

January 25<sup>th</sup>, 2024

Ms. Ansu Yadav  
**Process Coordinator**  
Pride Hotel HO-Mumbai

Dear Ms. Ansu,

**Congratulations!!**

The management is pleased to increment your remuneration **with effect from 1<sup>st</sup> October 2023 onwards.**

Consequent to the above, your monthly revised **Gross Salary will be Rs 16,485/- per month.**

All other terms & conditions governing your services shall remain unchanged.

Wishing you all the best in your further growth with the Pride Hotels.

With Best Wishes

  
**Jayesh Wadher**  
**CHRM - Pride Hotels Group**

Head Off. : "The Ruby", 5th Floor, Office No.5 SC, South Wing on Level 8th Senapati Bapat Marg, Mumbai – 400 028 India.  
•CIN No. U55200DL1983PLC219781 •Toll free : 1800 209 1400 •Tel.: +91-22-4037 2424 / 4037 2415 •E-mail : headoffice@pridehotel.com  
Regd. Off.: Pride Plaza Hotel, Assef 5A, Hospitality District, Delhi Aerocity, IGI Airport, New Delhi - 110037 Tel.: +91 11 7160 0700. •Website : www.pridehotel.com

**Our network:**

Ahmedabad | Kolkata | New Delhi | Goa | Jaipur | Puri | Gangtok | Bharatpur | Mussoorie | Bengaluru | Chennai | Nagpur  
Pune | Indore | Udaipur | Anand | Bhopal | Somnath | Sasan Gir | Vadodara: Alkapuri, Manjusar | Haldwani | Ranakpur

**Upcoming Properties:**

Rishikesh | Daman | Bhavnagar | Dwaraka | Nainital | Jim Corbett | Bharuch | Hotel | Jabalpur | Agra | Haldwani  
Surendranagar | Rajkot | Neemrana | Chandigarh | Dehradun | Mysore | Aurangabad | Gurugram | Bhopal | Bangalore  
Yavatmal | Lucknow | Varanasi | Rudrapur | Kanpur | Ramnagar | Greater Noida | Digha





5SC. The Ruby, 5th, Floor, South Center  
Wing, J. K. Sawant Marg, Dadar  
(West) Mumbai - 400 028  
Tel.: +91 22 40372424 /415  
Email.: [accounts.mumbai@pridehotel.com](mailto:accounts.mumbai@pridehotel.com)

**Name : Ansu Yadav**  
**Employee ID : MUM 146**  
**Process Coordinator**



**Date: 01<sup>st</sup> August 2022**

**Ms. Anshu Sadabrij Yadav**

Room no 667 Shahid Bhagat Singh Nagar  
Near 60 Feet Road, Dharavi, Mumbai ( MH ): - 400017

**Dear Ms. Yadav,**

**Offer Letter**

With reference to your application and subsequent discussions you had with us we are pleased to make this offer to you for the position of **Process Coordinator** at **Pride Hotels Head Office Mumbai** as per the following terms of reference:

- 1. Date of Joining:** You are required to join on or before **01<sup>st</sup> August 2022 at 10:00 am**
- 2. Reporting HOD:** **As authorized by the Management.**
- 3. Reporting Address:- Pride Hotels Head Office Dadar Mumbai**

Your joining with "Pride Hotels" is subject to reference feedback from your previous Employer(s). The detailed appointment letter will be issued to you on joining the services of the company.

**Please bring the photocopies of the below mentioned documents with you on the day of joining. Also get the originals for verification of the photocopies which will be returned to you after verification.**

- Final Vaccination Certificate/ Covid19 RTPCR negative report (not earlier than 72 hrs. from the day of joining).
- Date of Birth and Educational certificates along with mark sheets.
- Seven passport size photographs in professional attire.
- Relieving / Experience Certificate from previous employer.
- Salary Certificate / Slip from previous employer.
- Present & Permanent Address Proof.
- Pan Card/ ID Proof/ Passport/ Driving License.
- Aadhar Card and a Cancelled Cheque / Passbook Photocopy.

Please sign and return a duplicate copy of this letter as a token of your having understood and accepted the above terms and conditions.

**For Pride Hotels**

  
**Ashutosh Nath Shukla**  
Corporate Director HR

**PRIDE HOTELS LIMITED**

5 University Road, Shivajinagar, Pune, Maharashtra – 411005  
T: +91 20 6647 1471 | F: +91 20 2553 3228 | W: pridehotel.com

Our network

**PRIDE  
PLAZA**

AHMEDABAD | KOLKATA | NEW DELHI

**PRIDE  
HOTELS**

BENGALURU | CHENNAI | NAGPUR  
PUNE | INDORE

**PRIDE  
RESORTS**

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PURI | GANGTOK  
DHARAMSHALA | BHARATPUR

**Pride  
Biznote!**

ANAND | JABALPUR  
VADODARA | BHAVNAGAR

Toll free 1800 209 1400 | centralreservations@pridehotel.com | pridehotel.com



Ref: Interns/46

13th March, 2024

To,  
Miss. Nikita Kunchikorve,

We are pleased to extend an internship opportunity to you at BTW Financial Services & IMF Private Limited, Mumbai, as a Mutual Funds Advisor Intern.

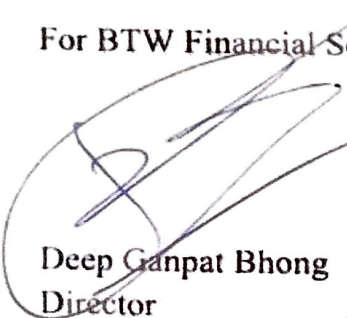
**Internship Details:**

- Commencement Date: 08th March, 2024

During your internship, you will receive a monthly stipend of Rs. 7,000/- as our appreciation for your dedication and skills.

We look forward to welcoming you to our team and wish you a successful and enriching internship experience and we believe you will be a valuable asset to our team.

For BTW Financial Services & IMF Private Limited

  
Deep Ganpat Bhong  
Director







Dear Akifa,

Further to the interview you had with us, we are pleased to appoint you as "Mutual Fund Advisor" in BTW FINANCIAL SERVICES AND IMF PRIVATE LIMITED, Lower Parel. The date of joining is **4th April, 2024**.

The terms and conditions are as given below: -

- 1) Probation period: - You will be on probation for a period of six months starting from **4th April, 2024**.
  - 2) Consolidated Salary: - A sum of Rs. **1,80,000/- One Lakh Eighty Thousand only** annually will be paid to you.
  - 3) This offer is subject to:
    - a) You have secured a certificate of completion of specified studies as declared by your Institution / University.
    - b) Your appointment is subject to your being found medically fit for employment.
  - 4) If false information is found during your **background** check, we reserve the right to **terminate** your employment.
  - 5) After the completion of the probation period, the letter of confirmation will be issued to you.
  - 6) If during the probation, you are found not fit for the position, your probation will be extended by another month. The whole rights are reserved with the company.
- This offer has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then the employment is liable to be terminated.
- 8) During your probation, you must maintain a minimum of **98% attendance**. After this period, your confirmation will be evaluated based on multiple criteria.
  - 9) The salary structure will be as below :-

Annexure			
SALARY STRUCTURE			
BREAK UP OF THE SALARY		Break up of Salary Per month Amount (Rs.)	Break up of Salary P.A. Amount (Rs.)
Pay Heads	Basic	7500	90000
	HRA	3000	36000
	Conveyance	2000	24000
	Medical Allowance	1800	21600
	Special Allowance	700	8400
<b>Gross Salary (A)</b>		<b>15,000</b>	<b>180000</b>
Deductions	Provident Fund	900	10800
	Professional Tax	200	2500
	ESIC	113	1350
<b>Total Deductions (B)</b>		<b>1213</b>	<b>14650</b>
<b>Net Take Home (A - B)</b>		<b>13,788</b>	<b>165,350</b>

Please indicate your understanding and acceptance of the above terms and conditions.

Best Regards,  
Ishwari  
Human Resource Recruiter  
Call: 9004693987  
Email: [hr@btwimf.com](mailto:hr@btwimf.com)

Date : 02.11.2023

Ms. Alisha Sunil Joshi  
Room No 509, Building No.7A,  
Hiranandani Aakruti,  
Lalubhai Compound, Mankhurd,  
Mumbai - 400 043.

Dear Madam,

We have pleasure in appointing you as "Audit Executive" w.e.f. 06.11.2023 on the following terms and conditions.

1. Your initial appointment will be at Mumbai with a consolidated emoluments of Rs.9,000/- (Rupees Nine Thousand only ) per month.
2. You will be also entitle to actual conveyance expenses for visit to client place.
3. You shall be in probation period for 3 months. After 3 months of your probation period and on the basis of performance evaluation, necessary steps will be taken by the firm.
4. You will be sent outstation on official duty & the travel, accommodation and fooding cost will be borne by the firm or the client as per rules.
5. You shall not during the continuance in case of your employment, without the consent of the firm in writing, be employed or interested, directly or indirectly in any other employment or occupation whatsoever and will devote the whole of your time and attention on your duties.
6. You should not divulge any information relating to the firm or its clients to others and maintain secrecy and confidentiality in all matters relating to the firm and its clients.
7. Please note that these terms of service can be terminated only after giving 15 days notice by either side.

Kindly sign a copy of this letter as a token of confirmation of its contents.

Yours faithfully,

For L.B. Jha & Co.  
Chartered Accountants

*Pratik Agarwal*

(Pratik Agarwal )  
Partner

Date : 22.05.2023

Ms. Pratiksha Prakash Gaonkar  
Keshar Borkar Chawl Room No.4, Ghodepdev Mandir  
Reay Road - 400 033.

Dear Madam,

We have pleasure in appointing you as "Audit Executive" w.e.f. 22.05.2023 on the following terms and conditions.

1. Your initial appointment will be at Mumbai with a consolidated emoluments of Rs.9,000/- ( Rupees Nine Thousand only ) per month.
2. You will be also entitle to actual conveyance expenses for visit to client place.
3. You shall be in probation period for 3 months. After 3 months of your probation period and on the basis of performance evaluation, necessary steps will be taken by the firm.
4. You will also be eligible for 1 month bonus/ex-gratia during diwali times. The bonus is depends on your performance.
5. You will be sent outstation on official duty & the travel, accommodation and fooding cost will be borne by the firm or the client as per rules.
6. You shall not during the continuance in case of your employment, without the consent of the firm in writing, be employed or interested, directly or indirectly in any other employment or occupation whatsoever and will devote the whole of your time and attention on your duties.
7. You should not divulge any information relating to the firm or its clients to others and maintain secrecy and confidentiality in all matters relating to the firm and its clients
8. Please note that these terms of service can be terminated only after giving 15 days notice by either side.

Kindly sign a copy of this letter as a token of confirmation of its contents.

Yours faithfully,

For L.B. Jha & Co.  
Chartered Accountants

*Pratik Agarwal*  
(Pratik Agarwal)  
Partner





Date : 09/02/2024

Ms: Tanvi Gurav,  
D 141. RC Marg,  
Gavthan Chembur,  
Mumbai 400071

Dear Madam,

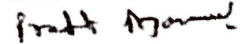
We have pleasure in appointing you as "Audit Executive" w.e.f.1.02.2024 on the following terms and conditions.

1. Your initial appointment will be at Mumbai with a consolidated emoluments of Rs.8,000/- ( Rupees Eight Thousand only ) per month.
2. You will be also entitle to actual conveyance expenses for visit to client place.
3. You shall be in contract period till 31.03.2024. After 31.03.2024 the contract will be renewed or terminated based on the requirement of the firm or on your performance.
4. You shall not during the contnuance in case of your employment, without the consent of the firm in writing, be employed or interested, directly or indirectly in any other employment or occupation whatsoever and will devote the whole of your time and attention on your duties.
5. You should not divulge any information relating to the firm or its clients to others and maintain secrecy and confidentiality in all matters relating to the firm and its clients.

Kindly sign a copy of this letter as a token of confirmation of its contents.

Yours faithfully,

For L.B. Jha & Co.  
Chartered Accountants



(Pratik Agarwal )  
Partner

Date : 02.11.2023

Ms. Nikita Changdev Gaikwad  
M-46, 2<sup>nd</sup> Floor, Best Staff Quarters,  
Shree Saibaba Road,  
Parel, Mumbai.

Dear Madam,

We have pleasure in appointing you as "Audit Executive" w.e.f. 06.11.2023 on the following terms and conditions.

1. Your initial appointment will be at Mumbai with a consolidated emoluments of Rs.10,000/- ( Rupees Ten Thousand only ) per month
2. You will be also entitle to actual conveyance expenses for visit to client place.
3. You shall be in probation period for 3 months. After 3 months of your probation period and on the basis of performance evaluation, necessary steps will be taken by the firm.
4. You will be sent outstation on official duty & the travel, accommodation and fooding cost will be borne by the firm or the client as per rules.
5. You shall not during the continuance in case of your employment, without the consent of the firm in writing, be employed or interested, directly or indirectly in any other employment or occupation whatsoever and will devote the whole of your time and attention on your duties.
6. You should not divulge any information relating to the firm or its clients to others and maintain secrecy and confidentiality in all matters relating to the firm and its clients.
7. Please note that these terms of service can be terminated only after giving 15 days notice by either side.

Kindly sign a copy of this letter as a token of confirmation of its contents.

Yours faithfully,

For L. B. Jha & Co.  
Chartered Accountants

*Pratik Agarwal*

(Pratik Agarwal )  
Partner



Date : 02.11.2023

Ms. Sheetal Santosh Salvi  
Room No. 232, Jijamata Nagar,  
Koliwada, Amar Veer Seva Sangh,  
Kalachowki,  
Mumbai - 400 033.

Dear Madam,

We have pleasure in appointing you as "Audit Executive" w.e.f. 06.11.2023 on the following terms and conditions.

1. Your initial appointment will be at Mumbai with a consolidated emoluments of Rs.10,000/- (Rupees Ten Thousand only ) per month.
2. You will be also entitle to actual conveyance expenses for visit to client place.
3. You shall be in probation period for 3 months. After 3 months of your probation period and on the basis of performance evaluation, necessary steps will be taken by the firm.
4. You will be sent outstation on official duty & the travel, accommodation and fooding cost will be borne by the firm or the client as per rules.
5. You shall not during the continuance in case of your employment, without the consent of the firm in writing, be employed or interested, directly or indirectly in any other employment or occupation whatsoever and will devote the whole of your time and attention on your duties.
6. You should not divulge any information relating to the firm or its clients to others and maintain secrecy and confidentiality in all matters relating to the firm and its clients.
7. Please note that these terms of service can be terminated only after giving 15 days notice by either side.

Kindly sign a copy of this letter as a token of confirmation of its contents.

Yours faithfully,

For L.B. Jha & Co.  
Chartered Accountants

*Pratik Agarwal*

(Pratik Agarwal )  
Partner

Date : 10/02/2024

Ms: Gauri Shirke,  
Room no 101  
Mahatma Jyotiba Phule Nagar Sion,  
Chunnabhatti Mumbai 400022.

Dear Madam,

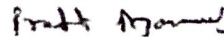
We have pleasure in appointing you as "Audit Executive" w.e.f. 5.02.2024 on the following terms and conditions.

