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4 April 2022

Mr. Anujith Shetty
#6-131/5, Shiva Sadana, Surathkal
Mangalore, Dakshina Kannada
Karnataka - 575014

Dear Anujith,

We are pleased to take you as "Contract Project Trainee" in our organization subject to the following terms and conditions:

1. Your Project duration will be from 6 April 2022 to 31 May 2022.
2. You will be entitled for a stipend of ₹ 15000.00 per month. Payment will however be subject to deduction of taxes, as applicable
3. You will be located at our Software Development Centre and you will be advised separately about your Project.
4. Our office hours are from 9.00 a.m. to 5.30 p.m., Monday to Friday. Lunch break is from 1.00 p.m. to 1.30 p.m. If in case you are required to stay beyond the above working hours then you have to obtain the necessary approval from your Manager/Project Guide. You will also comply with all security and office regulations.
5. You will not disclose any information regarding the various details of the project assignment and company related matter, which have come to your knowledge during the tenure of the project, the disclosure of which is likely to be prejudicial to the interest of the company.
6. During the course of Project work, if you have to use any equipment, hardware, software etc. you will be responsible for its safe keep & confidentiality and the authorized use is limited only to you. Upon discovery of any misuse, we reserve the right to take legal action.
7. Project work like these, are time bound and hence you are requested to adhere strictly to agreed time/milestone schedules. The project will not be considered complete unless agreed set of tasks/goals is met.
8. On completion of the Project, you will neither be allowed to keep a personal copy of the project work/software documentation nor any material in your Institute Library. If required you may be allowed to keep an abridged version, subject to the approval of your Manager/Project Guide.
9. On completion of the Project work, you must immediately return all the documents, equipment, drawing etc. to the reporting officer.