



**January 2, 2023**  
**Jhanvi Mehrotra**  
**Sales Trainee**  
**Meerut, U.P**

Dear Jhanvi,

We take great pleasure in inviting you to be a part of Sales Training program offered by Mahindra Holidays.

We are pleased to confirm that we would like to offer you admission as 'Sales Trainee' under our "Sales Trainee Program". Your initial place of reporting will be at our **Meerut, Uttar Pradesh** and you will report to the **Branch Manager**.

Your training program will commence from **2<sup>nd</sup> January'23**. The terms and conditions governing your training are given below:

1. The training program is for the period of 6 months from the Date of Program Commencement
2. Post 6 months period the participants may be appointed in the organisation as Relationship Manager, subject to Participant fulfilling the criteria.

**Compensation during Training Period:**

1. During the training period, you will be paid a monthly stipend of **Rs. 20,000/-**, subject to applicable income tax.
2. You are entitled to a performance-based incentive during the training period.
3. During the training period you would be covered under Group Term Life and Group Personal Accident Insurance.

**Supplementary Terms & Condition**

1. Your training is liable to be terminated immediately, with or without notice and without any compensation, in cases involving misconduct (willful, intentional or otherwise), moral turpitude, gross insubordination, unauthorized disclosure or misuse of Company's confidential information, intoxication, illegal drug abuse or unauthorized absence without Reporting Manager's approval.

**Mahindra Holidays & Resorts India Limited**

Corporate Office: Mahindra Tower, 1<sup>st</sup> Floor, "A" Wing, Dr. G.M. Bhoite Marg, Kurla West, Mumbai - 400018.

T: +91 22 3368 4722

Registered Office: Mahindra Tower, 2<sup>nd</sup> Floor, 17/18 Patullo's Road, Chennai - 600 002

T: +91 44 3988 1000

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2. So long as you are under training of the Company, you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorizedly use any knowledge or information in respect of technical trade, business data (including customer information, business plans and like matters) etc. which are necessarily confidential and have come to your knowledge and possession.
3. Subsequent to the completion of the training program, the Company may decide to employ the participant on rolls of the Company, subject to and not limited to the following
  - a. Participant's Certification on successful completion of the Training Program with minimum qualification criteria communicated at the start of program.
  - b. Participant not being found guilty of any misconduct during the training period
  - c. Participant not been on unauthorized leave during any time in the course of the training program
  - d. Participant having complied fully with the laid down recruitment process of MHRIL
4. You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorizedly nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
5. You will also observe all the confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked on any communication, document, computer floppy etc. You shall indemnify and hold Company harmless and indemnified against any damage or loss caused to the Company on account of breach of confidentiality on your part. These confidentiality provisions shall survive the separation of your employment with the Company, either by way of retirement or termination or otherwise.
6. In addition to your fulfilling the requirements of secrecy and confidentiality, as specified herein, also during your training with the Company, you shall not engage in any vocation, training, employment, consultancy, business, transaction, or any other activity, which is in conflict with the interests of the Company, in any capacity whatsoever either on your own or in association with any other individual/firm/institute/body corporate, etc., whether for any consideration or not.
7. You will devote your full attention exclusively to the duties / assignments entrusted to you from time to time by the Company and while under the Training Program you will not work for any person or Company in any capacity either for any consideration or otherwise, nor do any private business without obtaining prior permission of the Company in writing.

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*[Handwritten Signature]*  
Director Corporate Affairs  
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8. You will assign to the Company your entire right, title and interest in any Intellectual Property Rights (IPRs for short, which term would include patents, trade-marks, copyrights, designs, whether registered or not, and all improvements thereto) that you may make, solely or jointly with others, in the course of your training program relating to any or all systems, services and products manufactured or marketed or leased or developed. You will perform all necessary acts and execute such documents in such format as may be required by the Company, without expense to you, which in the judgment of the Company or its Attorneys may be necessary or desirable to secure to the Company full right title and interest in the IPRs.
9. The Company shall at all times have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times.
10. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.
11. You shall, on ceasing to be participant of the training program, forthwith return all Company properties, movable and immovable, including, without limitation, all Company information, files, reports, memoranda, software, credit cards, door and file keys, computer access codes and such other property which you received or in possession or prepared in connection with your training duration with the Company.
12. Your admission is subject to you being declared medically fit upon completion of medical check at Company approved medical centers, failing which this offer for admission will stand withdrawn.
13. You are requested to submit the following documents along with original, which shall be returned after verification:
  - a. Release letter from your current employer (if applicable)
  - b. Proof of prior work experience
  - c. Proof of Date of Birth (School leaving certificate / Passport)
  - d. Certificates supporting academic and professional qualification
  - e. 2 Passport size photographs
  - f. Copy of your PAN Card
  - g. Copy of your AADHAR Card
  - h. Any other document as specified to you
14. You hereby authorize the Company to conduct background check with a view to verify your credentials as declared by you during your selection including educational background, employment history, date of birth, proof of residence etc. If any inaccuracies are found in the credentials provided by you, your offer of admission will be deemed withdrawn immediately without notice or any compensation in lieu thereof.

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15. Your traineeship/admission is subject to the rules, regulations and policies made by the company as in force at present or as may be amended, altered, modified or extended from time to time.

Please return the duplicate of this letter, duly signed, in token of your acceptance of the above.

We wish you an enriching learning and exposure with us.

Yours Sincerely,  
For Mahindra Holidays & Resorts India Limited

**Kshitij Batra**  
Corporate Manager – Human Resources

I accept all the terms and conditions of this contract as above

Sign:  
Date:  
Place:

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