

Vishal Gupta

S/O Subhash Chand, Khasra No. 655/1 673/1, Behind Government School, Ghitorani, MG Road,  
Gadal Pur, South Delhi- 110030

## Internship Letter

Dear Mr. Vishal,

We have pleasure in inviting you for a 16 weeks internship programme at ASRO Arcade w.e.f. 28 February, 2022. The terms and conditions of your appointment are given below:

- (i) Your stipend will be INR 10,000 per month.
- (ii) The firm will be working 6 days a week, in 10 AM to 7 PM shift. You will be expected to attend office – except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & firm policies.
- (iii) This internship may come to an end at the instance of either party by giving the other a notice in writing for one week.
- (iv) Firm reserves the right to terminate your internship without notice on grounds of breach of policy or misconduct with client or at workplace.
- (v) Absence for a continuous period of one week without prior approval of your supervisors (including overstay of leave/ training) can lead to your internship being terminated without notice.
- (vi) Whilst employed by the firm:
  - You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the firm to assign such duties and responsibilities. Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the firm or information regarding its customers without prior written approval. You shall not during the term of your internship or at any time thereafter, use or permit to be used, any information, designs, plans, other data relating to the business and/or transactions of the firm, which may come to your knowledge and/or by virtue of your internship, for any other purpose than benefit of the firm. All information that comes to your knowledge by reasons of your internship with the firm is deemed to be confidential and any breach thereof, shall be deemed to be a violation of firm policies and treated in accordance with clause 9.
  - You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
  - You confirm that you have disclosed fully all of your business interests to the firm whether or not they are similar to or in conflict with the business (es) or activities of the firm, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the firm and you or any immediate relatives. Also, you agree to disclose fully and immediately to the firm any such interests or circumstances which may arise during your internship.
  - You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all firm's policies and procedures.
- (vii) Any violation of the above mentioned or any other firm procedures and policies would attract disciplinary action by the firm, including and up to termination.

- (viii) Upon separation from the firm on account of internship completion or termination, you shall immediately return to the firm all the assets and property (including any leased properties) of the firm including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.
- (ix) Any and all disputes arising in connection with your internship and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator in accordance with the Arbitration and firm. The venue of the Arbitration shall be Gurgaon and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of court at Gurgaon, Haryana

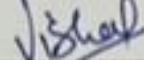
Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

**Regards**

**For ASRO Arcade (Authorized Signatory)**

**Intern/ Candidate Signature**

  
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For ASRO Arcade  
Partner

  
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