



Date: December 11, 2019

**Khushboo Kumari
401 V R Enclave
"B" Building, Lane 2,
Manjhari Road,
Manjhari Khurd,
Ghule nagar,
Pune-412307,
Maharashtra, India**

Dear Khusboo:

We have pleasure in offering you an appointment as an '**Intern**' with effect from **December 16, 2019**, in the company on the following terms and conditions:

1. You are given an opportunity to intern with our Architect team.
2. During your course of an internship with the company, you will diligently and faithfully serve the Company in such capacity aforesaid.
3. You may at any time be called upon to perform other than your normal duties, which in the opinion of the Company are within your capacity to discharge, and you will forthwith undertake to discharge these duties with care and diligence.
4. During your internship and thereafter, you will keep all secrets and will not divulge to any person, firm or Company whatsoever (other than to the Directors or partners of the Company or their authorized representatives or except under legal duress) confidential information of any description acquired by you while in our service concerning process of manufacture, business practices or affairs of the Company or any of its associates, or their customers or suppliers.
5. You will not, during the continuance of your contract, undertake or carry on, either alone or in partnership, nor be directly or indirectly employed or concerned with as a principal agent, or otherwise in any business, trade or profession whatsoever. You will fully devote your time and attention to your duties with us.
6. This contract is valid for a period of **Six months**.
7. For the present, your services are required at Pune, and as and when the necessity arises, the Company has the right to transfer your services to any place in India.
8. During your internship, you will be receiving the stipend of Rs.5000 per month.
9. Upon termination of your contract, you will return to the Company all documents, books, or any other articles of the Company and/or copies thereof belonging to the Company.

EXTENTIA INFORMATION TECHNOLOGY PVT. LTD.

CIN: U72400PN1998PTC013061 | contactus@extentia.com | www.extentia.com

Registered Office

Extentia House, Lane E, North Main Road
Koregaon Park, Pune 411001, Maharashtra, India
Phone: +91-20-67285300 Fax: +91-20-26153104

Corporate Headquarters

Extentia Tower, Road 12, Kalyani Nagar
Pune 411006, Maharashtra, India
Phone: +91-20-67285200



10. Helmets are compulsory at Extentia for the rider and the pillion rider.

Should you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed by you confirming your acceptance.

We take this opportunity to welcome you to our organization and hope your association with us will prove to be of mutual benefit.

Yours faithfully,

Celina Joseph
General Manager – HR
Extentia Information Technology Pvt. Ltd.
Date: December 11, 2019

I ACCEPT

My date of joining will be: _____

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