compensation in lieu thereof. You will also not be eligible for any internship completion certificate for your tenure with the Company.

Nityo Infotech Services Pvt. Ltd.

CIN: U72200MH2005PTC151051

303/304, 3rd Floor, Eco House, Vishweshwar Nagar, 1st Cross Road, Off Aarey Road, Goregaon (East), Mumbai – 400 063.

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Responsibility and Confidentiality:

- In view of your position at office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are required not to engage in activities that have or will have any adverse impact on the reputation / image and business of Nityo, whether directly or indirectly.
- We at Nityo are committed to ensure "Integrity" in all aspects of functioning. You are expected to comply with the policies of the company including the Information Security policy, Code of Conduct and other policies as they form an integral part of the terms of Internship with Nityo.
- Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced from time to time. As and when this happens, the company will notify you and you will be required to comply with the same.
- During the period of this internship candidate should not draw, accept or endorse any cheque of the company or, in any way, pledge the company's credit except so far as you authorized by the company to do so, either generally or in any particular case.
- You shall not divulge or disclose to third parties any of the trade secrets, know-how, software, literature and other information owned by the Company or its client during the course of your Internship or even after the internship is terminated/ended. To ensure this, you shall execute a Non-disclosure agreement on joining the company. This covenant shall endure during your Internship with the Company and on cessation of Internship with the Company, irrespective of the circumstances of, or the reasons for the cessation.
- You are expected to deal with the Company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed with any time without any previous notice if you are found guilty of gross indiscipline, fraud, misappropriation or acting against the interest of the Company.
- In your work for the Company, you will be expected not to use or disclose any confidential information including trade secrets of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.
- You shall have access to and become familiar with certain Classified information and materials and proprietary information belonging to or licensed by Nityo and/or to its principal (and its subsidiaries) or its suppliers and vendors or its customers including but not limited to the information which is protected under The Health Insurance Portability and Accountability Act of 1996 – USA (HIPAA).

Indemnity:

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act / acts by you including breach of any terms of this agreement.

Documentation:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents and declarations as may be deemed necessary by the Company and / or its clients (including privacy and confidentiality agreements).

Code of Conduct:

- During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its client's values and commitments. Please note that you are required to inform us if there are any agreements oral or written which you have entered into and which relates to your commitments under this agreement.
- Your Internship terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.
- These internship terms supersede and replace any existing agreement or understanding, if any, between the Company and you relating to the same subject matter.
- You warrant that you are not prevented by a court or by another administrative or judicial order from

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providing the services required under this agreement.

- The above rules are subject to modification, amendment and alterations by the management at any time without assigning any reasons. The interpretation of the above rules made by the management shall be final and the same shall be binding on you. You will also be governed by all other instructions/rules/policies of the Company, which are not specifically mentioned here. For clarification, if any, regarding these instructions/rules/policies please get in touch with HR Department.

Unauthorized Absence:

Any absence for three consecutive business days without prior permission will be treated as un-authorized absence from the work. In such case the Company is entitled to terminate your services and / or seek compensation for any loss suffered by the Company or its client due to such an absence.

Company Assets in your possession:

You are expected to take proper care of the Company assets entrusted to you by the Company and or its clients. In the event of your resignation / termination you are obliged to return all the Company / client assets like access / ID Cards, documents, machines, data, files and books etc in your possession in good condition or reimburse the value of the same. You shall also officially handover your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

Cessation of Services and Notice Period:

- Cessation by the Company: The Company may terminate your internship with or without cause under the following conditions:
- With Cause: The Company may immediately and without any notice, terminate your internship with 'Cause'. The term 'Cause' shall, as used in this agreement mean I) Commission of a crime involving moral turpitude, theft, and fraud deceit, II) conduct that has an adverse effect on the Company's reputation, III) substantial or continue unwillingness or inability to perform duties assigned to you. IV) Gross negligence or deliberate misconduct, V) any material breach of terms and conditions specified in this agreement, VI) un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your seniors. VII) Providing any false information to the Company.
- Without Cause: In the event that the Internship is ceased without cause, you will be provided with a 30 calendar days' notice prior to such cessation or paid severance pay in lieu of thereof equivalent to the consolidated compensation package for period of 30 calendar days, calculated on the basis of last gross salary.
- If you wish to leave the internship of the Company, you may do so under the following conditions: You need to share formal resignation email during working hours to Nityo HR Team after formal discussion with your reporting manager. Resignation sent on weekly off/ public holidays, after working hours will be considered with effect from next business day. Resignation will not be considered if you have tendered the same while being on leave. You need to serve **30 days** from the date of resignation.

For Nityo Infotech Services Pvt Ltd

UPALI
APARAJITA

Digitally signed by UPALI
APARAJITA
Date: 2022.11.11 18:19:14
+05'30'

Authorized Signatory

Employee Signature

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