1. Your initial appointment will be at Mumbai with a consolidated emoluments of Rs.8,000/- (Rupees Eight Thousand only ) per month
2. You will be also entitle to actual conveyance expenses for visit to client place.
3. You shall be in contract period till 31.03.2024 After 31.03.2024 the contract will be renewed or terminated based on the requirement of the firm or on your performance.
4. You shall not during the continuance in case of your employment, without the consent of the firm in writing, be employed or interested, directly or indirectly in any other employment or occupation whatsoever and will devote the whole of your time and attention on your duties.
5. You should not divulge any information relating to the firm or its clients to others and maintain secrecy and confidentiality in all matters relating to the firm and its clients.

Kindly sign a copy of this letter as a token of confirmation of its contents

Yours faithfully,

For L.B. Jha & Co.  
Chartered Accountants



(Pratik Agarwal )  
Partner

**SHAN KAR CHA VAN****CIVIL CONTRACTOR**We Undertake All Kinds of ♦ Kitchen Platform  
♦ Tiles ♦ Granite ♦ Marble Fitting Contractor  
& All Types of Civil WorkRajgrah A-10 Building, B-Wing, Room No. 604, New R.N.A. Park, Vasi Naka, Chembur, Mumbai - 400 071.  
Date - \_\_\_\_\_

Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. MAYURI MILIND PAWAR** is working with our organisation as Accounts Assistant since June 2023. Her profile includes data entry into tally, excel and making voucher entry. She independently preparing bills, making entry into the tally

She is very hard- working employee of our organisation. We wish her best of luck for her future endeavour.

Yours Sincerely,

Company seal  
For **SHANKAR CHAVAN**  
**SHANKAR**  
Proprietor

M : 9004898811  
8108871339

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**SHAN KAR CHA VAN**

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& All Types of Civil Work



Rajgrah A-10 Building, B-Wing, Room No. 604, New R.N.A. Park, Vasi Naka, Chembur, Mumbai - 400 071.

Ref. No. : \_\_\_\_\_

Date : 2/4/2024

Date - 2/4/2024

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Swati Santosh Ghadge** is working with our organisation as Accounts Assistant since May 2021. Her profile includes data entry into tally, excel and making voucher entry. She independently preparing bills, making entry into the tally

She is very hard- working employee of our organisation. We wish her best of luck for her future endeavour.

Yours Sincerely,

For **SHANKAR CHAVAN**  
**SHANKAR**  
Proprietor

Company seal



## ANGELONE LIMITED.

1st Floor, 443/447, Maloo Sadan, J.S.S. Road, Chira Bazar,  
Kalbadevi, Mumbai — 400 002  
Tel : 022-22075599 / 40226602 / 03

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### INTERNSHIP LETTER

### TO WHOMSOEVER IT MAY CONCERN

Date :-

This is to certify that Miss. Nidhi Katkar has worked with the AngelOne Ltd. in the marketing department. She has worked as an intern from December 2 2023 until January 2 2024.

During the internship she worked on various aspects which included :

1. Created the Company's website.
2. Assisted with digital marketing projects like publishing content on the official platforms.
3. Completed project on analysis of stock.

We have found her work to be satisfactory for the job given to her during the internship. We wish her all the very best.

Sincerely,  
AngelOne Ltd.

Authorized Signatory :







## ANGELONE LIMITED.

1st Floor, 443/447, Maloo Sadan, J.S.S. Road, Chira Bazar,  
Kalhadexi, Mumbai - 400 002  
Tel : 022-22075599 / 40226602 / 03

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### INTERNSHIP LETTER

### TO WHOMSOEVER IT MAY CONCERN

Date :-

This is to certify that Miss. ~~Kasturi Mansukh~~ Kasturi Mansukh has worked with the AngelOne Ltd. in the marketing department. She has worked as an intern from December 2 2023 until January 2 2024.

During the internship she worked on various aspects which included :

1. Created the Company's website.
2. Assisted with digital marketing projects like publishing content on the official platforms.
3. Completed project on analysis of stock.

We have found her work to be satisfactory for the job given to her during the internship. We wish her all the very best.

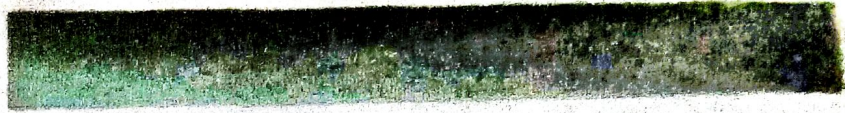
Sincerely,  
AngelOne Ltd.

Authorized Signatory :





**BTW  
FINANCIAL  
SERVICES**  
& IMF PRIVATE LTD



Ref: Interns/53

10th April, 2024

To,  
Miss. Farzeen Momin,

We are pleased to extend an internship opportunity to you at BTW Financial Services & IMF Private Limited, Mumbai, as a Mutual Funds Advisor Intern.

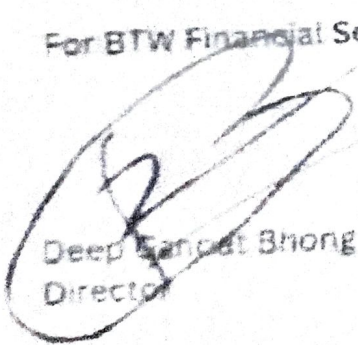
Internship Details:

• Commencement Date: 05th April, 2024

During your internship, you will receive a monthly stipend of Rs. 7,000/- as our appreciation for your dedication and skills.

We look forward to welcoming you to our team and wish you a successful and enriching internship experience and we believe you will be a valuable asset to our team.

For BTW Financial Services & IMF Private Limited

  
Deep Ganpat Bhong  
Director




(+91) 02240200300 / 02269132400

CIN No: U65310PN2023PTC221454

 [www.btwimf.com](http://www.btwimf.com)

 [info@btwimf.com](mailto:info@btwimf.com)

 Office No 402, 4th Floor, Marathon Icon, Marathon Nexgen Campus, Ganpat Rao Kadam Marg, Opposite Peninsula Corporate Park, Lower Parel, Mumbai-400013





**BTW  
FINANCIAL  
SERVICES  
& IMF PVT LTD**

Ref: Interns/45

13th March, 2024

To,  
Miss. Richa Peddamushti,

We are pleased to extend an internship opportunity to you at BTW Financial Services & IMF Private Limited, Mumbai, as a Mutual Funds Advisor Intern.


**Internship Details:**

- Commencement Date: 08th March, 2024

During your internship, you will receive a monthly stipend of Rs. 7,000/- as our appreciation for your dedication and skills.

We look forward to welcoming you to our team and wish you a successful and enriching internship experience and we believe you will be a valuable asset to our team.

For BTW Financial Services & IMF Private Limited

  
Deep Ganpat Bhong  
Director



+91 (0)245 602280 / 0226 95 33400



[www.btwimf.com](http://www.btwimf.com)



Office No 402, 4th Floor, Marathon  
Icon, Marathon Nextgen Campus,  
Ganpat Rao Kadam Marg,  
Opposite Peninsula Corporate Park,  
Lower Parel, Mumbai-400013



[info@btwimf.com](mailto:info@btwimf.com)



+91 24511069202 / 022 271454

Ref: Interns/44

13th March, 2024

To,  
Miss. Araash Hussain,

We are pleased to extend an internship opportunity to you at BTW Financial Services & IMF Private Limited, Mumbai, as a Hr Recruiter Intern.

**Internship Details:**

- Commencement Date: 09th March, 2024

During your internship, you will receive a monthly stipend of Rs. 7,000/- as our appreciation for your dedication and skills.

We look forward to welcoming you to our team and wish you a successful and enriching internship experience and we believe you will be a valuable asset to our team.

For BTW Financial Services & IMF Private Limited

  
Deep Ganpat Bhong  
Director







# ASSESS COMPUTER EDUCATION

MKCL AUTHORIZED COMPUTER CENTER  
CENTER CODE - 28210123

Date - 05/04/24

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Ankita Jagannath Salnkhe** is working with our organisation as Computer Teacher since 1 August 2023. During this period she showed herself very good computer teacher, hard worker, intelligent, reliable and submissive.

We wish her success in life. Assure you would never regret by employing this young girl.



ALC Seal & signature

For ASSESS COMPUTER EDUCATION  
  
Proprietor



# ASSESS COMPUTER EDUCATION

MKCL AUTHORIZED COMPUTER CENTER  
CENTER CODE - 28210123

Date - 05/04/24

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Riddhi Ravindra More** is working with our organisation as Computer Teacher since 1 August 2023. During this period she showed herself very good computer teacher, hard worker, intelligent, reliable and submissive.

We wish her success in life. Assure you would never regret by employing this young girl.



ALC Seal & signature

For ASSESS COMPUTER EDUCATION  
  
Proprietor

M : 9004898811  
8108871339

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**SHAN KAR CHA VAN**

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& All Types of Civil Work



Rajgrah A-10 Building, B-Wing, Room No. 604, New R.N.A. Park, Vasi Naka, Chembur, Mumbai - 400 071.

Ref. No. : \_\_\_\_\_

Date : 02/04/2024

Date - 02/04/2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Priyanka Vjay Mandavkar** is working with our organisation as Accounts Assistant since May 2021. Her profile includes data entry into tally, excel and making voucher entry. She independently preparing bills, making entry into the tally

She is very hard- working employee of our organisation. We wish her best of luck for her future endeavour.

Yours Sincerely,

For SHANKAR CHAVAN  
**SHANKAR**  
Proprietor

Company seal



॥ ॐ ॥

M : 9004898811  
8108871339

# SHAN KAR CHA VAN

## CIVIL CONTRACTOR

We Undertake All Kinds of ♦ Kitchen Platform  
♦ Tiles ♦ Granite ♦ Marble Fitting Contractor  
& All Types of Civil Work



Rajgrah A-10 Building, B-Wing, Room No. 604, New R.N.A. Park, Vasi Naka, Chembur, Mumbai - 400 071.

Ref. No. : \_\_\_\_\_

Date : 2/4/2024

Date - 2/4/2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Karina Shankar Chavan** is working with our organisation as Accounts Assistant since May 2021. Her profile includes data entry into tally, excel and making voucher entry. She independently preparing bills, making entry into the tally

She is very hard- working employee of our organisation. We wish her best of luck for her future endeavour.

Yours Sincerely,

For SHANKAR CHAVAN  
**SHANKAR**  
Proprietor

Company seal



**KUBER BACHAT  
NIDHI LIMITED**

ॐ भगोसे की शुरुवात हमारे साथ ॐ

Hind Rajasthan Building, Unit No. 29,  
Near Kailas Lassi, D.S.P Road, Dadar (E),  
Mumbai - 400 014.  
Mob.: +91 9867395197  
Email : kuberbachatnidhiltid@gmail.com

**ACCEPTANCE OF OFFER LETTER**

DEAR MAM/SIR,

Thankyou for offering me the position of accountant at Kuber Bachat Nidhi Ltd.

I am Delighted to accept your offer and very excited to beign this journey.

As we have previsouly discussed/ As statedin the offer letter.

I accept my starting salary RS.12000/- ( Twelve thousand only),for this portion.

Miss, Disha More.

*Disha*

PLACE: Mumbai, Dadar(East)

DATE:13/02/2024.







**KUBER BACHAT  
NIDHI LIMITED**

ॐ भगंसे की शुरुवात हमारे माथ ॐ

Hind Rajasthan Building, Unit No. 29,  
Near Kailas Lassi, D.S.P Road, Dadar (E),  
Mumbai - 400 014.  
Mob.: +91 9867395197  
Email : kuberbachatnidhild@gmail.com

13<sup>TH</sup>, February, 2024.

TO,

Miss, Disha Dnyaneshwar More  
Room no-529, Prem Nagar Colony, B.G. Kher  
Marg, Worli Naka , Worli, Mumbai  
Maharashtra-40018

Dear Miss Disha More,

**SUB: OFFER LETTER**

We are pleased to confirm that you have been selected to work as an accountant in our firm.  
The monthly salary will be RS.12000/- (RS Twelve Thousand Only). Your working hours will be from  
11.30am to 6.30pm. Monday to Saturday.

We would like you to start work from 14<sup>th</sup> february 2024.

We will provide traning minimum 10 days and maximum 15 days.

If you wants to remain absent, you have to take permission from manager or director.

Salary amount for absent days will not be paid.

Please note that we will be sharing information of our clients with you which you must at all times keep  
confidential and not disclose to anyone

We are confident you will be able to make a significant contribution to the success of our firm.





**PAMAC Finserve Private Limited**  
A-21, Shivaram Industrial Estate, E.S. Co. Rd, Andheri East, Mumbai - 400 011, INDIA  
(T) +91 (22) 2419 2200 | (E) info@pamac.com | www.pamac.com

01-05-2023  
Ayesha Shaikh

Subject: Letter of Offer

Dear Ayesha,

On behalf of the Company, it's our great pleasure in offering you a position as "Executive" for PAMAC Finserve Pvt. Ltd.

Your training will be governed by the terms and conditions presented in Annexure A. Please sign the duplicate copy of this letter as your acceptance and forward it to us.

We welcome you to the PAMAC family.

Sincerely,

A handwritten signature in blue ink, appearing to read "Viraj Raut". The signature is written in a cursive style and is underlined.

Viraj Raut  
Assistant Vice President



**PAMAC Finserve Private Limited**  
A-21, Shriam Industrial Estate, 13, G. D. Ambekar Road, Wadala, Mumbai - 400 031, INDIA  
(T) +91 (22) 2419 2200 | (E) info@pamac.com | www.pamac.finsp

01-05-2023  
SIDDHI DOBKAR

Subject: Letter of Offer

Dear SIDDHI,

On behalf of the Company, it's our great pleasure in offering you a position as **"Executive"** for PAMAC Finserve Pvt. Ltd.

Your training will be governed by the terms and conditions presented in Annexure A.

Please sign the duplicate copy of this letter as your acceptance and forward it to us.

We welcome you to the PAMAC family.

Sincerely,

A handwritten signature in blue ink, appearing to read "Viraj Raut". The signature is written in a cursive style and is positioned above the printed name and title.

**Viraj Raut**  
**Assistant Vice President**



## Annexure A

You shall be governed by the following terms and condition of service during your training with PAMAC Finserve Pvt Ltd. and those may be amended from time to time:

1. You will be deployed at our **MUMBAI-DCR** Office for the duration of the training. There will be catch-ups scheduled with your mentor to discuss work progress and overall experience at regular intervals.
2. During this time you are expected to devote your time and efforts solely to PAMAC Finserve Pvt Ltd work.
3. The period of your training which will start effective **21-04-2023** which would complete in 90 days starting **21-04-2023**.
4. All the work that you will produce at or in relation to PAMAC Finserve Pvt Ltd will be the intellectual property of PAMAC Finserve Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, peers, colleagues, etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and maintaining the confidentiality of any companies' data and contact details that you may get access to during your employment, will be your responsibility. PAMAC Finserve Pvt Ltd operates on a zero-tolerance principle concerning any breach of data security guidelines.
6. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay *liquidated damages to the Company of an extent estimated by the Company*.
7. Under normal circumstances, either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors'.
8. On disengagement or termination of service, you will be liable to return all materials, laptop, mobile phone, and accessories, etc. that have been provided to you for the normal course of work.
9. PAMAC Finserve Pvt Ltd love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are the core of what PAMAC Finserve Pvt Ltd stands for and we expect you to imbibe them in your day to day

actions and continuously challenge us if we are falling short of expectations on either of them.  
12. You will be provided **Rs. 11200.00 (Eleven Thousand Two Hundred Only )** per month as fixed stipend (subject to any taxes, if applicable),

I have agreed, read, and understood all the terms and conditions of this training program as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Place:

Name

Signature:

:



**PAMAC Finserve Private Limited**  
A-21, Shreeam Industrial Estate, 11, G. D. Ambekar Road, Wadala, Mumbai - 400 031 INDIA  
(T) +91 (22) 2419 2200 | (E) info@pamac.com | www.pamac.com

09-05-2023  
Sakshi Kuduk

Subject: Letter of Offer

Dear Sakshi,

On behalf of the Company, it's our great pleasure in offering you a position as "**Executive**" for PAMAC Finserve Pvt. Ltd.

