

Date: 13 Feb, 2024

Dear **Manan gupta**,

Apropos to your application for interning as "VLSI - Self Paced Intern" and subsequent to our discussions we are pleased to offer you Project based Internship as "**VLSI - Self Paced 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 Apsis Solutions is 01 Feb, 2024 with the following terms of engagement as outlined below. The duration of internship will be 59 days.

Internship Hours/Duration — The working hours of the firm are 4:30PM-8.30PM. We do not follow flexi hours, so it is mandatory to complete the working hours at the 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.

Location — Your place of internship will be Work from Home.

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.

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

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.

Data Consent — In consideration of being Interned at Apsis Solutions.

I hereby expressly agree as follows —

Apsis Solutions 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, Apsis Solutions 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.

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

Date:

Signature:

Name:

Permanent Address:

Yours sincerely,



Neha Sharma
HR Manager | 1Stop.ai

