



THOMSON REUTERS®

16P31A04 H2 (2019-20)

To

May 13, 2019

Susmita Priya ✓
Hyderabad

Dear Susmita,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **May 13, 2019** seeking an opportunity to work as an intern / trainee in our establishment. Based on your interview, we are pleased to inform you that you have been selected for undergoing training in our Organization as an Intern on the following terms and conditions:

Nature of Training: You will be undergoing training in our establishment in the area of "Finance Internship" effective from **May 15, 2019** and during the course of training you shall be under the guidance of Harsha G. You may be required to undergo training in different shifts if necessary to enable you to get adequate exposure of the functioning of different departments. Your training hours will be the same as that of regular working hours for the staff. You will observe weekly holiday and other holidays at par with regular staff. You shall follow rules and regulations of the work place during the period of training.

Duration of Training:

The duration of training will be from **May 15, 2019** for a period of **6 months** from the date of commencement of the Training. Unless the Company extends the period of your Training in writing, your Training / engagement with the Company shall automatically stand terminated at the expiry of the Training period on **November 14, 2019** and in no way mean a full time employment with the Company.

In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.

Stipend:

Scholarship: You will be paid **INR. 16500** (Per Month) as stipend for the period of training. The payment shall be subjected to deductions of applicable taxes, and other levies, contributions, etc. as per the relevant laws and contractual terms as may be applicable and amended from time to time. Other than the above payment you will not be entitled to receive any other amount or insurance benefits.

Date of Commencement of Training:

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement duly signed and report for Training on or before **May 15, 2019**. While reporting for Training please bring 2 Passport size photographs, PAN card copy and copies each of your certificates / testimonials along with the originals. The original certificates will be returned to you after verification.

Confidentiality:

You acknowledge that information of a confidential nature pertaining to the Company or any other Group Company may come into your possession or become otherwise known to you in the course of your employment. Such information may include (but is not limited to) trade secrets, know-how, business processes, product information, pricing, business strategy, customer lists, supplier terms and conditions, employment practices, employee particulars, etc. All such information is called **Confidential Information**.

You will keep the Confidential Information as confidential and not use it for any purpose other than the performance of your duties as an employee of the Company. You will not disclose it to any third party, in any manner, except to the extent necessary for the relevant third party to know in order for you to perform your duties as an employee of the Company, and provided you take appropriate and reasonable steps to make sure such third party understands the confidential nature of the Confidential Information and is appropriately bound by confidentiality obligations consistent with these terms or more stringent as the circumstances may warrant.

Thomson Reuters International Services Private Limited
Hyderabad Office: Floor 12, 13 & 14
Building 11, Raheja Mindspace, Madhapur
Hyderabad - 500 081

O +91 40 6732 0000
O +91 40 3364 0000

Regd. Office: Unit 2A, 8th Floor, 'A' Wing
Prism Towers, Off New Link Road,
Goregaon (W), Mumbai - 400 062
CIN: U72100MH2003PTC138509



THOMSON REUTERS®

Confidentiality obligations set out in this clause do not apply to information that the Company generally makes known to the public or otherwise comes into public domain through no fault of yours.

Code of Conduct:

a. The Company is part of the Thomson Reuters group of companies and upholds the shared values and standards of ethics and conduct that apply generally across the Thomson Reuters group of companies. As an employee of a Thomson Reuters group company you shall uphold the Thomson Reuters Code of Business Conduct and Ethics and any other codes or other relevant local company policies that the Company may from time to time notify as applying to its employees, including any modifications, alterations, additions, deletions or replacement of any of them at its sole discretion (together, Codes; each a Code).

The Codes are integral to the Company and are an important source of guidance to the Company's employees as to the standards of conduct expected of each of the Company's employees. While no document could possibly cover every question or circumstance with regard to your conduct and discipline as the Company's employee, the Codes provide guidance on some of the conduct issues that are critically important to us. Just as important, the Codes can help you identify when it's time to ask for guidance from your manager, a Thomson Reuters Human Resources business partner or a Thomson Reuters lawyer.

