

## Internship Offer with PTE UNIVERSE

Date: - 03 July, 2021

Yash Porwal, B.Tech

Dear Yash Porwal

We are pleased to welcome you to PTE UNIVERSE as a **SALES AND MARKETING INTERN**. At PTE UNIVERSE, we believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with PTE UNIVERSE.

We look forward to you joining us. Please do not hesitate to contact us for any information you may need. Also, please sign the duplicate of this offer as your acceptance & forward the same to us.

Congratulations

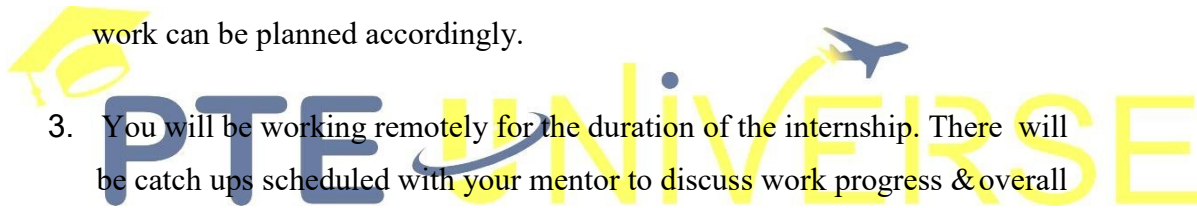
Aditi  
Singla

(MD OF PTE UNIVERSE)

## Annexure A

You shall be governed by the following terms and condition of service during your internship with PTE UNIVERSE, and those may be amended from time to time.

1. You are being hired as a **SALES AND MARKETING INTERN** and Ms. Sakshee and Ms. Anjana would be your Reporting Manager and Mentor during the internship. As **SALES AND MARKETING INTERN** you would be responsible for the tasks and responsibilities.
2. Your date of joining is 3<sup>rd</sup> July and the duration of the internship would be 2-4 weeks. During this time you are expected to devote your time and efforts solely to PTE UNIVERSE work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress & overall internship experience at regular intervals, accordingly.
4. All the work that you will produce at or in relation to PTE UNIVERSE will be the intellectual property of PTE UNIVERSE. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.



5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. PTE UNIVERSE operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all PTE UNIVERSE work/data stored on your Personal Computer to your mentor and delete the same from your machine
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event, of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
7. Under normal circumstances either the company or you may terminate this association by mentor, team members, colleagues, clients and customers and providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviour.  
treat everyone with due respect.
8. You are expected to conduct yourself with utmost professionalism in dealing with your
9. PTE UNIVERSE is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are core of what PTE UNIVERSE stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

12. You will be provided incentives based on your performance as stipend.

13. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

