



31-Oct-2022

Muralika Bhatia  
A-3, BMHRC Campus, Karond  
Bhopal, Madhya Pradesh 462038

Re: Appointment as Technical Undergraduate Intern, grade 99 with Cisco Systems (India) Private Limited.

This is with reference to your request for training. We are pleased to inform you that we will offer you an internship as a **Technical Undergraduate Intern**, grade 99 in 123 - Cisco Systems (India) Private Limited ("the Company") on the following terms and conditions:

#### 1. Commencement of Internship

Your Internship will commence on **11-Jan-2023** and will be for a fixed term of 6 months ("Term") which means, subject to the right of termination set out in this letter, it will terminate no later than **30-Jun-2023**. You will be based at **123 - Cisco Systems (India) Private Limited, IND-BANGALORE, KARNATAKA, INDIA**.

#### 2. Whole time Internship

During the Term you, being in the whole time Internship of the Company, shall not engage or associate yourself directly/indirectly or in any other manner, whatsoever, in any other post or work part time or pursue any course of study without the prior permission of the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not undertake any work other than what has been assigned to you. You shall not directly or indirectly be connected with, concerned, employed or engaged in any other business or activities whatsoever, without the prior permission of the Company and shall not accept any emoluments, commission or honoraria whatsoever from anyone.

#### 3. Place of posting and assignment

Your primary work location will be at the Company office at **IND-BANGALORE, KARNATAKA, INDIA**. You may be transferred to any place of business of the Company as existing/operating presently or acquired or set up later in any part of India or abroad at any time. You may be required to undertake work of any associate, sister concerns, subsidiaries or any other companies, concerns, organizations, firms with whom the Company may make such arrangement or agreement. Depending on the exigencies of work or any external factors, you may be required to work from home for such periods as may be determined by the Company. Once the Company determines that it is appropriate, having regard to its operational needs, to have you work from your primary work location, you shall commence work from your primary work location. The Company will give you reasonable notice for you to transition to your primary work location. If you do not commence work from your primary work location by the given date, then the Company reserves the right to terminate your employment forthwith.

#### 4. Office Hours

You are expected to work during the Company's normal business hours. The normal working days will be five days a week. However, you may be required to work in excess of the Business Hours or outside normal working days as necessary to perform your duties and responsibilities.

#### 5. Termination

In the event of gross misconduct or commission of a serious breach of the terms of your Internship by you, the Company is entitled to terminate your Internship with immediate effect without prior notice or payment in lieu.

In case of termination due to above mentioned reason, the company reserves the right to in addition terminate the full-time offer as referred to in Section 15 below.

#### 6. Duties

Your responsibilities and duties will be intimated to you upon the commencement of your Internship.

### 7. Stipend and Allowances

All payments of stipend and any other emoluments will be paid according to local payroll practices. Your monthly Stipend which is based on a 40 hour work week will be **INR 88,000.00**

Stipend Details	In INR per month
Stipend per month	INR 88,000.00
Accommodation Allowance	INR 10,000.00
Total	INR 98,000.00

**\*Note:**

Stipend and accommodation allowance (a & b) shall be paid effective joining and start of your assignment with the company. This amount shall be paid less tax and other authorized deductions.

a) Tax

It is your responsibility to meet all requirements under the Indian tax laws including tax compliance and filing of personal tax returns in respect of all payments paid to you under this letter. Taxes on any payment made under this letter will be borne by you. The Company shall deduct Tax at source ("TDS") on any payments under this letter that require such deduction to be made by the employer in accordance with the Indian tax laws.

### 8. Company Property

You shall always maintain in good condition, any of the Company's property, which may be given to you: by your leaders; by persons under whom you are placed to work in the overall interest of the Company; or otherwise for official use during the course of your Internship. You must return all Company property on request or on the termination of your Internship, failing which the Company will recover the cost of such property from you.

### 9. Additions / Alterations

You shall, in addition to the general service conditions as specifically stated herein above, be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added, altered, modified or omitted/deleted by the Company from time to time.

### 10. Leave and Holidays

You will not be eligible for Annual Leave during the course of your internship. However you will be eligible for any festival or public holiday that may fall as per Cisco policies.

