

SFO



Cisco Systems (India) Private Limited  
SEZ Unit, Ceasia Business Park,  
Kaduwesanahalli Village,  
Varthur Hobli, Sarjapur Marathalli Outer Ring Road,  
Bangalore, Karnataka 560102  
CIN: U11800KA1805PTC019565  
India

14th December 2019

Neha Lagatapathi  
36 EWS, B. K. Guda, S. R. Nagar  
Hyderabad, Telangana 500038

Dear Neha:

Congratulations on your appointment as COLLEGE INTERN..TECH UNDERGRAD.CROSS FUNCTIONAL-000882 , grade 99.

Please find enclosed herewith the following documents for your sign-off and return in the next seven days.

- 1. Internship Letter
- 2. Application form

At the time of joining, you will be required to provide the following:

- 1. ID Proof
- 2. 2 passport size photographs

Yours Sincerely,  
For 123 - Cisco Systems (India) Private Limited.

Priyanka Bhagat  
MANAGER,CAREER SERVICES





14th December 2019

Neha Lagatapathi  
36 EWS, B. K. Guda, S. R. Nagar  
Hyderabad, Telangana 500038

Re: Appointment as COLLEGE INTERN, TECH UNDERGRAD, CROSS FUNCTIONAL-000882, grade 99 with Cisco Systems (India) Private Limited.

This is with reference to your request for training. We are pleased to inform you that we will offer you an internship as a COLLEGE INTERN, TECH UNDERGRAD, CROSS FUNCTIONAL-000882, grade 99 in 123 - Cisco Systems (India) Private Limited ("the Company") on the following terms and conditions:

#### 1. Commencement of Internship

Your Internship will commence on **13-Jan-2020** and will be for a fixed term of **5** months ("Term") which means, subject to the right of termination set out in this letter, it will terminate no later than **26-Jun-2020**. You will be based at **123 - Cisco Systems (India) Private Limited, BANGALORE, KARNATAKA, INDIA**.

#### 2. Place of posting and assignment

Your place of posting is **BANGALORE, KARNATAKA, INDIA**. You are liable to be transferred to any place of business of the Company as existing/operating presently or acquired or set up later in any part of India or abroad at any time. You are also liable to be deputized to any work or assigned the works of any Associate/Sister Concerns, Subsidiaries or any other Companies/Concerns/Organizations/Firms with whom the Company may make such arrangement or agreement.

#### 3. Office Hours

The normal working hours are 8:30AM to 4:30PM, Monday through Friday.

#### 4. Termination

In the event of gross misconduct or commission of a serious breach of the terms of your Internship by you, the Company is entitled to terminate your Internship with immediate effect without prior notice or payment in lieu.

In case of termination due to above mentioned reason, the company reserves the right to terminate the internship and full time offer referred on Section 16 below will be considered invalid.

#### 5. Duties

Your responsibilities and duties will be intimated to you upon the commencement of your Internship.

#### 6. Stipend and Allowances

All payments of stipend and any other emoluments will be paid according to local payroll practices. Your monthly Stipend which is based on a 40 hour work week will be **INR 50,000.00**

Stipend Details	In INR per month
Stipend per month	INR 50,000.00
Accommodation Allowance	INR 10,000.00

#### \*Note:

Stipend and accommodation allowance (a & b) shall be paid effective joining and start of your assignment with the company. This amount shall be paid less tax and other authorized deductions.

#### a) Tax

It is your responsibility to meet all requirements under the Indian tax laws including tax compliance and filing of personal tax returns in respect of all payments paid to you under this letter. Taxes on any payment made under this letter will be borne by you. The Company shall deduct Tax at source ("TDS") on any payments under this letter that require such deduction to be made by the employer in accordance with the Indian tax laws.

## 7. Whole time Internship

During the Term you, being in the whole time Internship of the Company, shall not engage or associate yourself directly/indirectly or in any other manner, whatsoever, in any other post or work part time or pursue any course of study without the prior permission of the Company. You shall devote your whole time, attention and skill to the best of your ability for the business of the Company and shall not undertake any work other than what has been assigned to you. You shall not directly or indirectly be connected with, concerned, employed or engaged in any other business or activities whatsoever, without the prior permission of the Company and shall not accept any emoluments, commission or honoraria whatsoever from any one.

## 8. Company Property

You shall always maintain in good condition, any of the Company's property, which may be given to you, by your superiors, by persons under whom you are placed to work in the overall interest of the Company, or otherwise for official use during the course of your Internship. You must return all Company property on request or on the termination of your Internship, failing which the Company will recover the cost of such property from you.

## 9. Additions / Alterations

You shall, in addition to the general service conditions as specifically stated herein above, be governed by other rules, regulations, practices, systems, procedures and policies as are in force or may be added, altered, modified or omitted/deleted by the Company from time to time.

## 10. Leave and Holidays

You will not be eligible for Annual Leave during the course of your internship. However you will be eligible for any festival or public holiday that may fall as per Cisco policies.

## 11. Confidentiality

You shall not disclose, divulge or communicate in any manners, either directly or indirectly any confidential information of the Company, nor any of its trade secrets or know-how to any person, firm, corporation, association or other entity for any reason or purpose whatsoever. You shall observe and abide by all the terms of the Proprietary Information and Invention Agreement, as if the same was set out hereunder, in verbatim. The Proprietary Information Agreement is coterminous with this letter and breach of the Proprietary Information and Invention Agreement or any of its terms will be considered to be a breach of the terms of this letter, giving grounds for immediate termination of your Internship.

## 12. Notices

All notices, consents, requests or other communications made either by you or the Company will be in writing and personally delivered or transmitted by registered or certified mail or courier or by facsimile at the addresses indicated in this letter.

## 13. Accuracy of Information

Your appointment is being made on the basis of the information and details given by you in the application for Internship. If, at any time, any information or detail given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.

On your first day of work you will be required to present evidence of authorization to work. If you require sponsorship by Cisco to obtain work authorization, you must let us know immediately. Also, please be aware not every position or individual qualifies for visa sponsorship. Accordingly, this offer of Internship is contingent upon your obtaining and providing evidence of proper authorization to work for Cisco.

## 14. Applicable Law

This letter shall be construed and governed by the laws of India.

## 15. Full Time Offer

The full time offer that is extended to you by the company is subject to your satisfactory completion of internship. The company also reserves the right to withdraw this commitment on account of any other business or extenuating factors.

I take this opportunity to congratulate you on your appointment and welcome you to our company.

Please return a signed copy of this letter to indicate your undertaking of the above terms and conditions of Internship contained herein and your acceptance of this letter and the attached agreements.

Yours sincerely,

For 123 - Cisco Systems (India) Private Limited

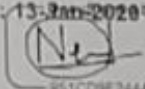
*Priyanka Bhagat*

**Priyanka Bhagat**  
**MANAGER, CAREER SERVICES**

I have read and understood the above terms and conditions governing my Internship with the Company and the same are acceptable to me in totality and confirm my agreement to the terms of this letter.

1. **START DATE:** ~~13 Jan 2020~~ <sup>13 Jan 2020</sup> by

Signature :  
Name :  
Place :  
Date :

  
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