

From

Kalluru Navya Sree,

18251A0275

EEE-B-4/4

To

The Head of the Department,

Electrical and Electronics Engineering

GNITS

Subject: Request for attendance during internship.

Respected sir,

I am student of 4<sup>th</sup> year, EEE-B, GNITS (HTNO: 18251A0275)

I humbly request you to grant me attendance for a period of 6 months during my internship at AT&T starting from 21<sup>st</sup> February 2022 to 21<sup>st</sup> August 2022.

Thank you,

yours sincerely,

Kalluru Navya Sree

Date: 19/2/2022

Place: Hyderabad

Permitted to provide the attendance  
The concern faculty, kindly, to note  
N. Malle Reddy

19/2/22

~~KAP~~  
19/2/2022

(K. Priyomvada)  
Asst Prof, EEE



**AT&T Communication Services**

**India Pvt. Ltd.**

13<sup>th</sup> Floor, Mohan Dev  
House 13 Tolstoy Marg,  
New Delhi 110001, India

Tel: 91.80.4354600

Fax: 91.80.4164956

91.80.4164956

www.ap.att.co

CIN: U64203DL1996PTO78375

To,

**Navya sree Kalluru**

G.Narayanamma Institute of Technology and Science

**REF: INTERNSHIP AND PRE-PLACEMENT OFFER WITH AT&T COMMUNICATION SERVICES INDIA PVT LTD.**

Dear Navya sree,

With reference to the interview that you have had with us, it gives us great pleasure to offer you an **Internship** at **AT&T Communication Service India Pvt Ltd.** (the "Company"). In addition to confirming the offer, this letter will describe the terms and conditions of your Pre-placement offer. We hope that this opportunity will provide you with exposure to technology and corporate work culture besides helping you to fulfill the criteria for your academic course.

Title: Your title will be '**Intern Technical**'. You will be informed about your manager by the Company at the time of joining and subsequently whenever there is a change in manager.

Terms and Conditions:

Effective Date: Your internship duration will be **Six Months** from **Feb 21, 2022** or other mutually agreed date and may be extended by mutual consent based on performance appraisals and progress of learning.

Timings: The work hours during the internship will be 8 hours per day besides a meal break of one hour as per the company policy, which may include shift timings.

Payment Terms: This internship is for the purpose of training only and will not be deemed to be employment. You will receive a stipend of **Rs. 42,731** per month during your period of internship, less all applicable taxes. This stipend is assuming attendance on all the company working days during the month; stipend will be paid pro-rata in the event of absence on any grounds. Payment of stipend will be as per the Company's prevailing practice, in arrears, for the completed month.

Job Confirmation: On successful completion of 3 months from the start date, your performance will be evaluated and based on the feedback you may be eligible for a permanent position with AT&T subject to the terms and conditions of the company. You will receive a confirmation letter from the Company, if selected for the permanent position. Your internship will be continued till the end of your academics course.

Salary for Permanent Position: You will be eligible for an Annual Compensation of **minimum INR 8,00,000 Per Annum** on Cost to Company basis, as a regular employee of the Company.

Student Verification: The internship offer is subject to your providing a letter from your college/training institution certifying your registration as a student at the college/training institution for the duration of the internship. Student internship will be terminated if the intern is no longer a student in the



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Confidentiality, Non-Disclosure, Network & Application Use and Intellectual Property Rights: You will be required to adhere to the terms given in Annexure I to this offer letter. The Annexure mentioned shall be deemed to be integral part of this offer document.

Conduct: You will abide by the rules and regulations of the Company as may be enforced from time to time, including dress code and ethical conduct as applicable for other personnel in the Company.

At-Will Contract: Your Internship contract with the Company is "At-Will." This means that you have the right to terminate your Internship contract at any time and for any reason. Likewise, the Company may terminate your Internship contract with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continuing/assured internship. As such, the recitation of certain time periods in this letter is also not to be construed or interpreted as containing any guarantee of internship period or any particular level or nature of compensation.

Background Verification: Your appointment for Internship will be subject to successful completion of background verification.

Indemnity: Your Internship contract is conditional to your providing an Indemnity Undertaking to the Company as Annexure II to this offer letter. Failure to provide this Indemnity Undertaking will render your Internship contract null and void.

This letter (together with the attached Annexures) reflects the entire agreement regarding the terms and conditions of your internship contract. Accordingly, it supersedes and completely replaces any prior oral or written communication on this subject. This letter may not be modified or amended except by a written agreement, signed by the Company and by you.

We welcome you onboard and expect that our relationship will be mutually rewarding. As a token of your acceptance, please sign one copy of the offer letter and return it to the Company.

Sincerely,

**PRAGATHI** Digitally signed by  
**KUMAR** PRAGATHI KUMAR  
**ACHANTA** ACHANTA  
Date: 2021.12.23  
16:13:12 +05'30'

**Pragathi Kumar Achanta**  
**Director, HR Country Management**  
Authorised Signatory  
Date:

Acknowledged and Agreed

*K. Navya sree*

Candidate Name: Navya sree Kalluru

Date: 1-5-2022

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ANNEXURE II

INDEMNITY UNDERTAKING FOR INTERNSHIP

To,  
The HR Country Manager, India  
AT&T Communication Services India Pvt. Ltd.  
201, Sahara Residency, Sai kuteer Rd, Y.M.R colony,  
Proddatur, Andhra pradesh, India - 516360

I understand that during my Internship with **AT&T Communication Services India Pvt. Ltd.**, I may be working at the Company offices and using the Company provided Transport for commuting as per the requirements of the Company. The access to Company offices, associated facilities and transport is provided to me for the purpose of my Internship with the Company, to further my learning and professional development. In consideration of the same as well as the stipend that I would receive for the Internship, I hereby irrevocably indemnify the Indemnitee from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever, as a result of any injury, death or loss that may be suffered, sustained or incurred by me arising out my presence or use of the Company offices, facilities or transport, while pursuing my Internship at the Company, including legal expenses incurred in connection with any such loss, injury or death. I understand that I will not be covered by any insurance policy funded by the Company during my Internship.

K. Navya sree

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Indemnifier Name: Navya sree Kalluru

Date: 1-5-2022

Place: Hyderabad

Kishore Kumar Raju Tirumalaraju

Kishore Kumar Raju Tirumalaraju (Jan 6, 2022 12:58 GMT+5.5)

.....  
WitnessName: Kishore Kumar Raju Tirumalaraju

Date: 06-Jan-2021

Place: Hyd

N. Manu kalyan  
19/2/21