Your training will be governed by the terms and conditions presented in Annexure A.

Please sign the duplicate copy of this letter as your acceptance and forward it to us.

We welcome you to the PAMAC family.

Sincerely,

A handwritten signature in blue ink, appearing to read "Viraj Raut". The signature is written in a cursive style and is underlined with a blue line.

**Viraj Raut**  
**Assistant Vice President**





**PAMAC Finserve Private Limited**

A-21, Shreeam Industrial Estate, 11, G. D. Ambekar Road, Wadala, Mumbai - 400 041, INDIA  
(T) +91 (22) 2419 2200 | (E) info@pamac.com | www.pamac.com

## **Annexure A**

You shall be governed by the following terms and condition of service during your training with PAMAC Finserve Pvt Ltd. and those may be amended from time to time:

1. You will be deployed at our **MUMBAI-DCR** Office for the duration of the training. There will be catch-ups scheduled with your mentor to discuss work progress and overall experience at regular intervals.
2. During this time you are expected to devote your time and efforts solely to PAMAC Finserve Pvt Ltd work.
3. The period of your training which will start effective **29-04-2023** which would complete in 90 days starting **29-04-2023**.
4. All the work that you will produce at or in relation to PAMAC Finserve Pvt Ltd will be the intellectual property of PAMAC Finserve Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, peers, colleagues, etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and maintaining the confidentiality of any companies' data and contact details that you may get access to during your employment, will be your responsibility. PAMAC Finserve Pvt Ltd operates on a zero-tolerance principle concerning any breach of data security guidelines.
6. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
7. Under normal circumstances, either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors'.
8. On disengagement or termination of service, you will be liable to return all materials, laptop, mobile phone, and accessories, etc. that have been provided to you for the normal course of work.
9. PAMAC Finserve Pvt Ltd love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work - and expect appreciation & rewards to follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback - this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing - both the principles are the core of what PAMAC Finserve Pvt Ltd stands for and we expect you to imbibe them in your day to day



actions and continuously challenge us if we are falling short of expectations on either of them.  
12. You will be provided **Rs. 0.00/- ( )** per month as fixed stipend (subject to any taxes, if applicable),

I have agreed, read, and understood all the terms and conditions of this training program as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Name:

Place:

Signature:



## BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Prajakta Rajesh Chabukswar from Smt. Maniben M.P. Shah Women's College of Arts & Commerce has successfully completed her internship from 1<sup>st</sup> December 2023 to 31<sup>st</sup> Jan 2024 at the Bombay Stock Exchange Brokers' Forum (BBF)

Her job profile included the following activities in the organisation

- Working with the finance department in terms of maintaining books of accounts, taxation etc
- Connecting with the members of the association for the renewal of membership and related coordination
- Contribution in the database management of the organisation
- Doing company analysis for trading/ Investments

She was found dedicated, punctual and fast learner during her tenure

We wish her all the success for her future endeavours

Kind regards,

  
Yunus Qureshi



Head - Finance & Operations

Bombay Stock Exchange Brokers' Forum (BBF)





# Yatin C. Shah & Associates

CHARTERED ACCOUNTANTS

306, Goyal Trade Centre, Sona Cinema Complex, Shantivan, Opp. HDFC Bank, Borivali (East), Mumbai - 400 066.  
Tel No.: +022 4005 3286 Email : yatin@pataxindia.com

Date : 17<sup>th</sup> July, 2023.

To

**Ms. Rushali Bargude**  
**Kumbhar Wada, Dharavi**  
**Sion (East)**  
**Mumbai – 400017.**

**Dear Ms. Bargude**

Re : Appointment Letter for 1 year Internship.

With reference to your application and subsequent interview with us, we are pleased to appoint you as a Trainee in our organisation on the following terms and conditions.

You have joined us on 3<sup>rd</sup> July, 2023.

You are eligible for a stipend of Rs.1,000/- per month and conveyance from your place of residence by train.

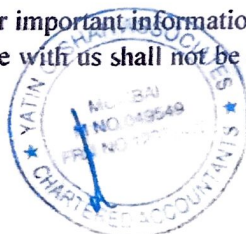
Your training period will be for maximum one year, your services can be terminated with 3 days notice on either side and without any reasons whatsoever.

You will be eligible to maximum of 2 days leave in a month.

Absence for a continuous period of ten days without prior approval of your superior would result in your losing your lien on the service and the same shall be automatically terminated without any notice and intimation.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission.

1. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press.
2. You will be required to maintain utmost secrecy in respect of documents, organisation's policies.
3. You will be required to comply with all such rules and regulations as the organisation may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.







# Yatin C. Shah & Associates

CHARTERED ACCOUNTANTS

306, Goyal Trade Centre, Sona Cinema Complex, Shantivan, Opp. HDFC Bank, Borivali (East), Mumbai - 400 066.  
Tel No.: +022 4005 3286 Email : yatin@pataxindia.com

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.


8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to organisation and look forward to a fruitful collaboration.

With best wishes,

For Yatin C. Shah & Associates  
Chartered Accountants

  
CA. Yatin C. Shah  
(Proprietor)



I accept.

Ms. Rushali Bargude.



# Arti Agro and Foods Pvt Ltd

Shram Shanti CHS, Bldg no: D1, Gala-H, Wadala ( East), Antophill Mumbai-400037.

Date: 03/03/2024

**TO WHOMSOEVER IT MAY CONCERN**  
**EXPERIENCE LETTER**

This is to certify that **Ms. Harshada Prakash Batawale** was employed with our organisation as a Sales Promoters for the period from **05.12.2023** to **29.02.2024**.

During this period we found **Ms. Harshada Prakash Batawale** very hard working, sincere and efficient in her duties and responsibilities.

We wish her all the very best for here future endeavours.

Thanking You

For ARTI AGRO AND FOODS PVT LTD



**Authorized Signatory**

# MIRACLE ASSOCIATES

-----CHARTERED ACCOUNTANTS-----

HEAD OFFICE :  
C/06, 11&12, Ostwal Park,  
Building No. 4 CHSL, Near Jesal Park,  
Jain Temple Bhayander(E)  
Dist, Thane-401105  
Mob. 9224400405  
Email No. miracleassociates.com@gmail.com

10<sup>th</sup> January, 2024

To,  
Shruti Prakash Bhise  
180/17, Pradnya Co-op. Housing Society,  
Sector No. 1, RSC-23. Charkop,  
Kandivali West, Mumbai-400067.  
Email – shrutibhise31@gmail.com  
Mobile – 7304670398.

Sub: Appointment as a Accounts Trainee

This has reference to your application for the post of 'Accounts Trainee' in our firm. We are pleased to appoint you as 'Accounts Trainee' for the period of 5 months from 15-01-2024 to 15-06-2024 on consolidated stipend of Rs. 9,000/- (Rupees Nine Thousand only) per month.

Further, please note that, this appointment is purely temporary & terminable basis without assigning any reason whatsoever and any notice on the following terms & conditions :

1. Office Working hours will be from 10.30 a.m. to 5.30 p.m.;
2. You will not be eligible for any kind of leave during this period except weekly off on Sunday and 2<sup>nd</sup> and 4<sup>th</sup> Saturday and Bank Holidays;
3. You will not be eligible for any kind of payments such as Bonus, Ex-Gratia etc.;
4. Stipend will be paid on pro-rata basis after taking into account number of days present.

Thanking you,  
Your faithfully,

For Miracle Associates  
Chartered Accountants

  
CA Rajesh Jadhav  
Partner

For Miracle Associates

Partner





**THE MUNICIPAL CO-OP. BANK LTD.,  
MUMBAI**

ESTD 1952

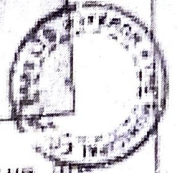
Ref No MCB

GM/ 2023-2024

Date

Date : 19.07.2023

To,  
Karima Shabbir Dongarkar,  
R.No.669, Rajiv Gandhi Nagar,  
New Transit Camp, S.M.D.Road,  
Wadala (East), Antop Hill,  
Mumbai - 400 037.



**SUB : Appointment as a Trainee Student.**

With reference to your application for the post of trainee student, we are pleased to appoint you as a Trainee Student for the period of 5 months from 21.07.2023 to 17.12.2023 on consolidated stipend of Rs 8,000/- (Rupees Eight Thousand only) per month. Please note that the appointment is purely temporary & terminable basis without assigning any reason and any notice on the following terms & conditions.

- 1) Working hours will be from 10.45 a.m. to 5.45 p.m.
- 2) You will not be eligible for any kind of leave except weekly off on Sunday & 2<sup>nd</sup> & 4<sup>th</sup> Saturdays & all banking holidays.
- 3) You will not be eligible for any kind of payment such as bonus, ex-gratia etc. except consolidated amount of stipend.
- 4) Stipend amount for absent days will not to be paid.
- 5) If any student trainee wants to remain absent, he/she shall obtain prior permission from the concern Officer/Branch Manager.
- 6) If you are found guilty of or indulging in any activities which is detrimental to the interest of the Bank, you shall be immediately removed from the Bank without assigning any reason whatsoever.

Thanking you,

Yours faithfully,

*[Signature]*  
**GENERAL MANAGER**

You are instructed to report at Marine Lines at 10.45 a.m. on 21.07.2023.

mcb/kak -  
Trainee Student LR

Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.  
Tel: 2261 8653 / 2261 3814 / 2261 6911-12 / 2271 7800 Fax : 2271 7898-99. G.P.O. Post Box No. 1023  
Website : [www.municipalbankmumbai.com](http://www.municipalbankmumbai.com) E-mail : [mcbank@mcbmumbai.com](mailto:mcbank@mcbmumbai.com)



Mob.: 8097979018 / 9136679018

# **SIDDHARTH ENTERPRISES**

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Pandurang Bhavan, New Link Road, Near RNA Park, Chembur, Mumbai - 400 071.

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Date :20.12.2023

## **WORKING LETTER**

To,

**SHRAVANI MANNEM**

Respected Sir/Madam,

This is to certify that Ms. **SHRAVANI MANNEM** is working under us as a **DATA ENTRY OPERATOR** with effect from 20.12.2023. She is smart and hardworking.

Thanking You,

For **SIDDHARTH ENTERPRISES**



**T M DALAL & CO**  
**CHARTERED ACCOUNTANTS**  
SHOP NO 1, CEMENT CHAWI NO 2, KATHA BAZAAR,  
MASJID WEST, MUMBAI 400009  
MOBILE NO; 8451031595  
EMAIL: tmdalal\_13@yahoo.com/ tmdalalco@gmail.com/ tmdalal@gmail.com

19<sup>th</sup> February, 2024.

To,  
Ms Ealm Shaikh,  
C/2 Ekta Milan Coop Hsg Society,  
Room No 28, 2<sup>nd</sup> Floor,  
Sion Koliwada Link Road,  
Kokari Agar Antop Hill,  
Mumbai 400037.

Dear Ms Ealm,

Sub: **OFFER LETTER**

We are pleased to confirm that you have been selected to work as an Audit/ Accountant Intern in our firm.

The monthly salary will be Rs 6,000/- (Rs. Six thousand only). Your working hours will be from 10.30 am to 7 pm, Monday to Saturday.

You will be on probation for 3 months. Any leave taken within this period in excess of 4 days will be deducted.

We would like you to start work from 19<sup>th</sup> February, 2024 at 11 am.

You will be introduced the audit requirements.

Once your probation period is over and you are confirmed the office policy will be given to you.

Please sign the enclosed copy of this letter and return it to me by 20<sup>th</sup> February, 2024 as acceptance of this offer.

Please note that we will be sharing information of our clients with you which you must at all times keep confidential and not disclose to anyone.

We are confident you will be able to make a significant contribution to the success of our firm.







## T M DALAL & CO

### CHARTERED ACCOUNTANTS

SHOP NO 1, CEMENT CHAWL NO 2, KATHA BAZAAR,  
MASJID WEST, MUMBAI 400009

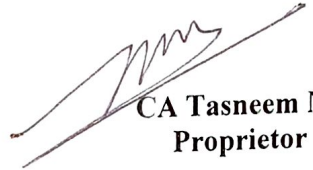
MOBILE NO; 8451031595

EMAIL: tmdalal\_13@yahoo.com/ tmdalalco@gmail.com/ tmdalal@gmail.com

We look forward to working with you.

Sincerely,

For T M Dalal & Co  
(CHARTERED ACCOUNTANTS)

  
CA Tasneem M Dalal  
Proprietor



### ACCEPTANCE OF OFFER LETTER

I accept the above terms and look forward to joining your firm. I will work diligently and abide by all the office rules.

Ms Elam Shaikh

Place: Mumbai  
Daate : 19/02/2024



*Where every Penny Works*  
Consultant & Service provider

---

301-Shreenath Residency - II, Jaideep Nagar, Nahur East, Mumbai - 400 042.  
+91 91670 79447 / +91 91672 01137 / +91 89762 12406 • Email : hema.finadvisor@gmail.com

---

To whomsoever it may concern

This is to certify that Ms. Tanuja Tanaji Aaglave has been working in our company as a trainee from 1<sup>st</sup> Septemeber, 2023 till date. She has been handling all accounts related work in tally software. She is hard-working and sincere.

We wish her success.

For True Penny Consultancy

A handwritten signature in blue ink, appearing to read "Hema Sharma", with a horizontal line underneath.

Authorised Signatory)

Hema Sharma



Tetrad Finance Services

November 1, 2023

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**Subject: Internship of Ms. Akanksha Gajanan Kharate**

To whosoever this may concern,

We would like to inform you that Ms. **Akanksha Gajanan kharate**, has been interning with us from 1<sup>st</sup> April 2023 as a "Financial Analyst" and is part of our Corporate Finance Practice.

