



INTERNSHIP OFFER LETTER

Dear OMISHA PRAKASH PANDEY ,

Welcome to the DevTown family!

We are pleased to offer you an HR Intern position at DevTown, with a start date of 5th September 2023 on an "at-will basis". It is our opinion that your abilities and experience will be the perfect fit for our company.

In this role, you will be required to work with the HR Team.

We at DevTown, are a team to provide students with a platform to research and make projects in the field of the latest technology. We aim to provide an interactive learning platform for students where they will be able to learn and develop projects with our support.

We aim to cultivate a change in the current learning strategy of students and incorporate a reasonable learning methodology, to make them future-prepared with good knowledge of technologies and profound practical experience in those fields with developing projects.

We believe that you will appreciate this relationship and shape your future with us at DevTown. We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Your appointment will be governed by the terms and conditions presented in Annexure A

Annexure A :

1. You will be working from home for the duration of the work tenure. There will be catch-ups scheduled with your lead to discuss work progress and overall work experience at regular intervals.
2. All the work that you will produce at or concerning DevTown will be the intellectual property of DevTown. 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 lead in writing.
3. We take data privacy and security very seriously and maintaining the 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. DevTown operates on the zero-tolerance principle concerning any breach of data security guidelines. After the tenure, you are expected to hand over all DevTown work/data stored on your Personal Computer to your mentor and delete the same from your machine.
4. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organisation. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. Besides, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

INTERNSHIP SPECIFICATIONS

Title: Human Resources Intern

Internship Start Date: 5Th Septemper 2023

Stipend: ₹ 5,000 INR/- month (subject to stipend structure, as illustrated later)

Your Roles and Responsibilities:

- Work with the HR Team to achieve daily call targets.
- Collaborate with the HR team to plan and create new bootcamp marketing initiatives and lead generation models.
- Work on lead generation for bootcamps.

INTERNSHIP PARTICULARS

- **Job Type:** Internship
- **Location:** Work from Home
- **Working Hours:** 5 Hours a day
- **Duration:** 1 month
- **Work Load Upper Limit:** 60 allotted calls
- **Performance Cut-off:** 40% turnout
- **Leaves:** 4 days in a month (you may choose your off-days)

PERFORMANCE STANDARDS

- **Danger Zone/ Removal :** 40% or below
- **Green Zone :** 40% or above

TERMINATION OF INTERNSHIP

Situations which may lead to termination of internship:

- More than 4 leaves in a month
- Communication gap of 3 days or more

INTERNSHIP SPECIFICATIONS

REMOVAL 1 FROM INTERNSHIP

- **WHEN** - After probation period (7 days)
- **WHY** - 1. Persistent performance cutoff < 25%
2. Absent in more than 3 verification meetings
- **WHAT BEFORE** - 1 warnings (if aggregate performance % is 25 or below)

REMOVAL 2 FROM INTERNSHIP

- **WHEN** - After 15 days
- **WHY** - 1. Persistent performance cutoff < 40%
2. Absent in more than 3 verification meetings
- **WHAT BEFORE** - 1 warnings (if aggregate performance % is 40 or below)
- **WHAT AFTER** - In the month end, you will receive your Internship Certificate

STIPEND STRUCTURE

AGGREGATE PERFORMANCE %	STIPEND
40% or below	0
40% - 49.9%	4000
50% - 59.9%	4500
60% and above	5000

Please note that when you work with us, your association with DevTown is “at-will” which means that either you or DevTown may terminate the association at any time, with or without cause and with or without notice.

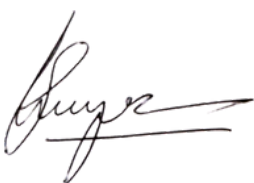
By accepting this offer, you agree that throughout your association with DevTown, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your new role will be successful and rewarding. If you have any questions, please do not hesitate to contact us.

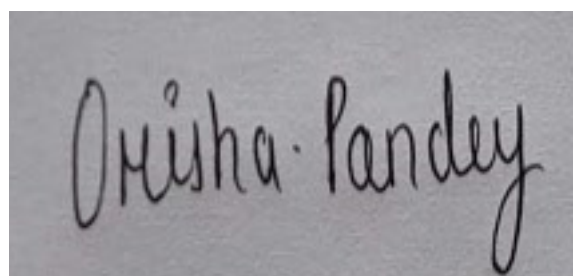
Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to the mail id <hr@devtown.in> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of DevTown if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with DevTown.

Thank you for the consideration



Shaurya Sinha
Co-Founder



Signature
(Candidate's Signature)