



November 04, 2022

Mr. Harsh Vardhan Singh Gahlot
Near Koteshwar Temple, Koteshwar Colony
Gwalior, Madhya Pradesh- 474003

Sub: Training at Hughes Systique

Dear Harsh,

This has reference to the discussions we have had regarding your association with **Hughes Systique (P) Ltd.** (hereafter called "HSPL"). We are pleased to let you know that you have been selected in the assessment process conducted at your college campus. HSPL now looks forward to engaging you as a **Trainee** on the following terms and conditions:

1. **Assignment:** You will be engaged as a fixed term **Trainee** at our office in **Gurgaon**. You will be associated with a designated Mentor or whomsoever he/she designates to coordinate your training.
2. **Tenure:** This training is valid from **09th January 2023 to 03rd July 2023**. Hence your training will automatically expire on the closing hours of 03rd July 2023.
3. **Termination of Training:** During this period, your training can be terminated by either side by giving 30 days written notice.
4. **Timings & Attendance:** The general office working hours are from 8:00 a.m. to 5:00 p.m. Monday to Friday with a lunch break in between. You will observe the general office working hours. You will mark your daily attendance as per the system intimated to you.

Other than the holidays declared at Hughes Systique, you are entitled to **1** leave per month.

You will seek prior approval for any leave to be taken from your designated Mentor. This prior approval can be waived only under exceptional circumstances. However, in the event of absence, on any ground, for more than 7 consecutive days, your training may be liable for termination.

5. **Stipend & Benefits:** You will be paid a consolidated stipend of **Rs. 20000/-** (Rupees Twenty Thousand Only) per month during the duration of your training.

Any tax liability or deductions arising out of your stipend paid would be to your account and deducted at source.


Rohit (Nov 7, 2022 11:40 GMT+5.5)





5. General:

- (a) Confidentiality - During the duration of your training or after cessation, you shall not divulge, disclose or impart to any person/ organization by word, mouth or otherwise particulars of details of systems and procedures, technical know-how, trade-secret, administrative or organizational matters pertaining to the Company, which may be your personal privilege to be aware of, by virtue of your association with the Company.
- (b) Intellectual Property -The rights to any invention, discovery or creation of any system or method related to the company's operations and arising out of any work done in the course of your engagement will automatically vest with the company. In this connection, where required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. You are specifically made aware that you will not be liable to any compensation for such acts of yours, and that any rewards which the company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.
- (c) You will devote full time and attention to the assignments as assigned by the Company and will not take any direct / indirect business or work, honorary or remunerator except with the prior permission of the management in each case.
- (d) You will be governed by the rules & regulations as in force from time to time. You will also observe general rules of decorum & discipline and in this respect shall be subject to the prevailing rules as applicable.
- (e) During the period of your training, the Company will not entertain any other financial liability including that may arise due to any accident, sickness or any other reason whatsoever.
- (f) You are not entitled for any other benefits applicable to regular employees of the Company. While the facility of lunch in the cafeteria will be provided, this would however be guided by the specific Company policy around it.
- (g) This training opportunity is being provided as a prelude to the contract of employment with the Company offered to you. The company reserves the right to withhold your training completion certificate as well the right to void your employment offer in case you do not complete this mandatory training with the company, unless otherwise a generic waiver is granted by the Company to your institute / college.
- (h) In the event of any dispute regarding the terms and conditions of your training, you will be subject to the jurisdiction of the relevant courts of law at the principal office of the company.


Rohit (Nov 7, 2022 11:40 GMT+5.5)





Acceptance: If the terms and conditions of your training enumerated in this letter are acceptable to you, please confirm your acceptance by signing on the duplicate copy of this letter and returning it to the Company by **15th November 2022**.

Note that upon signing, you give your consent to the Data Protection components as listed below:

- a. You consent to the holding & processing of personal data provided to HSPL and centrally managed at HSPL in India for all purposes of the administration and management of your employment and/or HSPL's business.
- b. You hereby agree to your personal data being collected & the same being transferred, stored and processed by HSPL in India and any other countries where HSPL, its Group Companies and Company Clients have offices, in accordance with the applicable laws.
- c. You also agree that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, you will have the right to amend / modify / alter your personal information. HSPL will exercise all reasonable diligence for safeguarding personal information as disclosed by you. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. You further acknowledge and agree that the HSPL may, in the course of business, be required to disclose personal data relating to you, after the end of your employment to any group / statutory bodies / authorities as required under applicable law / requirements. However, you will have the right to request for deletion of your personal data, post the mandatory legal retention period, by writing a mail to DPOffice@hsc.com.

Thanking you.

Yours faithfully,
for **Hughes Systique (P) Limited**


Rohit K Sahu (Nov 7, 2022 11:40 GMT+5.5)

Rohit K Sahu
Head – Human Resources

I accept the offer of training and its terms and conditions. I shall report on **09th January 2023**.

Signature: 

Harsh Vardhan Singh Gahlot
Name:

Harsh Vardhan Singh Gahlot-Traineeship Letter

Final Audit Report

2022-11-10

Created:	2022-11-06
By:	Sucheta Chauhan (sucheta.chauhan@hsc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeEuF5DATbvQn_s5XCGwjnfDfmx_76Zst

"Harsh Vardhan Singh Gahlot-Traineeship Letter" History

-  Document created by Sucheta Chauhan (sucheta.chauhan@hsc.com)
2022-11-06 - 7:38:39 PM GMT
-  Document emailed to rohit.sahu@hsc.com for signature
2022-11-06 - 7:39:42 PM GMT
-  Email viewed by rohit.sahu@hsc.com
2022-11-07 - 6:09:58 AM GMT
-  Signer rohit.sahu@hsc.com entered name at signing as Rohit K Sahu
2022-11-07 - 6:10:20 AM GMT
-  Document e-signed by Rohit K Sahu (rohit.sahu@hsc.com)
Signature Date: 2022-11-07 - 6:10:22 AM GMT - Time Source: server
-  Document emailed to harsh.professional01@gmail.com for signature
2022-11-07 - 6:10:23 AM GMT
-  Email viewed by harsh.professional01@gmail.com
2022-11-07 - 2:10:20 PM GMT
-  Signer harsh.professional01@gmail.com entered name at signing as Harsh Vardhan Singh Gahlot
2022-11-10 - 12:11:13 PM GMT
-  Document e-signed by Harsh Vardhan Singh Gahlot (harsh.professional01@gmail.com)
Signature Date: 2022-11-10 - 12:11:15 PM GMT - Time Source: server
-  Agreement completed.
2022-11-10 - 12:11:15 PM GMT