*Yash*

Regards,  
Yashwardhan Banthia  
Founder  
Place: Mumbai





# KIRAN IMPEX

Registered Off. : Office No. 308, 3rd Floor, Sapna Building, Plot H-5, Sai Mandir Marg, Khidukapada Roadpali, Navi Mumbai - 410 218

Correspondence Off.: Shop No. 02, Plo No. 18, Ramzan Seth Building, Palthe Babu Rao Marg, Mumbai - 400 004  
Tel.: 022 6639 4729 / 9930410929 • E-mail : kiranimpex9929@outlook.com

Date \_\_\_\_\_

## LETTER OF APPOINTMENT

Date:-13.03.2024

Shrishti Singh  
Matunga (Central)  
Mumbai-400004

Subject:- Office of an Appointment

Dear Ms. Shrishti Singh

With reference to your application & subsequent interviews with us , we are pleased to offer you the post of programmer analyst trainee in our organization as per agreed terms and conditions . Your consolidated package will be as per dissuasion at the time of interview you will be on probation period for three months from the date of joining.

Your date of joining will be on or before date 13.03.2024 . The details appointment letter and job description will be issued later on. Please find a duplicate copy of this letter and return it back to us duly signed as a token of your acceptance . We welcome you to our orgaization and wish you a long and prosperous career with us.

With Best Wishes



**Ms. Roshani Shrivastav**

**Sub: Experience Letter**

**Location: Mumbai**

**Date: 05<sup>th</sup> April 2024**

Dear Ms. Roshani shrivastav


Ms. Roshani Shrivastav is working as **Tele-Calling Executive** from 6<sup>th</sup> June 2023 till date at Sales Office of Siddha Sky, Wadala (Mumbai).

You have been on Contract on for Six months from the date of your joining. During the Contract period, you were not entitled for any special employee privileges and your overall performance during the contract period have been the sole criteria for further advancement in the Company. As you have completed your contract period you are now liable to avail all the company benefits.

Apart from the monthly salary (20,000 INR) and other benefits you have been entitled for special employee privileges at Management's discretion.

We congratulate you on your performance and wish you a long and successful operations with us.

For DS-EVENTS



**Danish Sarang  
(Proprietor)**



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

BRANCH OFFICE : LIC OF INDIA-BO-908 MUMBAI D.O.IV [908]

**LETTER OF APPOINTMENT**

SL NO : 901202300049

DATE : 25/05/2023

TEJASVINI DILIP CHAUGULF  
LOTANKAR WADI, KSHITJ-B, 3RD FLOOR,  
R.NO 4, L.J. ROAD,  
MUMBAI.  
PIN : 400016

Madam,

**Re: Your Appointment as Agent, Code No. LIC02564908.**

1. With reference to your application dated 25/05/2023, we have pleasure in offering you appointment as an agent of the Life Insurance Corporation of India (hereinafter called the "Corporation") in our LIC OF INDIA-BO-908 MUMBAI D.O.IV ( Code : 908 ) Branch Office, under MUMBAI-IV Divisional Office.
2. You are hereby authorized to act as an insurance agent from 25/05/2023 for procuring or soliciting insurance business for the Corporation.
3. **Please note that you have been allotted the Code No LIC02564908 which should be quoted by you in all future correspondence, in all proposals and other relevant forms.**
4. We are attaching your agency to the organization of the Development Officer Shri./Smt. Devendra P Kulkarni, DO Code 6709. He/She will give you necessary training / guidance and assistance for soliciting insurance business.
5. Your appointment as Agent of LIC of India will be governed by:
  - a. The Insurance Act, 1938 and such amendments as may be made from time to time.
  - b. Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations, 2016 and such amendments as may be made from time to time.
  - c. The Life Insurance Corporation of India (Agents) Regulations, 2017 and such amendments as may be made from time to time.
  - d. Board approved policy on Agency matters filed with IRDAI every year and Board approved policy on payment of commission or reward to Insurance agents.
  - e. All the Acts, Rules, Regulations, Circulars, Notifications, Guidelines and Orders issued by the Central Government, State Government, Corporation, the Insurance Regulatory and Development Authority of India and any other regulator or Government authority which may have a bearing on the profession of insurance along with such amendments as may be made from time to time.

It is incumbent upon you to get acquainted with all the relevant information contained in 5(a), (b), (c), (d) and (e) above and ensure adherence to all the matters relating to Insurance Agents and specifically related to code of conduct, function, penalties, termination etc.

6. You are required to achieve the Minimum Business Guarantee norm as prescribed by the Corporation in the Board Approved Policy on Agency Matters every year.
7. The Corporation has Zero tolerance to fraud and also is committed to high standards of legality and business ethics. You will while soliciting insurance business observe high levels of legality and business ethics. A breach of legality and business ethics and indulgence in any activity of fraud will not only result in termination of agency and forfeiture of renewal commission but also in Civil and Criminal Penalties.
8. You shall not print / prepare / post any fabricated / misleading / unauthorized sales literature / pamphlets / advertisement using the brand name and/or logo of the Corporation.
9. You shall not post / express / use the name / logo / network of the Corporation while expressing any view on print and electronic media, internet sites, social media or any public forum which may be defamatory to the Corporation or its officials or employees or agents or Government of India.
10. You shall not post material on any print and electronic media, internet site, social media or any public forum that advocates illegal activity or discuss illegal activities in a manner that may be construed as intent to commit or as lending support to such activities.
11. You shall not disclose any information, including personal details about any other agent or employee or customer of the Corporation on any print and electronic media, internet site, social media or any public forum



12. You shall not directly or indirectly use proprietary information of Corporation to solicit, influence, entice, attempt to divert or induce any customer or prospective customer of the Corporation. Proprietary information includes customer or prospective customer information, including names, addresses, telephone numbers, email addresses or other identifying or contact information, account or transactional information, and other personal, business or financial information, and also includes information concerning Corporation's business plans and methods, market strategies, products and services, technology and computer systems, business techniques and processes, policies, procedures and training materials.
13. You have to maintain confidentiality of the information received from any prospective policy holder in the course of business (hereinafter referred to as "Confidential Information") and secure the following:-
- (a) You agree that the confidential information is to be considered confidential and proprietary to the Corporation and you shall hold the same in confidence and shall not use the confidential information other than for the purposes of business with the Corporation and shall disclose to only its officers, Directors or Employees. You shall not disclose, publish or otherwise reveal any of the confidential information received from company and/or the prospect to any other third party whatsoever except with the specific prior written authorization of the Corporation.
- (b) The confidential information furnished in tangible form shall not be duplicated by you except in the course of business. Upon the request of the Corporation you shall return all the confidential information received in written or in tangible form, including copies, reproductions or other media containing such confidential information within 7 (seven) days of such request. Any documents or other media developed by you containing confidential information shall be destroyed by you with the intimation to the Corporation. You shall provide a written certificate to the Corporation regarding destruction within 7 (seven) days thereafter.
- (c) You shall have no obligation under the appointment letter with respect to confidential information which is/or becomes publicly available except wherein the same is due to breach of the Terms and Conditions under this appointment letter is rightfully received by you without obligations of confidentiality or is developed by you. However, such receipt or development needs to be supported with written documentation.
14. You shall perform activities only to the extent and subject to the terms and conditions as authorized by the Corporation in writing. You shall be solely and personally liable for all acts which are not approved or authorized by the Corporation in writing or due to your default, negligence or unlawful act or omission. You agree to indemnify and hold the Corporation and its representatives, officers, agents and assigns harmless at all times from and against any and all liability, damages, losses, claims, cost and expenses (including any fees and expenses) and any other loss that may occur or arise due to your acts or omissions which are not approved or authorized by the Corporation in writing or due to your default, negligence or unlawful act or omission. Further, you agree to indemnify and hold the Corporation and its representatives harmless from and against any and all liability, damages, losses, claims, cost and expenses (including any fees and expenses) and any other loss that may occur or arise from or relate to breach of any of the obligations undertaken by you or your representatives, including but not limited to instances wherein such loss/damage is caused due to any negligent act, omission, willful misconduct or misrepresentation. You also agree to indemnify, defend and hold harmless the Corporation and its representatives against any liability or loss that may occur due to complaints registered by you and against you with TRAI for receiving/making calls from or on behalf of the Corporation.
15. Your appointment letter shall be deemed to be invalid from the date of termination of the agency by way of failure to fulfill Minimum Business Guarantee, or resignation, or surrender of appointment, or on account of certain disqualifications, viz. found to be minor, unsound mind, guilty of misappropriation, judicial proceedings, violations or any other reasons under various regulations of the Agents Regulations, 2017 and such amendments made from time to time.
16. You hereby confirm that on your appointment as Agent, you will cooperate with the Corporation, to disclose all such facts and provide all such details and attest the same by providing such certified true copies of documentation and in general follow such guidelines as prescribed in this regard and as may be reasonably required by the Corporation from time to time and maintain and do all such acts, things, deeds necessary in terms of the Regulations and Rules framed by IRDAI and any other judicial/quasi-judicial authority and such other policies framed by the Corporation to ensure due compliance with the laws of India.
17. You further agree and authorise the Corporation to withhold payment of any commission or any benefits due to you in case you fail to discharge your obligations as aforesaid till such time the said requirements remains unfulfilled.

Yours faithfully,

  
Chief S.I./Branch Manager (I/C)



## Soft Deal Solutions

429, Hind Rajasthan Building, Dadasaheb Phalke Road, Dadar (E), Mumbai - 400014  
Mob : 9819067833 Email : softdeal.solutions@gmail.com

---

Date : 10-01-2024

To,  
Nidhi Gupta  
Son, Mumbai

### LETTER OF APPOINTMENT

Dear Ms. Nidhi Gupta,

With reference to your Resume and subsequent to the discussion we had with you, we are pleased to appoint you for the post of "Jr. Support Executive" effective from 15th January 2024. You are requested to join our office at Dadar East from the said date.

Role : 1. Attend Inbound Calls from customers and resolve their issues.  
2. Making outbound calls for Software / Services Renewals.

Salary : Rs. 11,200/- Per month.

Location : Dadar East.

(Note : No Salary will be provided if the working period is less than 75 days.)

For Soft Deal Solutions

Prasad Ketkar

(Partner)

(Ms. Nidhi Gupta)



# || VITHU MAULI ||

## DEVELOPERS PVT LTD.

Corporate Office: 804, Corporate Annexe, Sonalwala Road, Next to udyog Bhavan,  
Goregaon (E), Mumbai - 63 | Tel.: 022 26855288. Email id: [Vithumauli01@gmail.com](mailto:Vithumauli01@gmail.com).

Date – 05.2.2024

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Vedanti Haresh Phalke** is working with our organisation as Accounts Assistant since 01 August 2023 to 31 January 2024. Her profile includes data entry into tally, excel and making voucher entry. She independently preparing bills, making entry into the tally

She is very hard- working employee of our organisation. We wish her best of luck for her future endeavour.

Thanking you



*S. R. Dalvi*  
(Vithu Mauli Developers P. Ltd)



## Offer letter

Date- 17/12/2023

Candidate Name: Radhika Gupta

Title: Presales

Company Name: Spenta Corporation

Address: Tardeo, Mumbai central Stardeous

City: Mumbai

Dear: Radhika Gupta

We are pleased to offer you the position of presales at our Company Spenta Corporation We feel confident that you will contribute your skills and experience towards the growth of our organization.

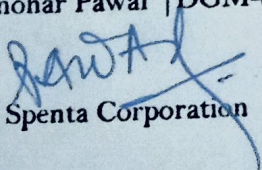
As per the discussion. Your starting Date will be on 15 April 2023.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.

We look forward to welcoming you on Board.

Sincerely,

Manohar Pawar | DGM-Sales

  
For Spenta Corporation



**M K & Associates**  
Tax Consultants

Date : 16.12.2023

To,  
Ms. Mehroz Shaukat Gaonkhadkar  
Room No. 217, Shiv Nagar,  
S M D Road, Antop Hill,  
Wadala East, Mumbai 400 037.

Sub : Appointment as an Article Assistant for Training Purpose

Dear Mehroz,

We are pleased to offer you an opportunity to join our firm as an "Articled Assistant- Accountant" for a period of 3 months starting from 20.12.2023 until 19.03.2024. Your work location will be based at our office or at any of the client place based in Mumbai as per the requirement on a monthly stipend of Rs. 4,500/- per month.

The terms of the contract during the training period will be as under:

- 1) Working Hours shall be from 11.00 a.m. to 07.00 p.m.;
- 2) Working Days shall be from Monday to Friday. There will be weekly off on Saturday & Sunday. Saturday may be kept working in case of compliance Due Date falling on Saturday;
- 3) During the training tenure, you shall not be eligible for any additional payment in the nature of Bonus, Ex-gratia except for the agreed monthly stipend;
- 4) Prior permission for any leaves would be required to be taken atleast a week prior;
- 5) Any leave taken during the training period shall be deducted from the stipend amount;
- 6) The secrecy and confidentiality of the information and data will be required to be maintained while working at the office or at the client's place. Strict action shall be taken against you in case of any Information / Data breach is observed.

Thanking You.

For **M K & Associates**

(Proprietor)



Date:30-01-2024

**TO WHOM IT MAY CONCERN**

This is to certify that Ms. Asbah Khan, Student of Bachelor of Accounting and Finance (BAF) of Smt. Maniben M. P. Shah Women's College of Arts & Commerce has successfully completed internship in the field of Accounts and Finance from 27-12-2023 to 30-01-2024 under guidance of Mr. Ubaid Khan (Director).

During the period of her internship program with us, she has been given exposure to different processes and was found punctual, hardworking, and inquisitive.

We Wish her every success in her life and career.

**For INFOCLOUD IT SERVICES PRIVATE LIMITED**

Authorized Signatory







# मुंबई जिल्हा मध्यवर्ती सहकारी बँक मर्यादित Mumbai District Central Co-op. Bank Ltd.

'Mumbai Bank Bhavan' 207, Dr. D. N. Road., Fort, Mumbai - 400 001.  
Phone : (022) 2261 7154-59

Fax : (022) 2267 1527

E-mail : [mumbai@mbdcbank.com](mailto:mumbai@mbdcbank.com)  
Website : [www.mdcbank.com](http://www.mdcbank.com)

No. MB/ADM/F – Student Clerk/2023-2024/04436

Date : 08/02/2024

To,  
Miss. Snehal Shivaji Ahire  
A -02, Shivtirth CHS,  
Chikanipada, Tisgaon Road,  
Kalyan (E),  
Thane - 421306.

## Sub: Appointment letter for Trainee's Student Clerk.

With reference to your application for the post of Trainees Student Clerk, we are please to appoint you as Trainees Student Clerk for the period of **Six Months** from **12/02/2024** to **09/08/2024** at **Business Development Section** on a consolidated stipend of **Rs.10,000/- (Rupees Ten thousand only)** per month. Please note that the appointment is purely on temporary and terminable basis without any notice.

The terms and conditions of your appointment are as follows:

- 1) Your services are transferable anywhere in the area of operation of the Bank, work allotted to you may include visits to banks customers, marketing activities related to sale of bank products.
- 2) You will have to work as per the working timing of the Bank. Working hours may extend depending upon the work load of respective Branch / Section.
- 3) You will have to follow the dress code set by the Bank. Dark, Black colour clothes, t-shirt, jeans, are not allowed as office attire during your tenure in the Bank. You are expected to follow formal attire while on duty.
- 4) Stipend will not be paid for leave taken / in the leave period.



# मुंबई जिल्हा मध्यवर्ती सहकारी बँक मर्यादित Mumbai District Central Co-op. Bank Ltd.

'Mumbai Bank Bhavan' 207, Dr. D. N. Road., Fort, Mumbai - 400 001.

