



**February 8, 2019**

**Dear Aishwarya Malvi,  
5, Arihant Nagar, Punjabi Bagh Kalka Mata Road, Udaipur  
Rajasthan - 313001**

**Congratulations!** You have successfully completed our initial selection process and we are pleased to make an Internship Engagement offer. This offer is based on a clear understanding that you are going to be a part of a business group comprising of large number of recruits such as you who, if absorbed as employees, shall form part of team(s) executing specialized projects & functions. We have taken into account your profile and performance as indicated by you in the campus selection process. Please read this offer letter and the terms and conditions carefully before signing to confirm your acceptance of the offer. If accepted, you shall join Wipro HR Services India Pvt. Ltd. as an intern by **February 18, 2019**. Please note that this offer is liable to lapse at the discretion of Wipro HR Services India Pvt. Ltd. if not accepted and returned within 7 days of the receipt. You may handover the acceptance letter to the Talent Acquisition team member from Wipro HR Services India Pvt. Ltd.

### **Stipend and Other Benefits**

Your stipend and benefits during the internship tenure will be 15,000/- per month and as detailed in Annexure 1 attached hereto. All payments by way of stipend would be made after deduction of applicable taxes and other charges. You shall be solely responsible for meeting with your obligations under any applicable law for payment of any taxes or other charges that may be payable by you either as taxes on income or in any other form for this internship arrangement.

In addition to the stipend, you will also be entitled to other benefits such as Medical Allowance, Study Leave, Sick leave and Company transportation. It is however clarified that such benefits and entitlements are provided on a voluntary basis by Wipro HR Services India Pvt. Ltd. in accordance with its policies in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your Internship with Wipro HR Services India Pvt. Ltd., you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time. You may note that the details of such benefits as may be provided to you are confidential by their nature and hence you are required to maintain confidentiality of the same.

### **Term & Termination**

This internship arrangement shall be for a period of **180** (India, Pol, UK, Aus, NZ Only) days (the "Term") commencing from **February 18, 2019** and expiring by efflux of time on the last day of the month in which the Term expires. Considering the fact that Wipro HR Services India Pvt. Ltd. will be spending considerable and valuable resources (including costs) on your training during your internship, you will be expected to diligently go through the training for and during the entire Term.

Since during your internship arrangement you will be trained and work on highly specialized projects, Wipro HR Services India Pvt. Ltd. may, at the end of the Term, and at its discretion, offer you a permanent employment subject to your completing **B.Tech** degree with a minimum of 60% aggregate marks in **October 2019** and your meeting with the acceptable performance standards set at Wipro HR Services India Pvt. Ltd.. The permanent employment offer will be made on the 1st day of the month following the completion of the Term, on terms and conditions separate from this arrangement. In consideration of Wipro HR Services India Pvt. Ltd. spending considerable valuable resources towards your training apart from paying you a stipend and providing other benefits during your internship period, Wipro HR Services India Pvt. Ltd. expects you to commit to a long and mutually beneficial association and for no less than a minimum period of twelve months from the commencement of permanent employment.



During the Internship period, Wipro HR Services India Pvt. Ltd. will be at liberty to terminate this arrangement at its sole discretion by giving 15 days prior written notice at your above mentioned address.

However, Wipro HR Services India Pvt. Ltd. may terminate this arrangement immediately without notice thereof, for gross indiscipline or willful misconduct or for material breach of your duties or obligations as stated herein, breach of trust, breach of any applicable law or breach of the Company Policies and Code of Business Conduct. Aon also reserves its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

### **Policies and Guidelines**

You will be governed by the rules, regulations and other company policies (together the "Company Policy") as applicable, enforced, amended or altered from time to time during the course of your employment. Please read carefully the resources provided to you on the governing policies and regulations as applicable and undertake all certifications that may be required in this regard.

### **Transfers and Deputations**

As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your assignments may vary from time to time. You are required to report to our office in **Gurgaon**. You will be reporting to such person in Wipro HR Services India Pvt. Ltd. as may be indicated to you from time to time. However, if Wipro HR Services India Pvt. Ltd. so requires, you may be transferred or seconded or deputed by Wipro HR Services India Pvt. Ltd. to any other operations or operations of Wipro HR Services India Pvt. Ltd.'s associate companies in India or abroad. Wipro HR Services India Pvt. Ltd. further reserves the right to assign your Internship to any other company or legal entity, as part of any transfer of undertaking of Wipro HR Services India Pvt. Ltd. or as part of any restructuring or amalgamation or such other plan implemented by Wipro HR Services India Pvt. Ltd. or by which Wipro HR Services India Pvt. Ltd. is bound, on such terms and conditions as applicable to such plan.