You may be asked for a written or signed acknowledgement for certain Codes. If so requested, please acknowledge that you have received access to and read those Codes and that you understand your obligations to comply with the Code. Regardless of whether you have provided such written or signed acceptance, you expressly agree that each of the Codes are binding on you and that it is important for you to comply with them at all times. If you have computer access, you will likely be able to submit your acknowledgment electronically. Information will be provided to you as to how to submit your electronic acknowledgment. If you do not have computer access, you should sign a copy of the acknowledgment form at the end of the Code and return it to your local Human Resources department.

b. The Company reserves the right to terminate your employment / engagement at any time if it does not receive your acknowledged, signed copy of any of the Codes. You acknowledge that non-compliance with any of the Codes or "Confidentiality Inventions Rights & Non-Competition Agreement" of Company's entity may result in disciplinary action against you, including, where the Company considers necessary under the circumstances, termination of your employment / engagement with or without notice.

Yours faithfully,

For Thomson Reuters International Services Private Limited

Catriona Mackness
Head of HR Operations, India

ENDORSEMENT

I accept all the terms and conditions stipulated in this letter of engagement.

I shall report to Training on.....

PLACE:

DATE:

Signature of the Candidate



17831A04C9 (2019-20)

TO WHOMSOEVER IT MAY CONCERN

Date: 12th Oct'20

This is to certify that **Boddu Venkata Dharani** did internship with **NotchUp Edu Private Limited** during the period 28th May'20 to 11th Oct'20

During the period, she was responsible for teaching coding to kids online in the age group of 5-14 years on block based coding courses.

During this tenure, Dharani has shown great amount of responsibility, sincerity and a genuine willingness to learn and zeal to take on new assignments & challenges. In particular, her coordination skills and communication skills are par excellence and her attention to details is impressive.

We wish her all the very best for her future.

With regards,

Rahul Khandelwal

Co-Founder, NotchUp



CERTIFICATE OF RESEARCH INTERNSHIP

17P31AD4F5
(2019-20)

This to certify that Mr./Ms Mutyala Siva Santhoshi enrolled
in the Department of Electronics & communication Engineering of
Aditya College of Engineering & Technology, Surampalem, Andhra Pradesh, has
successfully completed a Research Internship with Accendere Knowledge
Management Services Pvt. Ltd from 19 Aug 2019 to
7 Sept 2019, under the guidance of our Research Mentors.

During the period of his/her internship with us, he/she was found to be
hardworking, punctual, and inquisitive.

N. Sivakumar

Sivakumar Natarajan
CEO

Accendere Knowledge Management Services Pvt. Ltd
(A 100% Subsidiary of CL Educate Ltd)



CERTIFICATE OF RESEARCH INTERNSHIP

This to certify that Mr./Ms Kanhi Krishna Pavani enrolled
in the Department of Electronics & communication Engineering of
Aditya College of Engineering & Technology, Surampalem, Andhra Pradesh, has
successfully completed a Research Internship with Accendere Knowledge
Management Services Pvt. Ltd from 19 Aug 2019 to
7 Sept 2019, under the guidance of our Research Mentors.

During the period of his/her internship with us, he/she was found to be
hardworking, punctual, and inquisitive.

N. Sivakumar

Sivakumar Natarajan
CEO

Accendere Knowledge Management Services Pvt. Ltd
(A 100% Subsidiary of CL Educate Ltd)

17P3/AdyE
(2019-20)

Letter of Intent

12 November 2019

KODUKULA NISHKALA
Aditya College of Engineering and Technology
Surampalem

Dear KODUKULA NISHKALA,

We are pleased to inform you that you have been provisionally short-listed for employment as "Software Engineer Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.00 Lac per annum.

You are required to sign a service agreement for a period of 3 years before the start of training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment

HEXAWARE TECHNOLOGIES LTD.

Regd. Office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500
(CIN): L72900MH1992PLC069662 URL: www.hexaware.com

16P31A04U8 (2019-20)
HEXAWARE

Letter of Intent

12 November 2019

RAJULAPUDI KEERTHI PADMAJA
Aditya College of Engineering and Technology
Surampalem

Dear **RAJULAPUDI KEERTHI PADMAJA**,

We are pleased to inform you that you have been provisionally short-listed for employment as **"Software Engineer Trainee"**.

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.00 Lac per annum.

You are required to sign a service agreement for a period of 3 years before the start of training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campusconnect@hexaware.com confirming your interest in joining Hexaware.

Yours faithfully,
For **HEXAWARE TECHNOLOGIES LIMITED**

Monica Mathur

Monica Mathur
Associate Vice President, Recruitment



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