Phone : (022) 2261 7154-59

Fax : (022) 2267 1527

E-mail : [mumbaibk@mumbaidistrictbank.com](mailto:mumbaibk@mumbaidistrictbank.com)

Website : [www.mdccbank.com](http://www.mdccbank.com)

- 5) Work will be allotted by concern Branch Manager / Head of the Department / ADM Section.
- 6) You have to strictly follow the rules and regulations set by the Bank and maintain discipline while on duty.
- 7) If the information submitted by you is found to be incorrect / misleading / fraudulent your services are liable for termination with immediate effect.
- 8) Use of Mobile while on duty is strictly prohibited.

You are expected to get yourself acquainted with work in the Bank during the period of appointment. You are instructed to open your SB A/c in respective branch and submit your joining report to the undersigned.

*Zhinder*

**CHIEF GENERAL MANAGER**



## JOLLY KEYCHAINS EXCLUSIVE

Date- 30/12/2023

To,

**Ms. Manaswi Manoj Jadhav**

**Parnkuti society/306 "A"**

**Sion koliwada,**

**Antop hill,**

**Mumbai-400037.**

**Sub:-Appointment as trainee student.**

With reference to your application for post of trainee student, we are pleased to appoint you as a trainee student for the period of 6 months from 01/12/2023 to 05/06/2024 on consolidated stipend of Rs.8000/- (Eight thousand rupees only) per month. Please note that the appointment is purely commission and terminable basis without assigning any reason and any notice on the following terms & conditions.

1. Working hours will be from 10:00 am to 7:30pm
2. you will not be eligible for any kind of payment such as bonus, ex-gratia etc.
3. stipend amount for absent days will not to be paid.
4. If any trainee student want to remain absent , he/she shall obtain period permission from the manager.

Thanking you!

Yours faithfully

Manager.





# CM DREAM INSIGHT ENTERPRISES

ADDRESS:- F/N 1206, 12TH FLR, CS 344 PT. B WING, BLDG NO. 2, AKASH BUILDING,  
ASHRA SRA CHS DHARAVI MAIN ROAD, V. K. WADI, DHARAVI MUMBAI - 400017

Date:- \_\_\_\_\_

SR.No:- \_\_\_\_\_

Vendor No:- 42717

The Principal,  
Smt. M.M.P.  
Shah Women's College of Arts and Commerce,  
Matunga (E). Mumbai-400037

Dear Sir/Madam,

Miss Misbah I Shaikh, selected for the post of Junior Data Entry Operator in our organization. She has been engaged as Vocational Apprentice in Office Management. Your joining Date is . Jan 27, 2024 for a period of five month at our Dharavi Office. The per month stipend payable to her is Rs. 5000.

This letter has been issued on request of Miss Misbah Shaikh, pursuing T.Y.B.A.FI in your college, for submitting to the college.

Thanking you,

CM DREAM INSIGHT ENTERPRISES

PROPRIETOR



CA RAVINDER SINGH  
AND ASSOCIATES

Bhavani Shankar Rd,101  
Omkar Society Dadar West  
Mumbai – 400028  
022-2300 2977 ,9654096511

**M/s Vaishnavi Rajendra Satle**  
99/3 , GANESH NARAYAN  
OMKAR CHAWL T. J ROAD  
SEWREE MUMBAI – 400015

**AUGUST 1 , 2023**

**Sub :** OFFER LETTER to join as internship .

Dear VAISHNAVI ,

Congratulations! We are pleased to confirm that you have been selected to work for Ravinder Singh & Associates. We are delighted to make you the following job offer . The position we are offering you is that of internship at a monthly salary of 7,000/- (Rs. seven thousand only). Your working hours will be from 11 am to 7 pm. Monday to Saturday

We would like you to star work on 5 August, 2023 at 11 am. Please report to myself, for documentation and orientation. If this date is not acceptable, please contset me immediately. Please sign the enclosed copy of this letter and return it to me try 3 August to indicate your acceptance of this offer .

We are confident you will be able to make a significant contribution to the success of our firm, H. R. NAMPURWALA & CO and look forward to working with you .

Sincerely

For Ravinder Singh & Associates

(CHARTERED ACCOUNTANTS)

CA Ravinder Singh

Proprietor



# PRINCE ELECTRIC CORPORATION

DEALERS IN : POLYCAB WIRES & CABLES, LAMPS, TUBES, MCB'S SWITCHES & ELECTRICAL ACCESSORIES.  
STOCKIST IN : ALL KINDS OF ELECTRICAL GOODS

127, Ismail Building, Lohar Chawl, Mumbai - 400 002 • Tel : 22062639 / 22068204 • E-mail : prince\_electric@yahoo.com

TO,  
ANUSHKA MANGESH PAWAR

SUBJECT – JOB OFFER LETTER FOR BACK OFFICE WORK

WE OFFER YOU THE POSITION OF DATA ENTRY OPERATOR AT PRINCE ELECTRIC CORPORATION.

YOUR RESPONSIBILITIES WILL BE TO INSERT CUSTOMER DATA FOR COMPUTER ENTRY, ENTERING & VERIFYING DATA. WORK HOURS WILL BE 10.30AM TO 6.30PM. YOU HAVE TO JOIN ON 26<sup>th</sup> AUGUST 2023.

THANK YOU

JITENDRA GELJ

PRINCE ELECTRIC CORPORATION



DATE -01/09/2023

FROM,  
HASTI ELECTRICALS ,  
EARTH BAUG, CST  
MUMBAI-400002

TO,  
DISHA VISHNU VEER

SUBJECT – OFFER LETTER FOR BACK OFFICE WORK

Offer You The Position Of Data Entry Operator , Your Responsibilities To Be  
Entering Data For Computer Entries. Work Hour Will Be 11.00 To 6.30.

Thank You





Date:30-01-2024

## TO WHOM IT MAY CONCERN

This is to certify that Ms. Faiza Khan, Student of Bachelor of Accounting and Finance (BAF) of Smt. Maniben M. P. Shah Women's Collage of Arts & Commerce has successfully completed internship in the field of Accounts and Finance from 27-12-2023 to 30-01-2024 under guidance of Mr. Ubaid Khan (Director).

During the period of her internship program with us, she has been given exposure to different processes and was found punctual, hardworking, and inquisitive.

We Wish her every success in her life and career.

For INFOCLOUD IT SERVICES PRIVATE LIMITED



Authorized Signatory



**FUTURESAFE**

**[A NetAmbit Group Company]**

**Mr. / Ms. SHWETA SUNIL SHINDE**

**Subject: Letter of Offer**

**Dear SHWETA SUNIL SHINDE**

Thank you for participating in our selection process. With reference to our discussions with you, we are pleased to offer you the position of **BDE in Band 1** of our organization. **This position is based at Mumbai.**

Your employment shall be governed by the terms and conditions of the organization as may be in force from time to time.

**1) Compensation and Benefits**

The annual cost to company will be **Rs.148800/-**. The salary is subject to income tax deduction per the prevailing income tax rules.

**2) Probation & Confirmation:**

You shall be on probation for a period of six months from your date of joining. At the end of this period, your services may be confirmed (deemed confirmed unless otherwise specified in writing through a letter, and by assigning reasons for the same) or terminated (through a letter, without assigning any reason what so ever).

During probation period, your employment may be terminated at any point of time by giving 7 days' notice (through a letter/mail, without assigning any reason what so ever) or payment of salary (basic) in lieu of 7 days' notice.

**3) Term and Termination:**

Post your probation period, your services may be terminated by either party, by giving notice in writing for 15 days term payment of salary in lieu thereof. Subject to the management accepting salary (Basic) in lieu of notice.

However, company reserves the right to terminate your employment. At any point of time without notice & payment in lieu thereof on grounds of breach of policy, misconduct, negative reference checks, violation of code of conduct, disciplinary issue or unsatisfactory job performance.



### 3) Joining Process

Your date of joining will be 02/01/2024 we would require sets of Photocopies of the documents per **Annexure \_ B.**

This letter of offer is issued to you based on the representations made by you in hmm regime and/or other documents and during the interview process this is issued to you based on the assumption that qualification and experience are correct and accurate. It also assumes that your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation & misbehavior.

- This Letter is subject to your providing the company with self-attested copies documents in support of your qualification/experience and other details provided by you.
- The company may at its absolute discretion conduct background checks on the information provided by you through an authorize third party/or through other means. In case it is found that you qualifications and experience are false/ not correct or your conduct in your earlier employments was not appropriate, the company reserves the right to take appropriate civil and/ or criminal action which includes but might not be limited to termination of employment.
- If at any time after your date of joining, you absent yourself from your duties without having obtained approval of your reporting manager, you shall be treated as "ABSCOLDING" which is treated as negligence and your employment. During probation Period. May be terminated and salary be put on hold on this ground itself.

The detailed letter of appointment outlining all the terms and conditions of the company will be issued to you within 30 days of your joining the organization.

We look forward to welcoming you on board and look forward to a long and mutually rewarding relationship.

Please get in touch with us in case you have any queries

Thank you & Regards-



Talent Acquisition Team  
Human Resource Department





# Smile Homes LLP

Date: 25-Jan-2024

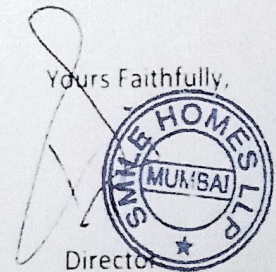
To,  
Sushmita S. Talwatkar  
421, Indradhanu,  
Hanuman Colony,  
Vasind ( East )  
Shahapur  
Dist Thane

## SUB: Appointment as an Accounts Executive

With reference to your application we are pleased to appoint you as an Accounts Executive for the period of 9 months from 01 02 2024 to 30 10 2024 on consolidated stipend of Rs 15000/- (Rupees Fifteen Thousand only) per month. Please note that the appointment is purely temporary & terminable basis without assigning any reason and any notice on the following terms & conditions.

- 1) Working hours will be from 10 00 AM to 7 00 PM
- 2) You will not be eligible for any kind of leave except weekly off on Sunday.
- 3) You will not be eligible for any kind of payment such as bonus, ex-gratia etc. except consolidated amount of stipend
- 4) Stipend amount for absent days will not to be paid
- 5) If you want to remain absent, shall obtain prior permission from the concern Officer/Branch Manager
- 6) If you are found guilty of or indulging in any activities which is detrimental to the interest of the organisation, you shall be immediately removed from the organisation without assigning any reason whatsoever.

Yours Faithfully,



Director

Address :C-111 B, EBD Neptune Mall, LBS Road, Bhandup (W.)Mumbai-78  
Email -[kishore.sunanda@smilehomes.co.in](mailto:kishore.sunanda@smilehomes.co.in) | Phone -8433525275 / 9967292140

# DEVANG ELECTROTECH

Dealers in :  
ELECTRICAL H.T.& L.T. TRANSMISSION LINE MATERIALS

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46, Vithaldas road, Devkaran Mansion,Ground Floor,Mumbai, Maharashtra -400 002.  
E-mail; Devangelectrotech02@gmail.com

November 06, 2023

Sanika Balkrishna Pashte  
106/165, Siddhey Apartment,  
Behind VJTI College N.P, Road, Wadala,  
Mumbai, Maharashtra 400031

Dear , Miss. Sanika B. Pashte

Congratulations! We are pleased to confirm that you have been selected to work for {Devang electrotech}. We are delighted to make you the following job offer.

The position we are offering you is that of (Front office executive) at a monthly salary of (Rs.9.500) with an annual cost to company Rs.1.14.000 This position reports to Supervisor, Amol Desai. Your working hours will be from 10.am to 6.pm, Monday to Friday.

We would like you to start work on November 10,2023 at 10.00 AM. Please report to Amol Desai , for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by November 08, 2023 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our {Devang electrotech}. and look forward to working with you.

Sincerely,



---

Ajay Gupta,  
HR. Head ,  
{Devang electrotech}.





**YES CLEARING & FORWARDING PVT. LTD.**

Clearing | Forwarding | Warehousing | Transportation

CHA :11/2248

Ref: YES/23/08/13

Date: 13/08/2023

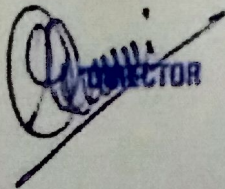
**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Vaishali Navlu Zore is working with our organisation as accounts assistant since June 2023. Her profile includes data entry into tally, excel, and making voucher entry. She is independently preparing the bills, making entry into the tally.

She is very hard-working employee of our organisation. We wish her best of luck for her future endeavour.

Yours Sincerely,

**YES CLEARING AND FORWARDING PVT. LTD.**

  
DIRECTOR

**Mr. Santosh Pilke**

**Managing Director**

**[info@yesgloballogistics.com](mailto:info@yesgloballogistics.com)**





DATE : 15 February, 2024

Dear Kajal Tiwari,

**Subject : ReAppointment in the position of CUSTOMER SERVICE REPRESENTATIVE.**

This is to certify that you have worked with us on the same position for around 8 months (Oct-2021 to May 2022) with stipend of Rs. 10,000 p.m. We appreciate your contribution in our company.

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your reappointment for the above said position in Karm Infrastructure Pvt. Ltd.. for the period of 1.5 months on stipend of Rs.4000.

We wish you all the best for your successful career.

Thanking You.

Yours Faithfully,

  
Senior Executive.



TO,  
Maheshwari Tularam Kunwar  
501, A- Wing Anand Society,  
Tanaji Chowk, Eagle Wadi Lane,  
Kurla (West)  
Mumbai – 400070



Sub:- Appointment Letter As A "Receptionist & Helper"

Dear,

Maheshwari Kunwar, With the reference to your application for the post of "Receptionist & Helper.

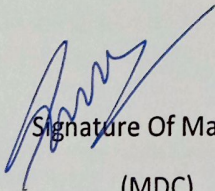
We are pleased to offer you employment at "Mumbai Diagnostic Centre. We feel that your skills and background will be valuable asstes to our team. Your Joining Date:- 19/2/2024

1. Working hours will be from 1:00 pm To 8:00 pm
2. There will be off on Sundays only
3. If Employee want to be absent then, should have to inform the Manager Regarding Absenties
4. The Employe Monthly Salary will be Rs.12,000/-
5. The Employe should have to follow rules and regulations that was given by Manager.

We look forward to coming as a new Employe at Mumbai Diagnostic Centre.

Thanking You.  
Sincerely,  
(MDC)

Stamp Of MDC

  
Signature Of Manager  
(MDC)





HR/OL/OR/269/23-24

Date: 04<sup>th</sup> March, 2024

**Jaanvi Chauhan**  
**Mobile Number: 9321487534**  
**Mail ID: janvichauhan979@gmail.com**

## Letter of Offer

Dear Jaanvi,

### **Congratulations...**

Thank you for your time discussing an opportunity with **Calibehr Business Support Services Pvt. Ltd.** We are pleased to offer you a position as **"Executive-Customer Service"** with the following terms and conditions. Your date of work commencement is **15<sup>th</sup> March, 2024**; however, it would be appreciated in case you can join early. You are required to report at 11:00 am at our office at **Andheri**. You are expected to perform duties and responsibilities as assigned by your superior. You will undergo a probationary period as per stipulated time of 6 months.

