

Date: 26/02/2022

GNITS

TO

The HOD(EEE)

GNITS

Respected Sir,

Subject: Request for attendance during Internship.

I T.Nagajyothi (19255A0204) of EEE-A 4/4 got placed in kaptus with an internship from 3rd January, 2022 This internship will continue for the next 6 months. So, I kindly request you to grant me attendance during this internship period. Hope you would consider my request.

Thanking you

Yours faithfully

Thota Nagajyothi,

EEE-A, 4/4,

19255A0204.

To
Mr. K. Pragaswala
Head of Internship
Attendance can be given
N. M. Lakshmi
26/2/22

KP
26/2/2022.

Offer Letter (Internship & Intent of Placement)

Date: 16-11-2021

Ms. Nagajyothi Thota,
#5-235, Old Suraram, Pandurangapuram
Khammam, Telangana - 507115,
Email Id: thotanagajyothi8534@gmail.com

Dear Nagajyothi,

We are pleased to offer you an internship at our company in our Hyderabad, India office. Your internship shall commence on 03-01-2022 and shall end on 01-07-2022 ("Term") (Subject to change). The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
2. You are eligible for a stipend of INR 10,000.00 per month during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company.
3. Your working days will be from Monday to Friday. Please be sure to send required documents with you on your first day to complete your profile.
4. You can avail not more than 2 leaves in a month throughout the Term. Additional leaves will be considered as loss of pay.
5. You will sign a confidentiality agreement with the company before you commence your internship.
6. The internship cannot be construed as an employment or an offer of employment with Kaptius.
7. You should undergo two months of rigorous training by ServiceNow and a one-month internal training by Kaptius, later you will be working under supervision of Kaptius for 3 months on a project.
8. You should complete two certification exams - **ServiceNow Certified System Administrator (CSA)** and **ServiceNow Certified Application Developer (CAD)**, within the 3 months of your internship period after completion of training by ServiceNow and Kaptius.
9. A one-time certification fee will be sponsored by Kaptius; however, one should bear the examination fee for further attempts if failed to clear the exam in the first attempt.
10. You will be offered full time employment with a pay package of INR 5,00,000 (5 Lakhs) per annum based on your performance during the last 2 months of your internship and satisfying the condition 8.
11. Our investment in your training is based on your long-term relationship with the Kaptius and therefore, if you were to leave the company within 6 months of your internship, you would be required to reimburse the company in full for the cost of the training and certification fee of INR. 1,50,000.
12. If you were to leave the company within 2 years of completing your internship, you would be required to reimburse the company in full for the cost of the training, certification, and manpower investment fee of INR. 2,50,000.
13. You should not disclose any confidential information with the people outside the Kaptius, failing which Kaptius reserved rights to terminate your employment



14. You have to work in the office premises based on requirement during the Term, and you are required to carry your own device

Please confirm your acceptance of the terms of this offer by 20-11-2021 failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,

Accepted by,

DocuSigned by:
Bradley Turner
7DCE2E4B8DCC41D

DocuSigned by:
Naga Jyothi
008BEE5D17D43F

Bradley Turner

Naga Jyothi