### **Discharge of Duties**

You will work on a full time basis during the Term of this arrangement and be required to devote your complete attention and time towards training and performance of work in the form and manner as required by the Company with diligence, devotion and discretion. During the Term, you will use your best endeavor to defend and promote the business interests of Wipro HR Services India Pvt. Ltd. and will not engage in or be concerned with, directly or indirectly, any business, employment or professional engagement with any third party .

### **Confidentiality Agreement**

In the course of your assignment with us, you may acquire information, technical or otherwise, including any computer software, which is confidential or proprietary to Wipro HR Services India Pvt. Ltd. or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Wipro HR Services India Pvt. Ltd., and/or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Wipro HR Services India Pvt. Ltd.. You shall at all times, whether during or after the termination of this arrangement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever. You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise – any copyrighted material or other Confidential



Information, for your own benefit or for the benefit of any third party, either during the term of your Internship or thereafter. Upon expiry or termination of your Internship with Wipro HR Services India Pvt. Ltd., you will return and surrender to Wipro HR Services India Pvt. Ltd., all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your Internship and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Wipro HR Services India Pvt. Ltd. or its affiliates or customers may require in this regard, from time to time. Provisions of this paragraph will continue to be valid and binding on you notwithstanding cessation of your Internship with Wipro HR Services India Pvt. Ltd..

### **Non-Disclosure Agreement**

You shall not disclose to any person papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Wipro HR Services India Pvt. Ltd. or its subsidiaries or affiliates, customers, subcontractors or any other person or company having any kind of association or relationship with Wipro HR Services India Pvt. Ltd. and/or its subsidiaries or affiliates, except with prior written approval of Wipro HR Services India Pvt. Ltd.. Provisions of this paragraph will continue to be valid and binding on you notwithstanding cessation of your Internship with Wipro HR Services India Pvt. Ltd..

### **Relationship**

It is expressly agreed that this arrangement does not create any relationship of partnership, joint venture, agency or employer and employee between the parties.

### **Intellectual Property Rights**

All intellectual property rights in any work or material developed by you during the course of your Internship shall belong to and be the property of Wipro HR Services India Pvt. Ltd. and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Wipro HR Services India Pvt. Ltd., during or after the Term, you shall assign and transfer in favor of Wipro HR Services India Pvt. Ltd. or, at the request of Wipro HR Services India Pvt. Ltd., in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Wipro HR Services India Pvt. Ltd. may require, to effectually vest in Wipro HR Services India Pvt. Ltd., any of its subsidiary, affiliate or customers as Wipro HR Services India Pvt. Ltd. may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

### **Severability**

The invalidity or unenforceability of any particular provision of this offer letter shall not affect the other provisions hereof, and this offer letter shall be construed in all respects as if such valid or unenforceable provisions were omitted.

We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard! Kindly return a copy of this letter duly counter signed by you in acceptance of the terms and conditions set out therein.



## Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have willfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

## Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,

**For Wipro HR Services Private Limited**

A handwritten signature in black ink, appearing to read "Sandesh Kumar", is written over a horizontal line.

**SANDESH KUMAR – Associate Vice President**

### **Endorsement:**

- 1. I accept the terms and conditions stipulated in the above letter of engagement.**
- 2. I shall report for internship on\_\_\_\_\_.**

**Name:**

**Signature.....**

**Date:\_\_\_\_/\_\_\_\_/\_\_\_\_**

**Place:**



## **Compensation and Benefits Worksheet**

### **A: Compensation**

Stipend per month = Rs 15000

Medical Reimbursement = Rs 500

### **B: Other Benefits**

Current benefits available to you are as follows. Please refer to the latest company policies\*\*\*\* (will be made available at the time of joining)

Sick Leaves - 3 Days

Study Leaves - 4 Days

Transportation would be provided to & from Work