Your salary is fixed at Rs 8,000 per month as discussed with you. The periodical revision in salary shall be in accordance to the company's policies. The other terms and conditions of appointment such as Leaves, Benefits, Deductions and detailed term of employment contract as guided by applicable Company Policy will be provided along with appointment letter on your formal joining.

We look forward to be working together with you, and we welcome you aboard at **Calibehr Business Support Services Pvt. Ltd.**

**NOTE:** You are hereby requested kindly submit your required documents with the Company as per the attached checklist within 10 days from date of joining, fail to supply adequate documents to satisfy employment term will attract direct termination from services.

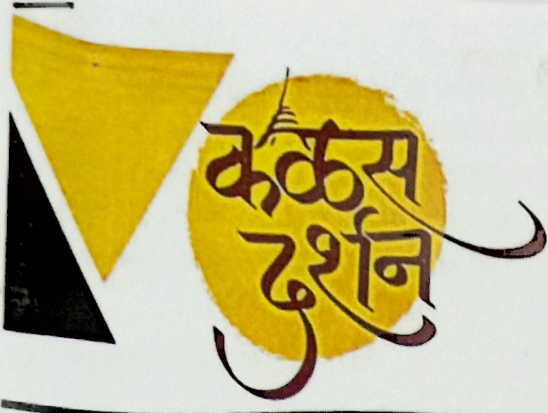
Yours Sincerely



(Authorized Signatory)

I, **Jaanvi Chauhan**, confirm that I have read the Letter of Offer and hereby accept the offer with the Terms and Condition as stipulated above.

Receipt: ..... Date: CC to file: \* Offer letter is a subject matter of sharing appointment Information, preconditioned and considered necessary for employment, non-fulfillment of the condition by the candidates rendered offer cancelled would detract one from selection.



# KALAS DARSHAN

(+91 7774882567

TITWALA (E),421605

accounts@kalashdarshan.com

To,  
Miss.Pratiksha Pandurang Dhage

Date : 10 oct 2023

Mangla Garden, B-Wing,  
203 Sai chowk,Kalyan (W),421301

**SUB : Appointment for the position of Interns - Account & Back office.**

Dear,  
Miss.Pratiksha pandurang dhage

With reference to your application and subsequent interview, we are pleased to offer you the position of "Interns - Account & Back Office" with effect from 25 Jan 2022.

Please submit a set of photocopies of your certificates, testimonials etc. and along with four copies of your passport size photographs.

## **JOB PROFILE :**

A detailed set of job profile would be provided by your Head of Department on your joining.

## **MONTHLY STIPEND :**

You will be paid monthly STIPEND amount of Rs.10000/- (TEN THOUSAND RUPESS ONLY).

## **VALIDITY :**

This appointment is valid till 15 Dec 2023

## **TAX :**

TAX will be borne and payable by you as per applicable laws.

## **CONDUCT AND BEHAVIOUR :**

You will act and behave in a manner which is positive to the interests of the organization and not act in a manner prejudicial to its interests. The company requires you to share its high standards of business conduct and ethics and you will comply with the Rules & Regulations of the company.



You will not divulge orally or in writing or in any way the technical know-how regarding organizational and administrative matters or any other information that comes to your knowledge during the period of your a short term assignment. At the end of the short term assignment period you will return all documents, drawings, assets and software which belong to the organization

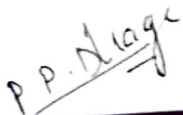
### TERMINATION :

Your appointment can be terminated by either party by giving one day notice in lieu of notice (in the event of any acts) where by the company loses its confidence of trust, the a short term assignment may be honorably terminated on grounds of loss of Confidence by giving one day notice or one day payment in lieu of notice.



Mrs. Priyanka Pathare  
(CHIEF GENERAL MANAGER)

I have read the above and accept the terms and conditions stated above.



---

**Pratiksha Dhage**

*Signature*





**KIRTI VIKMANI & CO.**  
**Chartered Accountants**

**TO WHOMSOEVER IT MAY CONCERN**

*This is to certify that Pooja Arun Kadam has successfully completed her training with our firm from 05/02/2024 to 05/03/2024 in fulfillment of the requirement for curriculum. During her training period she assisted in GST Return, Income Tax return and tally entries.*

*We found her sincere, hardworking and a keen learner. We wish her success in all her future endeavors.*

*For Kirti Vikmani & Co.*  
Chartered Accountants  
FRN No. 158545W

*Kirti*

Kirti B. Vikmani  
Proprietor  
Membership No: 605141  
Date:-06/03/2024



J.P.Morgan



# Sneha Kumari Sahu

## Investment Banking Job Simulation

Certificate of Completion  
November 25th, 2023

Over the period of November 2023, Sneha Kumari Sahu has completed practical tasks in

- Find some M&A targets
- Target information and auction process
- Financial analysis - run the numbers
- Provide an investment recommendation

**Tom Brunskill**  
CEO, Co-Founder of  
Forage

Appointment letter

01/03/2024

☎: +918097900987

@: nandanitwari2003@gmail.com

MRS. Nandini Sheshnath Tiwari

Welcome to HDFC Life!

We refer to your application for appointment as a Financial Consultant with HDFC Life Insurance Company Ltd., (herein after referred to as "The Company", "HDFC Life", "We", "Us")

Your Consultant Code is 01629743.

Pursuant to you possessing the requisite qualifications as specified by Insurance Regulatory and Development Authority of India (hereinafter referred to as "IRDAI"), we welcome you as our respected Financial Consultant for soliciting and procuring Life and Health Insurance business for the Company with effect from the date of this letter.

This appointment letter along with the terms and conditions of your appointment, accepted at the time of application ("Appointment Letter"), shall govern and apply to all transactions between you and HDFC Life. Additionally you shall also be bound by the relevant laws of India, provisions of the Insurance Act 1938, Insurance Regulatory and Development Authority of India Act, 1999 and the Rules and Regulations specified there under as amended from time to time.

HDFC Life will monitor your performance i.e The Minimum Business Guarantee((MBG) /Standard criteria for the Financial Consultant to retain the appointment with the Company shall be a minimum of 1 no. of policy (NOP) sold or minimum of 5 renewal premiums collected during the relevant financial year OR such other Minimum Business Guarantee criteria as specified by the Company from time to time.

You can access our online portal that comes with the following features:

1. Privilege Zone
2. News updates
3. Commission statements
4. Policy login and conversion status

Visit [www.hdfclife.com](http://www.hdfclife.com) for details.

For any queries or clarification, please consult your Reporting Manager.

We wish you all the best in your new journey as a Financial Consultant and we assure you of our support at all times.

For any further assistance, please feel free to contact us. We will be glad to help you.

Warm regards,

  
Authorised Signatory  
HDFC Life



## COURSE PURSUING CERTIFICATE

Anudip Foundation Skill & Career Development Centre

Office No- 41, Ambika Darshan Building,  
Mahatma Gandhi Rd, above Udipi Refreshment,  
Ghatkopar East, Mumbai,  
Maharashtra 400077.

04<sup>th</sup>-Nov-2023

This is to certify that Ms. **Megha sukale**  
With Enrolment Number-**AF0332233**, is a student of institution from **24-AUG-2023**.

The curriculum followed by student is "**Advanced Program in accounting with Tally Prime (APTP\_N)**".



**Nimesh Sodha & Co.**  
Chartered Accountants

CA Nimesh Sodha  
B.Com., FCA  
Mobile : 9619227007

Date: 15/02/2024

To,

Ms. Zubeda Sheikh,

Sub: **OFFER LETTER**

Dear zubeda,

Congratulations! We are pleased to confirm that you have been selected to work for NIMESH SODHA & CO. We are delighted to make you the following job offer.


The position we are offering you is that of post of Accountant at a monthly salary of 5,000/- (Rs. five thousand only). Your working hours will be from 11 am to 7 pm, Monday to Saturday.

We would like you to start work on 18<sup>th</sup> february, 2023 at 11 am. Please report to myself, for documentation and orientation. If this date is not acceptable, please contact me immediately.

We are confident you will be able to make a significant contribution to the success of our firm, NIMESH SODHA & CO and look forward to working with you.

Sincerely,

For Nimesh Sodha & Co.  
Chartered Accountants

  
CA Nimesh Sodha  
Proprietor  
Membership No.: 134102



FRN No.: 130730W

ESTD 1924



# SHREE MANAV SEVA SANGH

Children's Home

श्री मानव सेवा संघ  
बालगृह

255-257, SION MAIN ROAD, SION (W), MUMBAI - 400 022. Tel.: 62 63 64 65 / 2409 2266 / 2407 1553  
Website : shreemanavsevasangh.org ♦ E-Mail : accounts@shreemanavsevasangh.org

SERVICE BEFORE SELF

President & Trustee

SMT. SIDDHIDA A. TRIVEDI

Managing Trustee

SHRI NAYANT M. SAVANI

Trustees

SMT. MINAL R. SHAH

SMT. RAMITA K. SHAH

Vice-Chairman & Trustee

SHRI PRAVIN G. SHAH

Vice-Chairman

SMT. DIVYA K. MAJMUDAR

Hon. Secretaries

SHRI PANKAJ V. SANGHAVI

SMT. BHARATI J. THAKKAR

SMT. SONAL N. SAVANI

Hon. Treasurer

SMT. PARUL B. SHETH

## OUR ACTIVITIES :

Child Guidance Clinic

Remedial Centre

Autistic Centre

Creche

Community Welfare Centre

Senior Citizens Home

Day Care Centre for Senior Citizen

Industrial Training Institute

Vocational Training Centre

Medical & Diagnostic Services

27<sup>th</sup> January, 2024

To,  
Tanisha Pradip Maity,  
T71, Room No 15,  
Sindhi Colony,  
Matunga Bhaudaji Road,  
Sion West  
Mumbai - 400022.

**Subject:** Offer letter for Internship position of "Accounts Assistant".

Dear Madam,

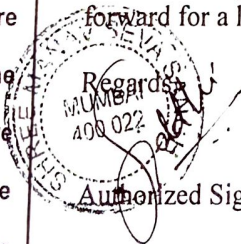
We are pleased to offer you Internship position of "Accounts Assistant" at Shree Manav Seva Sangh on the following terms and conditions.

**Date of Joining** : 29<sup>th</sup> January, 2024  
**Job Title** : Intern Accounts Assistant  
**Stipend** : Rs. 5,000/- p.m.  
**Working Hours** : 11:00 AM to 6:00 PM  
**Leave Policy** : Not Applicable

Please confirm your acceptance of this offer by signing and returning the copy of the same.

We welcome you to our organization Shree Manav Seva Sangh and looking forward for a long and fruitful relationship.

Regards  
Authorized Signatory







BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)

To,

Hiral Parmar

Smt M.M.P SHAH WOMEN'S COLLAGE OF ARTS AND COMMERCE  
MUMBAI

Dear Hiral,

We take this opportunity to inform you that you have been selected for the internship at BSE BROKERS FORUM. You will get to work on various aspects like database management, calling to member brokers, some research aspect of economics and stock market related learning.

We would like to specify that we do not pay any stipend.

You will be reporting to the undersigned. Your Timing would be From Monday to Friday 10 to 6 pm. This is from 13<sup>th</sup> December 2023 to 31<sup>st</sup> March 2024. You will be working under my guidance both offline and online.

Regards

*V. Aditya*  
Dr. V. Aditya Srinivas

Chief Operating Officer and Chief Economist

BSE BROKERS FORUM.





## BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Hiral Mukesh Parmar from Smt. Maniben M.P.Shah Women's College of Arts & Commerce has successfully completed her internship from 1<sup>st</sup> December 2023 to 31<sup>st</sup> Jan 2024 at the Bombay Stock Exchange Brokers' Forum (BBF).

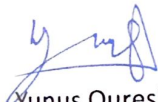
Her job profile included the following activities in the organisation.

- Working with the finance department in terms of maintaining books of accounts, taxation etc
- Connecting with the members of the association for the renewal of membership and related coordination
- Contribution in the database management of the organisation
- Doing company analysis for trading/ Investments

She was found dedicated, punctual and fast learner during her tenure.

We wish her all the success for her future endeavours.

Kind regards,

  
Yunus Qureshi



Head – Finance & Operations

Bombay Stock Exchange Brokers' Forum (BBF)





## VEANA PERFUMERY WORKS



OFF ADD: 24 SIDDHARTH RAHIVASI SANGH, SURYA NAGAR, VIKHROLI(W), MUMBAI-83  
SANJAY CHAVAN: - 9820252208 / 9702129305. Email:- sanjaychavan100@gmail.com

DATE: 28 JANUARY 2024

**Assistant Accountant,  
Veana perfumery works  
Surya nagar, Vikhroli-83**

DEAR SAKSHI TORASKAR,

We are delighted to offer you with the reference to your interview dated 28 January 2024 the position of accountant at veana perfumery works for a monthly salary of 4000. We hope you will utilize your skill and experience to advance our organization.

Your joining date is confirmed at 1 February 2024. Please send us an acknowledgement of this offer confirming your joining.

*We look forward to a manually rewarding professional relationship with you. We Welcome You at veana perfumery works.*

Yours Sincerely

(Authorized Signatory)

For VEANA PERFUMERY WORKS

  
PROPRIETOR



Name of the Student	Class	Name of the Organization	Designation	Contact number	Email ID
Riya Bisht	MAMM 1	White Frames	HR Assistant	8779753153	bishtriya898@gmail.com
sanika gawade	MAMM 1	Vardhan hospital	receptionist	8828505993	gawadesanika02@gmail.com
Harshitha Naik	MAMM 2	Pinacle Web India	Digital Marketing Internship	7208144865	harshitanai8291@gmail.com
Diya Jadhav	MAMM 1	Buzzzooka		8591876289	Jadhavdiya893@gmail.com
Namra Shaikh	MAMM 1	ANI News Agency		9082610057	namrashai8014@gmail.co
Kajal Mehrol	MAMM 1	Dot media		9820038801	kajalmehrol12@gmail.com
Yukta Gholap	MAMM 2	AdStreet Communications		9423962851	ygholap06@gmail.com
Vrushali Kamble	MAMM 1	Freelancing	Assistant writer	8355967033	vrushalikamble169@gmail.com
Aparna Kamble	MAMM 1	Millennium Advertising Agency	Outdoor media planner	8104756481	kambleaparna20@gmail.com
Vaidehi Thakur	MAMM 1	Famous studios	3D art intern	9819762183	vaidehithakur9875@gmail.com
Rupali Panigrahi	MAMM 2	Housiey	Sales Manager	8291820920	panigrahirupali507@gmail.com



**Ms. Ruhi Khan**

**Sub: Offer Letter**

**Location : Mumbai**

**Dear Ms. Ruhi Khan**

With reference to your application on and subsequent interview you had with us, we are pleased to inform you that you have been selected as **Tele-calling Executive**. You are requested to report to work at Sales office of Siddha Sky at Wadala (Mumbai) on 6<sup>th</sup> June, 2023.

You will be on Contract on for Six months from the date of your reporting. During the Contract period, you are not entitled for any special employee privileges and your overall performance during the contract period will be the sole criteria for further advancement in the Company.

