



## **OFFER LETTER**

**DATE: 4/7/2021**

**Dear, Tanvi dattatray Patange**  
(Computer science)

**We are pleased to welcome you to PTE UNIVERSE as a Social media marketing intern. At PTE UNIVERSE, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience.**

**We look forward to you joining us. Please do not hesitate to contact us for any information you may need. Also, please sign the duplicate of this offer as your acceptance & forward the same to us.**

**Congratulations!**

**ADITI SINGLA**

(MD OF PTE UNIVERSE)

 **+91 8708695575**



**pte\_universe**



**PTE UNIVERSE**



**PTE Universe**



**PTE universe**



**PTE UNIVERSE**



**+91 9992220207**  
**+91 9992223347**



**You shall be governed by the following terms and conditions of service during your internship with PTE UNIVERSE and those may be amended from time to time.**

- 1. You are being hired as a Social media marketing intern and Ms. Sonakshi would be your Reporting Manager and Mentor during the internship. As a Social media marketing intern, you would be responsible for the tasks and responsibilities.**
- 2. The duration of the internship would be 2-4 weeks. During this time, you are expected to devote your time and efforts solely to PTE UNIVERSE work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.**
- 3. All the work that you will produce at or in relation to PTE UNIVERSE will be the intellectual property of PTE UNIVERSE. 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 mentor.**
- 4. 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. PTE UNIVERSE operates on the zero-tolerance principle with regard to any breach of data security guidelines. At the completion of the internship, you are expected to hand over all PTE UNIVERSE work/data stored on your Personal Computer to your mentor and delete the same from your machine.**
- 5. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event, of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.**
- 6. You will be provided incentives based on your performance as a stipend.**
- 7. You are not supposed to share any of your personal details like your qualifications & contract of indemnity. This contract is valid between PTE Universe & you. No 3rd party will be included. If you still forward the properties without the consent of the employer, the contract will get void & you will be entitled to pay for the damages along with legal action.**
- 8. You will be working remotely for the duration of the internship. There will be catch-ups scheduled with your mentor to discuss work progress & overall internship experience at regular intervals, accordingly.**
- 9. Under normal circumstances, either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behavior.**
- 10. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.**
- 11. PTE UNIVERSE is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.**
- 12. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.**
- 12. Have fun at what you do and do the right thing – both the principles are the core of what PTE UNIVERSE stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.**
- 13. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.**
- 14. The documentaries provided to you are the intellectual properties of the PTE Universe that falls under The Trade Marks Act, 1999. Further, reselling them & forwarding them to any third party will claim legal damages against you.**