### 11. Confidentiality

You shall not disclose, divulge or communicate in any manners, either directly or indirectly any confidential information of the Company, nor any of its trade secrets or know-how to any person, firm, corporation, association or other entity for any reason or purpose whatsoever. You shall observe and abide by all the terms of the Proprietary Information and Invention Agreement, as if the same was set out hereunder, in verbatim. The Proprietary Information Agreement is coterminous with this letter and breach of the Proprietary Information and Invention Agreement or any of its terms will be considered to be a breach of the terms of this letter, giving grounds for immediate termination of your Internship.

### 12. Notices

All notices, consents, requests or other communications made either by you or the Company will be in writing and personally delivered or transmitted by registered or certified mail or courier or by facsimile at the addresses indicated in this letter.

### 13. Accuracy of Information

Your appointment is being made on the basis of the information and details given by you in the application for Internship. If, at any time, any information or detail given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.

On your first day of work you will be required to present evidence of authorization to work. If you require sponsorship by Cisco to work in the United States, you must let us know immediately. Also, please be aware not every position or individual qualifies for sponsorship. Upon your obtaining and providing evidence of proper authorization, you must let us know immediately.



Cisco Systems (India) Private Limited  
SEZ Unit, Ceena Business Park,  
Kadubeesanahalli Village  
Varthur Hobli, Sarjapur Marshall Outer Ring Road  
Bangalore, Karnataka 560103  
CIN: U51909KA1995PTC019525  
India

Dear **Muralika**

Congratulations on your offer to join Cisco.

At Cisco, our commitment is to drive the most trusted customer experience in the industry, through our innovation, choice, and extraordinary people. We have a unique opportunity to build a better, more equitable, and inclusive future for everyone.

Day to day, we make a meaningful difference for our people, our customers, and the world around us. We support each other and work together to create shared success that will benefit everyone. As we bring our talents and ideas together, we hope you will join us as we work to empower an inclusive future for all.

We're offering you a position as a **Technical Undergraduate Intern, Grade 99 in 123 - Cisco Systems (India) Private Limited**. You'll report to me, **Aarushi Bhatnagar** [jaarbhatn@cisco.com](mailto:jaarbhatn@cisco.com) and you'll start in our **IND-BANGALORE.NON-REMOTE** office.

### When you'll start

We're planning for you to start on **11-Jan-2023** (Start Date). If this date won't work for you, please email me (**Aarushi Bhatnagar** [jaarbhatn@cisco.com](mailto:jaarbhatn@cisco.com)) with the date you prefer and we can discuss options. You just need to make sure it is at least two weeks after we received all your signed documents.

### What Happens Next?

Please let us know your response to this offer by **03-Nov-2022** by either accepting this offer or contacting your recruiter or me to discuss.

If you accept the offer, you'll get access to our hiring portal, "My Documents Space" where you'll find more about what you need to get started on your Cisco career journey, including an overview of the benefits that are offered to our employees in India.

Get in touch if you have any questions. Reach out to me personally, or your recruiter, who is also a great source of information. It's been a pleasure getting to know you, **Muralika**. I look forward to having you on our team!

Welcome to Cisco!

**Aarushi Bhatnagar** [jaarbhatn@cisco.com](mailto:jaarbhatn@cisco.com)

Leader, Learning & Development

**14. Applicable Law**

This letter shall be construed and governed by the laws of India.

**15. Full Time Offer**

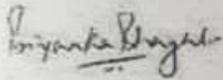
In case a full-time offer has been extended to you by the company, it shall be made effective on satisfactory completion of the internship. The company also reserves the right to withdraw this commitment on account of any other business or extenuating factors.

I take this opportunity to congratulate you on your appointment and welcome you to our company.

Please return a signed copy of this letter to indicate your acceptance of this Internship offer letter, its terms and conditions as listed above and the attached agreements.

Yours sincerely,

For **123 - Cisco Systems (India) Private Limited**



**Priyanka Bhagat**  
**MANAGER.CAREER SERVICES**

I have read and understood the above terms and conditions governing my Internship with the Company and the same are acceptable to me in totality and confirm my agreement to the terms of this letter.

**START DATE: 11-Jan-2023**

Signature :

Name :

Place :

Date :