Apart from the monthly salary (20,000 INR) and other benefits you will be entitled for special employee privileges at Management's discretion. You will report to Mr. Danish Sarang (Proprietor- (DS-events)) for further instructions.

We congratulate you on your appointment and wish you a long and successful operations with us. We are all looking forward to working with you and hope you will soon feel part of the organization

Thanking you.



For DS-EVENTS

**Danish Sarang(Proprietor)**



Date:22-05-2023

**Welcome Note**

**Dear Ms. Kavita Omprakash Balotiya**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

**Our Core Values:** As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

**To Know** - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

**To Serve** - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

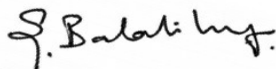
**To Trust** - We are respectful. We value our relationships and treat people well.

**Striving For Perfection** - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

**Simultaneous Promotion Of All Interests** - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

**Date: 22-05-2023**

**To,  
Ms. Kavita Omprakash Balotiya,  
Empcode -1624097**

**FIXED TERM CONTRACT OF EMPLOYMENT**

We are pleased to appoint you in our organisation as Zupervisor, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 month 15 days from 27-04-2023 to 10-06-2023. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time.It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit
6. You will be covered under a Medical Insurance upto 0 per annum and Group Accident Insurance Scheme of 0 & Group Terms Life Insurance of 0. This policy will come into effect after 30 days of your joining the company.
7. You will be eligible for leave as per the clients company policy,during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at Imagination Edutainment India Private Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 15 days notice in writing or salary in lieu of notice, to the other.
11. At Randstad your privacy is important to us. By submitting your personal information,you have agreed and consented to Randstads processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best!  
Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

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**Acceptance:**

I Kavita Omprakash Balotiya have read and hereby accept the above mentioned terms and conditions

Signature : 2405192

Date : 22-05-2023 12:06:33

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Date: 22-05-2023

**Ms. Kavita Omprakash Balotiya,**  
**Empcode -1624097**

**DEPUTATION LETTER**

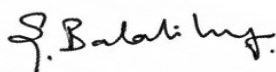
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to Imagination Edutainment India Private Limited with effect from 27-04-2023 at their MUMBAI office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 27-04-2023, be required to work at our clients office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from Imagination Edutainment India Private Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by Imagination Edutainment India Private Limited.
5. You shall be bound to follow the working hours of Imagination Edutainment India Private Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside Imagination Edutainment India Private Limited and use such information only in connection with the service provided to Imagination Edutainment India Private Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against Imagination Edutainment India Private Limited. This arrangement is purely a contractual agreement between Randstad and Imagination Edutainment India Private Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of Imagination Edutainment India Private Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of Imagination Edutainment India Private Limited entrusted to you in the due discharge of your duties and shall indemnify Imagination Edutainment India Private Limited when there is a loss of any kind to the said property.
10. While working for our client, you have to follow the formal dress code and other guidelines as stipulated by the client from time to time. Formal dress code guidelines include wearing business attire (suits, blazers, dress shirts, trousers, etc.) during regular office hours, maintaining cleanliness and neatness in appearance, and avoiding casual or inappropriate clothing items such as flip-flops, shorts, tank tops, and ripped jeans, etc.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
Head - HRSSC

---

I, Kavita Omprakash Balotiya have read and hereby accept the above mentioned terms and conditions

Signature : 2405192

Date : 22-05-2023 12:06:33

---

**Schedule A**

**Assignment Details of Kavita Omprakash Balotiya**

<b>Name</b>	<b>Kavita Omprakash Balotiya</b>
<b>Client Name</b>	Imagination Edutainment India Private Limited
<b>Place of Deputed</b>	MUMBAI
<b>Designation</b>	Zupervisor
<b>Start date of Assignment</b>	27-04-2023
<b>End date of Assignment</b>	10-06-2023

**Annexure 1:Salary Break - Up Details**

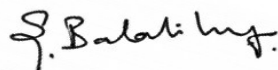
Component	Monthly	Yearly
Basic	13,300.00	159,600.00
House Rent Allowance	665.00	7,980.00
Statutory Bonus	1,108.00	13,296.00
<b>Gross Salary</b>	<b>15,073.00</b>	<b>180,876.00</b>
Employer's Contribution to ESI	490.00	5,880.00
Employer's Contribution to EPF	1,596.00	19,152.00
<b>CTC (Cost to the company)</b>	<b>17,159.00</b>	<b>205,908.00</b>
Employee's Contribution to EPF	1,596.00	19,152.00
Employee's Contribution to ESI	114.00	1,368.00
Total Deduction	1,710.00	20,520.00
<b>Net-Take Home</b>	<b>13,363.00</b>	<b>160,356.00</b>

\* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

\* Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**

**Accepted By**



2405192

**Authorized Signatory**  
**Balakrishnan S**  
Head - HRSSC

**Kavita Omprakash Balotiya**



## **General Terms & Conditions**

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
  - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
  - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accept or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

---

I, Kavita Omprakash Balotiya have read and hereby accept the above mentioned terms and conditions

Signature : 2405192

Date : 22-05-2023 12:06:33

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## **Annexure 2: HEALTH AND SAFETY POLICY**

### **1. Introduction**

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstad's Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeployed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

### **2. Health & Safety Policy**

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

#### **General Safety**

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

#### **Fire Safety**

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

#### **Accident & First Aid**

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to



your work in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

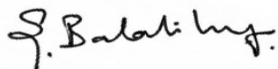
As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

#### **Recommendations for Common Safe Working Practices**

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
Head - HRSSC

## **CODE OF CONDUCT**

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It may be updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy, during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

### **Protection Of Confidential Information**

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

**Protection And Use Of Randstad's Assets**

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstads assets to deal with any illegal transaction shall be subject to legal action.

**Protection And Use of the Client's Assets**

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

**Employee Developments**

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.


**press releases**

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

**Disciplinary Actions**

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)  
By  
.....  
Name  
Kavita Omprakash Balotiya  
Title  
Zupervisor  
Signature : 2405192  
Date : 22-05-2023 12:06:33

(Randstad India Ltd.)  
By  
.....  
Name  
Balakrishnan S  
Title  
Head - HRSSC  
  
**Authorized Signatory**



## Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this 27-04-2023 day of 2023 at MUMBAI by Mr/Ms Kavita Omprakash Babotiya Son/Daughter of Omprakash Babotiya aged about 22 years and residing at ,, hereinafter referred to as employee.

### To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

### WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

### WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

### NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

### Registered Office :

Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)

By

.....

Name

Kavita Omprakash Baktiya

Title

Zupervisor

Signature : 2405192

Date : 22-05-2023 12:06:33

(Randstad India Ltd.)

By

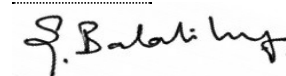
.....

Name

Balakrishnan S

Title

Head - HRSSC



**Authorized Signatory**

**Registered Office :**

Randstad India Private Ltd  
Randstad House,  
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
Nungambakkam, Chennai 600 006.  
P +91 (0) 44 66227000 F +91 (0) 44 66227474



**Self-Declaration & Undertaking form**

Name: Kavita Omprakash Balotiya  
Deputee ID: 2405192  
Empcode -1624097  
Designation: Zupervisor  
Service Function / Vertical :  
Centre / Location : MUMBAI

**Sub: Acceptance of Established policies and affiliated risks**

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed : 2405192

Date : 22-05-2023

*October 30, 2023*

To,

**Ms. Alisha Mujawar**  
**Smt. M.M. Shah College of Education**  
**Ph. No. - 9137796994**  
**Mumbai**

Dear Alisha,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Human Resources Department with us at Taj Lands End, Mumbai.

The details of your training are as follows:

**Period of Training:** 02/11/2023 till 01/11/2024

**Accommodation:** You are required to make your own arrangements for accommodation.

**Uniform:** 2 sets each of white shirts, 2 black blazers and 2 matching black trousers.  
Gentlemen: Black Oxford cut shoes with laces.  
Ladies: Black closed toe black shoes. Minimum ½” heel and a maximum of 1.5”.  
2 sets of Chef Uniform and kitchen safety shoes/clogs (only for Production).

**Documentation:**

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Signed letter of consent from college (*annexure 4*) OR No-objection certificate from college
5. Two (2) passport size photographs
6. Aadhar Card, PAN Card (Original & 1 Photocopy)
7. Photocopy of cancelled cheque / bank passbook (account to be under student's name ONLY)
8. Food Handlers Medical test (*annexure 5*)

**Medical Fitness Certificates:**

1. Double Vaccination Certificate.

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



**Stipend:** You are entitled to a monthly stipend of INR 5,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

**Monthly Offs and Leave:** During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

**Food on Duty:** You will be entitled to avail on-duty meals cafeteria facility.

**Exclusiveness:** During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

**Safety:** The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

**Duties:** You will be assigned specific tasks from time to time as per the instructions of your Departmental Head and L&D Manager.

**Duty Hours and Shift Working:** As may be intimated from time to time and will cover any hours of the day.

**Termination of Training:** This training will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job training in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.





**Confidential Information:**

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need-to-know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

**Indemnity:**

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.



**Tata Code of Conduct:**

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on [tletraining.bom@tajhotels.com](mailto:tletraining.bom@tajhotels.com)

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,

A handwritten signature in black ink, appearing to read "Keerti Nambiar".

**Keerti Nambiar**

**Director of Learning & Development**

**Cluster- Mumbai**

I accept the above terms & conditions:

\_\_\_\_\_  
Signature & Date

**Alisha Mujawar**

**Annexure 1**

**Personal Detail Form for Trainees**

Name: \_\_\_\_\_



Permanent  
Address: \_\_\_\_\_

\_\_\_\_\_ Tel No.: \_\_\_\_\_

Temporary  
Address: \_\_\_\_\_

\_\_\_\_\_ Tel No.: \_\_\_\_\_

College: \_\_\_\_\_

Year: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contact Name (Parents): \_\_\_\_\_ Tel No.: \_\_\_\_\_

Training Commencing From \_\_\_\_\_ To \_\_\_\_\_

Name of Training Coordinator of College: \_\_\_\_\_

Contact no. of College Training Coordinator: \_\_\_\_\_

Blood Group:

Email Id:

Allergies If Any:

**Signature:**



**Annexure 2**

**30<sup>th</sup> October, 2023**

Dy. Commissioner of Police  
Office of Dy. Commissioner of Police

**Sub: Police Verification Certificate**

Dear Sir,

**Ms. Alisha Mujawar** has been selected to undergo Industrial Training at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the training with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



**Keerti Nambiar**

**Director of Learning & Development**

**Cluster- Mumbai**



### **Annexure 3**

#### **To whomsoever it may concern**

This is to place on record that, I \_\_\_\_\_ (Name of student), student of \_\_\_\_\_ (Name of college) will be going through Industrial exposure training at \_\_\_\_\_ (name of hotel) during the period of \_\_\_\_\_ (From: To: Dates). This is a requirement of my course curriculum.

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

**Alisha Mujawar**



#### **Annexure 4**

##### **To whomsoever it may concern**

This is to place on record that the \_\_\_\_\_ (Name of College) provides a graduation in \_\_\_\_\_ (Name of course). The curriculum dictates that the student completes an Industrial exposure for \_\_\_\_\_ weeks, with a renowned hospitality brand.

All students deputed for training in your hotel have submitted a consent letter signed by their parent/guardian, consenting for them to complete this industrial training which is part of their curriculum. A copy of the same will be carried by the student to the hotel on the joining date for the joining formalities. The students have been briefed on the Covid 19 Protocol and are responsible for their own well-being during the period of their internship.

This letter is issued as requested by the hotel where they will be undergoing their training.

Regards,

Signature & Date

College Training In-Charge

**Annexure 5**

**Name: Ms. Alisha Mujawar**

**Department: Human Resources (Non-Food Handlers)**

You are requested to undergo the following pre-employment medical examination at either of the centers mentioned below. Kindly call on the contact numbers mentioned to take an appointment for the medical examination.

Life Care Diagnostic Centre, 1st Floor, Sunshine, Opp, Sastri Nagar Rd, Lokhandwala Complex, Andheri West, Mumbai, Maharashtra 400053. Tel No 022 4236 2555

1. Past Medical History (Form, No Physical Exam)
2. Physical Examination (including History)
3. CBC (Complete Blood Count) & ESR
4. Blood Group
5. Routine Urine Examination (Physical, Chemical, Microscopic)
6. Routine Stool Examination (Physical, Chemical, Microscopic)
7. ECG
8. X-Ray (Chest)
9. Vision (Far, Near, Color, Styes)
10. Skin Infection
11. Widal Examination (Typhoid)
12. HBsAg (Hepatitis)
13. VDRLs
14. Fasting Blood Sugar

- You are requested to use a disposable kit (available at any medical store) for carrying your stool and urine samples.
- Kindly pay Rs. 850/- to Life Care Lab towards the cost of above tests.
- Please note that your appointment is subject to you being certified fit by the medical officer.



**Keerti Nambiar**  
**Director of Learning & Development**  
**Cluster- Mumbai**



- 1)Name of the student: **Dinaz Sarkari**
- 2)Name of the organisation: **Younity.in**
- 3)Stipend:**5000**
- 4)Duration of the internship-**1 month**



# Export Images



SD with Watermark

HD without Watermark

Share



BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)

## WELCOME TO THE BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)

THE BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF) is recognized by the Government/ Regulator/ Market Infrastructure Institutions as an apex body of the Indian Securities firms. BBF is also a member of various international forums like Asia Securities Forum (ASF), International Council of Securities Associations (ICSA) and International Forum for Investor Education (IFIE). At these forums, we are in touch with local financial market bodies of various jurisdictions around the world. BBF advocates stable, competitive and efficient Indian capital markets that are necessary to support the region's economic growth.

### INTERNSHIP OFFER LETTER

Joining Date: 6th October 2023

Dear Sayali Kedar,

We pleased to offer you the internship opportunity in **BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)**. The duration of internship will be 2 months starting from the date of your joining. We expect your personal dedication and accountability towards the organisation in all the advice, action and results as you provide being a representative of our organisation. We would also ask for your commitment and dedication.

In return, we are committed to providing you with every opportunity to the highest level of your ability and potential. you will get practical working experiences with the management skills.

As discussed during the interview, this is an unpaid internship so there will be on stipend but you will get perks such as Certificate of completion

Sincerely,

V. Aditya

Dr. V. Aditya Srinivas  
Chief Operating Officer & Chief Economist  
Bombay Stock Exchange Brokers' Forum (BBF)







## BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)

### WELCOME TO THE BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)

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### INTERNSHIP OFFER LETTER

Joining Date: 6th October 2023

Dear Karishma Chaurasiya,

We pleased to offer you the internship opportunity in **BOMBAY STOCK EXCHANGE BROKERS' FORUM (BBF)**. The duration of internship will be 2 months starting from the date of your joining. We expect your personal dedication and accountability towards the organisation in all the advice, action and results as you provide being a representative of our organisation. We would also ask for your commitment and dedication.

In return, we are committed to providing you with every opportunity to the highest level of your ability and potential. you will get practical working experiences with the management skills.

As discussed during the interview, this is an unpaid internship so there will be on stipend but you will get perks such as Certificate of completion.

