



Solve

Khasra 262, Lane number 4, Westend Marg Saidulajab - 110030
info@road-safety.co.in

SOLVE

Date:22-06-2020

Ref. No. : Solve/762

PAN No. :

OFFER CUM APPOINTMENT LETTER

Dear **Saairah Mehta**

This is with reference to your application and subsequent test/interview you had with us, we are pleased to offer you position of an intern in Intellify SOLVE on the following terms and conditions (Please refer to the subsequent heading 'Terms and Conditions')

Please review, acknowledge and accept the offer cum appointment letter with the '**Terms and Conditions**'. These terms will be effective from the date of your joining the team, and sets forth the terms under which Solve would get your services as a Content Writer **Intern**.

Compensation: As detailed below

Stipend Components	Monthly INR
Basic (Fixed)	0
Basic (Performance Based)	0
HRA	0
Composite Allowance	NA
Transport Allowance	0
Leave Travel Allowance	NA
Medical	NA
Your Total Target compensation	0

After receiving this offer letter, please submit your PAN Card, Adhaar Card, 10th Marksheet, 12th Marksheet and Graduation Marksheet (Wherever applicable) by filling up this form:

<https://forms.gle/1w2tpfksAxHv4QSGA>

We look forward to your joining our team for a long, successful and pleasant association.

Your Job details are as follows:

Title	Content Writer Intern
Responsibilities	Working alongside the team for the profile mentioned and completing the expected deliverables and targets that shall be briefed about during your tenure.
Stipend	0
Status	Work from home Internship
Start Date	22-06-2020
End Date	22-09-2020
No. of Hours of Work	Minimum 9 hours
Days of Reporting	Monday to Saturday
Benefits	Certificate of Internship
Probationary Period	14 days
Notice Period	2 weeks

Terms and Conditions of the Offer

1. Benefits

You will be entitled to certificates and other benefits **only on completion** of the respective Tenure as per the Solve policy.

2. Place of Work

You will be working at specified office location (or remotely from home)* and any services if required outside the location will be addressed after proper discussion between you and Solve.

3. Reporting

You will be working on a specific individual project or as a part of the team for a specific project. For the individual projects, the progress and final reports will be evaluated by a team, as per decided by the Solve team.

The work from home interns need to give at least 5 hours a day to be eligible for a certificate

4. Professional Ethics

You shall not conduct yourself in any manner amounting to breach of the confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the campaign's money, material and documents with utmost honesty and professional ethics.

5. Non-Solicitation of the Campaign

You agree that during your internship/ project duration and after your tenure with the Solve ends, whatever the reason of abrupt termination (if any), you will not directly, or indirectly, aid, solicit or induce any other associate of the Solve to leave their position.

6. Solve Policies

You agree that as part of your position responsibilities, you will follow the guidelines, standards, rules, policies and practices of the Solve prevailing from time to time. You agree that the Solve may change any of the job guidelines, standards, rules, policies and practices from time to time and that such change will apply to your job responsibilities and be binding on you after the effective date of change.

Kindly note that you are the ambassadors of Solve, and any action of yours, contrary to any of the above mentioned clauses shall render you liable to termination with immediate effect from position, notwithstanding any other terms and conditions of your appointment.

7. Termination from Tenure

Solve may terminate your tenure based on the continuous reviews or in the event of misconduct. Following events shall amount to misconduct –

- Committing an act of indiscipline which tarnishes the Solve reputation
- Non-compliance with any of the terms & conditions of your position or instructions/regulations issued by Solve from time to time

Team SOLVE has the right to terminate you from the internship in case of any indiscipline/ non-submission of targets.

8. Leaving Internship in before Tenure Completion:

- a. You will not get any Certificate, falling in incompleteness of internship tenure.
- b. You Won't be receiving a stipend of that month when you leave. (Wherever Applicable)
- c. You have to serve the Notice Period before leaving the internship.

9. Verification

You agree to submit the following documents to Solve at the time of starting your tenure with Solve.

- Aadhar Number
- PAN Card
- Marksheet

10. Absence

Please inform in advance if you are unable to discharge your duties for the assigned position due to some unavoidable reasons, so that the activities are not hindered in any form. If no information is provided in advance, then the absence will be treated as abandonment of the duties. SOLVE believes in services with commitment and dedication from its team members.

11. IPR Agreement- IPR's of Any of the intellectual resources / product / research developed by you with support from SOLVE during your tenure, would rest with SOLVE and SOLVE would have the right to use the same going forward. One would have no right to sell/further process the content without prior consent of SOLVE.

12. Non-Disclosure Agreement

As a team member of SOLVE, the organisation may disclose or share the critical information/resources with you. You will not disclose the information/resource to anyone else in complete or part without SOLVE's written consent in prior. Doing so can lead to legal actions.

13. You won't be liable for any certificate/ stipend if you are terminated from the organisation.

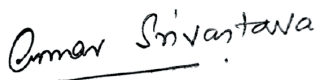
14. FNF Period- Your Full and final settlement with the organisation after your completion would be 15 days from the last day of your tenure.

Please note that this offer letter is not a confirmation of any individual completing their internship. The internship certificate received by any individual would be a proof that they have completed their internship from the organisation.

Please sign the duplicate copy of this letter as a token of acceptance of the Terms and Conditions.

Sincerely Yours,

Authorised Signatory



Disclaimer by Candidate

I _____ do accept the offer and agree with all terms and conditions without any objection.

Signature of the Candidate