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Personal and Confidential

Ref. No: HRM / 2021 QST-01 / 12

Dated : 31 March 2021

Ramagiri Usha Rani

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Dear Usha Rani,

Subject: Offer Letter for position of "Web Development Intern" in Intrinsic Science Labs Private Limited

We are glad to offer you a position in our Company. The following are the terms and conditions of your employment:

- 1) You will be designated as a Web Development Intern.
 - 2) You will join us on or before 7 March 2021.
 - 3) Your band and grade is B - B3 level equivalent.
 - 4) This is an unpaid internship until your final thesis. Salary break-up details will be provided with a fresh copy of the appointment letter later for the thesis.
- 1) We expect our employees to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions that will be assigned or communicated to you, from time to time, by the Company.
 - 2) All information, communications and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of the organization, with special reference to the Company's finances, sales, profits, and other proprietary and confidential information acquired by you during your employment.
 - 3) **CONFIRMATION:** You shall be on probation for a period of Six (6) months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. Unless confirmed in writing, you will be deemed to be on probation after the expiry of the initial or extended period of probation. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.
 - 4) **LEAVE POLICY:** You will be entitled for leaves on a pro-rata basis as per leave policy of the company with prior intimation to your reporting authority.
 - Earned Leave (EL): All confirmed employees are entitled to Fifteen (15) days EL leave in a financial year.
 - Sick Leave (SL): You will be entitled to SL to a maximum of Six (6) days in a financial year.
 - Marriage Leave: All confirmed employees are entitled for Five (5) days marriage leave.
 - Paternal Leave (FL): All confirmed male employees are entitled for seven (7) days Paternity Leave (FL).