



To
Nookala Kirran Priya
Hyderabad

September 19, 2019

Dear Kirran Priya,

SUB: LETTER OF ENGAGEMENT AS TRAINEE / INTERN

This has reference to your application dated **September 19, 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 **Tech Intern** on the following terms and conditions:

Nature of Training: You will be undergoing training in our establishment in the area of "**T&A Professional Tech Projects**" effective from **September 23, 2019** and during the course of training you shall be under the guidance of **Abhay Singh**. 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 **September 23, 2019** for a period of **10 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 **July 22, 2020** 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 In case of any performance related issues or violation of any Company Policy the Internship / engagement will be withdrawn by issuing a Termination Letter.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 **September 23, 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.

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