

TINJRI/CSE/24/082



February 8, 2024

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91 –80 –491 39999
<http://www-07.ibm.com/in/careers/>

Dear Hanshika Mehta

We are pleased to offer you a permission letter for project training as an intern from February 23, 2024 to August 22, 2024. During your Internship assignment, you will be working on the assignment at Bangalore and paid a stipend of INR 30000/-per month. You will report to Vitta, Srikant (srikant.vitta@in.ibm.com) in Bangalore. At the end of the internship, you will submit a copy of your report to the Company. You may contact your manager for further guidance on your project.

To facilitate relocation (As per IBM policy, provided your current location in India is more than 100 kms from your offered work location), you are entitled to a one time relocation allowance of a flat amount of INR 35000/- which will enable you to make necessary arrangements for your travel, accommodation and conveyance in your location during the course of your Internship with IBM and will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. Please note that this one time relocation allowance is subject to appropriate income tax deductions as per applicable law and is a one time payment which is paid out with the first month Stipend.

This is a temporary internship assignment which may be terminated at any time by you or IBM and does not imply any commitment by IBM to regular employment.

Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof. You are also expected to adhere to all applicable rules and regulation and business conduct guidelines of IBM and act in accordance with the values and principles of the Company.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.



- Any change of joining date must be sent to islcampus@in.ibm.com at least 5 days prior to your original joining date. The new joining date must be a Tuesday, Wednesday, or Thursday and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 8:45 am to the Main Lobby located at IBM India Pvt Ltd, Embassy Golf Link, Block C, 1st Floor, Training Room – Fountain Head and Phoenix, Koramangala, Intermediate Ring Road, Bangalore – 560071. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed onboarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving License
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.
- This offer is contingent upon you being fully COVID-19 vaccinated when there is a requirement during your tenure at IBM. During the Onboarding process you will be asked to confirm your vaccination status and if not fully vaccinated you will be asked to provide a justification for the same. The specific procedure for you to submit your vaccination status and any justification for non-vaccination will be separately communicated to you. It is your responsibility to produce vaccination status or proof to any regulatory authorities if and when requested.

Group Personal Accident Plan:



This is a company paid benefit which provides group personal accident coverage to all Interns of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is INR 500,000/-. Coverage applies world-wide, 24 hours a day.

Please contact us via internshiring@in.ibm.com for any queries regarding your internship assignment.



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By - IBM Authorized Signatory
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Date: 9th September, 2023

Hanshika Mehta

Letter of Internship

Dear Hanshika,

We are pleased to offer you an internship position as a Trainee Developer. The terms and conditions of your internship with the organization are set forth below:

- 1) Date of Joining: 9th September, 2023
- 2) Duration of Internship: 6 months
- 3) Working hours: 10:30 am to 07:00 pm (Monday-Friday) and Saturday: 10:30 am to 2:30 pm (excluding second Saturday).
- 4) Internship Stipend: Rs. 10,000.00/month as per the Company's policy. Your performance will be evaluated from time to time and based on this, your monthly stipend will be revised.
- 5) You will not be entitled to a "Paid leave" during this tenure.
- 6) TDC reserves the right to conclude the internship based on an evaluation of performance and conduct throughout the internship duration.
- 7) During your internship, you may have access to confidential and proprietary business information belonging to the organization.

By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your purpose or disclosing it to anyone outside of the organization.

We look forward to having you begin your career with us and wish you a successful internship. Welcome to our team!

With Regards,


Lalithapari Bawitlung
HR Team | TDC Consultancy Pvt. Ltd.
Mobile# 7727038677