Sincerely,

*V. Aditya*

Dr. V. Aditya Srinivas  
Chief Operating Officer & Chief Economist  
Bombay Stock Exchange Brokers' Forum (BBF)





## **Job title - Human Resource Intern (3months internship)**

**Location- Work from Home**

**Company- One Clickk Solution**

### **Job Description-**

We are excited to offer a **3 months internship** opportunity for a Human Resource Intern to join our team. As an HR intern, you will have the chance to gain hands on experience in various aspects of Human Resources, from recruitment and onboarding to HR administration and employee engagement. This internship is designed to provide you with valuable skills and insights into the field of HR.

1. **Recruitment and Staffing:** Assist in the recruitment process by posting job openings, reviewing resumes, conducting initial candidate screenings, and scheduling interviews.
2. **Onboarding:** Help with the onboarding process for new employees, which may include preparing new hire paperwork, coordinating orientation sessions, and setting up employee files.
3. **Employee Records:** Maintain and update employee records and databases, ensuring they are accurate and confidential.
4. **Benefits Administration:** Assist in administering employee benefits programs, such as health insurance, retirement plans, and other perks, by helping employees with enrollment and answering basic questions.
5. **Training and Development:** Support training and development initiatives by scheduling training sessions, tracking employee training progress, and organizing training materials.
6. **HR Policies:** Assist in the implementation and communication of HR policies and procedures to employees, ensuring compliance.
7. **Employee Relations:** Handle basic employee inquiries and concerns, directing them to the appropriate HR staff when necessary. Help in resolving minor employee issues.
8. **Documentation:** Help in drafting HR-related documents, such as job descriptions, offer letters, and termination letters.
9. **Event Coordination:** Assist in planning and organizing HR-related events, such as company meetings, training sessions, or employee appreciation events.
10. **Technology and Tools:** Familiarize yourself with HR software and tools used by the organization for tasks like applicant tracking, employee records management, and payroll processing.

### **Qualification:**

- Pursuing or recently completed a degree in Human Resource Management or business administration.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft office (Word, excel, PowerPoint)
- A genuine interest in pursuing a career in human resources.

### **Compensation:**

This is unpaid internship; however, upon completion of successful completion of 3 months of internship the candidates will receive a **stipend Of 10,000 INR** as a token of appreciation for their contribution and commitment along with an opportunity to **earn up to 25,000- 30,000 INR Incentive(variable)**

### **Benefits:**

- Pre – placement offer (totally based on the individual performance)
- Valuable hands on experience in the field of human resource.

- Mentorship and guidance from experienced HR professionals.
- Opportunity to network and build connections in the Industry.
- Certificate of completion at the end of the internship.

**Mr. Akash Pateriya**  
**Founder & CEO**  
**One Clickk Solution (Staffing & Recruitment Agency)**  
**akash@oneclickksolution.com**  
**8595010914 | 8595010914**  
**Office Address-**  
**AT 65 JEEVAN JYOTI, KALIBILLOUD BETMA COLONY,**  
**INDORE, MADHYA PRADESH**

**SPOC- HR Christina Benjamin**  
**Contact no- 9521119825**



Dear Sushila,

We are pleased to extend our warmest greetings and congratulate you on being selected as an HR intern at OCS Staffing and Recruitment Consultancy. We are confident that your skills, enthusiasm, and commitment will make a valuable contribution to our team.

We have carefully reviewed your application and interview performance, and we are impressed by your qualifications and potential. As an HR intern, you will have the opportunity to gain hands-on experience in various aspects of the HR field, including but not limited to recruitment, employee engagement, HR administration, and employee relations. This internship will provide you with the chance to enhance your knowledge, develop your skills, and gain invaluable practical exposure within the industry.

Key details regarding your HR internship are as follows:

- Start Date: 14 Nov 2023
- Duration: 3 months
- Reporting To: HR Christina Benjamin
- Working Hours: 8 Hours daily
- Compensation: Rs 10,000 after 3months along with the incentive on per joining.(flexible)(completion of tenure)
- Certification: Certification on successful completion of the Internship program.

During your internship, your duties and responsibilities may include:

1. Assisting with recruitment processes, such as screening resumes and scheduling interviews.
2. Supporting the onboarding and orientation of new employees.
3. Assisting in the development and implementation of employee engagement initiatives.
4. Participating in various HR projects and initiatives, as assigned.
5. Conducting research on HR best practices and providing recommendations for improvement.
6. Assisting in maintaining HR records and documentation.
7. Joining meeting from 10:00 am -6:00 pm from laptop is mandate.
8. No leave policy for next three months.

Please be aware that this internship will be a learning experience, and we will provide you with guidance and support along the way. Our team of skilled professionals will be available to mentor you and assist you in achieving your learning goals.

Before you commence your internship, we kindly request you to sign and return a copy of this offer letter, confirming your acceptance of the internship terms and conditions.

We are excited about having you join our team and look forward to a successful internship period. If you have any questions or require further information, please do not hesitate to contact.

Once again, congratulations on your selection. We appreciate your enthusiasm and commitment to this internship opportunity. We wish you the best of luck, and we are confident that your time with OCS Staffing and Recruitment Consultancy will be rewarding and fulfilling.

Sincerely,

A handwritten signature in black ink, appearing to read 'Akash Pateriya', is written over a light blue circular stamp.

**Akash Pateriya**  
Founder & CEO

8595010914

akash@oneclickksolution.com

65 Jeevan Jyoti colony Kall Billod  
Betma Indore MP



## Offer Letter

Dear Vrunda,

Subject: Appointment in the position of **Human Resource Management Intern** as part of the Careerbhai Team.

Careerbhai is a startup with the mission of providing the right job to the right people at the right time. We provide a user-friendly platform where pro will be explaining the desired job profiles of learners, and they can interact with pro for more guidance.

With reference to your application, we are pleased to confirm your appointment as an intern for the above-said position in Careerbhai subject to the following terms and conditions.

The internship start date would be 18/04/2023 to 20/07/2023 and will be solely working from home under the guidance of the assigned manager by the company.

Your job role would entail these tasks and operations:

- To interview and communicate with pro
- To maintain the communication with learner
- To help Careerbhai in recruiting process

### **Rewards and recognitions:**

A certificate will be provided to the intern as a part of the Careerbhai Team on the successful completion of the internship and live projects. A letter of recommendation is also provided by the Head of Operations on excellence in performance.

### **Terms and Conditions:**

The Company may terminate/ suspend the intern's services immediately at its discretion at any time without giving any notice or amount in lieu of notice of the below actions:

- (i) any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
- (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws),
- (iii) any act that threatens or likely to damage the Company's reputation,
- (iv) any activity leading to loss of business for the Company,
- (v) no show up to work and lack of intent with regards to the internship. This would also result in no certification or other rewards implying completion of the internship.
- (vi) If any intern wants to discontinue the internship, they should report it to Heads of Operation one week prior of date he/she is not continuing.
- (vii) Intern is allowed for performance based incentives only if they apply for Campus Ambassador Program alongside with their internship.

### **Non-Disclosure Agreement -**

During the internship program, the Intern may have access to trade secrets or confidential business information belonging to the company (including, but not limited to "source code", "graphic assets", "source repositories", "practical documentation", "development binaries", "Company internet accounts", etc). By accepting this appointment, the intern acknowledges that all this information must be kept strictly confidential and should not be used for Intern's own purposes or disclosed to anyone outside the company unless authorized by them in writing by the company. In addition, the intern



agrees that, upon the termination of the internship program (for any reason whatsoever), the intern will immediately return to the company, all of its property, equipment, and documents, including but not limited to electronically stored information. The Intern agrees to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the company for any and all work that is done as a part of the internship program with the company.

### **Non-Compete Agreement -**

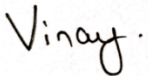
The Intern undertakes, agrees, and covenants with the Company that for a period of 2(Two) months from the termination/ expiry of this internship, as the case may be (“Non-Compete Period”), the Intern shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of education technology.

### **Dos and Don'ts –**

- Kindly use the official marketing material provided by the company (and your managers). Do not commit to marketing any posters or content that is not approved by the company authority.
- This offer letter is confidential and should not be posted on social media and LinkedIn.
- Collaboration with third-party platforms is restricted unless approved by the company authority.

We hope you have a great learning experience with us and grow in the process of this role. Hearty congratulations and a warm welcome to the Careerbhai Team.

Yours faithfully,



Vinay Arora  
Co-Founder  
Head of Operations, Careerbhai.

16th May 2023

## **OFFER LETTER**

Dear **Akanksha Gaikwad**,

On behalf of IFORTIS WORLDWIDE, we are proud to offer you an internship in our organisation as **Human Resources - Trainee**.

During your training probation period, you must perform all duties and activities as assigned by the **Safa shaikh** to whom you will report.

You will be representing our brand and working in accordance with the goal of the business. You will be given numerous opportunities to demonstrate your leadership and management abilities. At the end of the term, you will receive a certificate describing your achievements and active participation based on your performance.

During your traineeship, you may have access to the Company's trade secrets and confidential business information. By accepting this offer, you agree to keep all of this information strictly confidential and to refrain from using it for personal gain or disclosing it to anyone outside the Company.

Furthermore, you agree that at the end of your internship, you will promptly return to the Company all of its property, equipment, and documents, including electronically stored information. The terms and conditions outlined in the **Agreement** will govern your appointment.

For **IFORTIS WORLDWIDE**,



**Manager-HR**

**Re: HR TRAINEE Agreement**

As stated previously, we look forward to retaining you as an IFORTIS WORLDWIDE., ("IFORTIS WORLDWIDE" or the "Company") trainee to provide certain services to IFORTIS under the terms of this letter agreement (this "Agreement"). You and IFORTIS WORLDWIDE hereby agree as follows in exchange for good and valuable consideration and the terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged:

### **1. Services, Term and Compensation.**



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a) Professional services. During the term of this Agreement, you agree to provide certain services to IFORTIS WORLDWIDE as specified herein (collectively, the "Services"). The following services will be provided:

(i) Adding new hiring information to our employee records, evaluating resumes, and scheduling interviews. Managing the team and ensuring that your team meets weekly business engagement metrics, Working with the management of IFORTIS WORLDWIDE to coordinate initiatives (this involves representing the company and speaking on its behalf), Managing leadership and accountability for your own group. (ii) Performing such other duties as may be mutually agreed upon in writing by you and IFORTIS WORLDWIDE. The manner and means by which you choose to perform the Services shall be in your discretion and control. In performing the Services, you agree to exercise the highest degree of professionalism and shall take no action that would be reasonably expected to adversely affect the reputation, trademarks or service-marks of IFORTIS WORLDWIDE, and shall utilize your independent judgment, expertise and creative talents. You agree not to delegate or sub-contract the performance of the Services to any other person or entity, unless expressly authorized by the Company in writing to do so. You agree not to enter into any contract or commitment or make any binding representations or warranties on behalf of the Company, or purport to have authority to do so, unless specifically authorized in writing by a duly authorized officer of the Company. In performing the Services, you shall use your own equipment and materials; provided, however, that from time to time, IFORTIS WORLDWIDE may make certain resources available to you as necessary for the performance of the Services.

**b) Term.** The term of this Agreement shall commence on the date listed at the top of this Agreement (titled, START DATE) and will continue for a **period of 1 months** (the "**Training Period**"). Either you or IFORTIS WORLDWIDE may terminate this Agreement at any time upon seven (7) working days' advance written notice to the other party, and to terminate the training Period immediately upon material breach of any obligations hereunder by the other party. The Company shall have no obligation to pay any further fees or amounts to you after the termination of the training Period, except fees (is applicable) for Services rendered through the date of such termination. This training Period can be extended based on your performance, the Company's plans and your interest in continuing your role. **If you leave the position before 1 month, you will be required to find a suitable replacement, as determined by the Company, to take your place. Without doing so, you will not be eligible to receive your Certificate of Internship/Participation/Excellence or Letter of Recommendation.**

**C) Independent Contractor Relationship.** Both you and IFORTIS WORLDWIDE agree that your relationship with IFORTIS WORLDWIDE will be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship, or any relationship other than as an independent contractor. As such, you shall not be entitled to participate in any employee benefit plan or receive any benefit available to employees of the Company, including insurance, worker's compensation, retirement, paid time off and vacation benefits.

**2. Proprietary Information Agreement; Confidentiality.** Any content, idea, or process you create for IFORTIS WORLDWIDE which is solely or jointly conceived, made, reduced to practice, or learned by you in the course of any Services performed for the Company is considered the Company's work product ("**Company Work Product**"). You hereby assign to the Company all right, title, and interest in and to Company Work Product and all applicable intellectual property rights related to Company Work Product,

including without limitation, copyrights, trademarks, trade secrets, patents, moral rights, contract, and licensing rights (the "**Proprietary Rights**"). In addition, you hereby agree that during the term of this Agreement and thereafter that you will take all steps reasonably necessary to hold the Company's Proprietary Information (defined below) in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining the Company's express written consent on a case-by case basis.

**3. Assignment.** This Agreement may not be assigned by you without IFORTIS WORLDWIDE's express written consent. Any attempted assignment in violation of this provision will be null and void.

**4. Dispute Resolution.** Any claim, dispute, or controversy of whatever nature arising out of or relating to this Agreement, including, without limitation, any action or claim based on contract (including any claims of breach), tort, or statute, or concerning the interpretation, effect, termination, validity, making, or performance of this Agreement, shall be resolved by final, binding, and confidential arbitration before a single arbitrator selected through the then existing rules and procedures as set by IFORTIS WORLDWIDE.

**5. Confidentiality.** You agree to keep the terms of this Agreement strictly confidential, except for disclosure in confidence to your professional advisers under duty of confidentiality, and as may be required by applicable law.

**6. Miscellaneous.** This Agreement, together with Exhibit A, represents the entire agreement between the parties regarding the subject matter hereof, and supersedes any other agreement oral or written with respect to such subject matter. This Agreement may only be modified or amended by a written agreement signed by both parties. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, such determination shall not affect any other provision of this Agreement and the provision in question shall be modified so as to be rendered enforceable in a manner consistent with the intent of the parties insofar as possible under applicable law. This Agreement shall be construed and enforced in accordance with the laws without regard to conflicts of law principles. Any ambiguity in this Agreement shall not be construed against either party as the drafter. Any waiver of a breach of this Agreement, or rights hereunder, shall be in writing and shall not be deemed to be a waiver of any successive breach or rights hereunder.

We hope that your association with the Company will be successful and rewarding. If you wish to accept this Agreement under the terms described above, please sign and date it below and return a copy of the signed agreement to me. Please do not hesitate to contact us if you have any questions at [info@ifortisworldwide.com](mailto:info@ifortisworldwide.com).

**Understood and Accepted By:**

Signature:



Name: Akanksha Gaikwad



Date: 16th May 2023

[ THIS SECTION WAS INTENDEDLY LEFT BLANK. EXHIBIT A COMES NEXT]

**Benefits:**

**Performance based Stipend:** The company will evaluate the Stipend criterion of the eligible candidate based on merit and fulfillment with all Statement of purposes as issued by the company from time to time. A qualified candidate's stipend should be at least Rs.1000, and it will be assessed on the basis of 20% recruitment, 60% business management, and 20% professional ethics. All rights reserved by the company.

**Traineeship Program:** We offer hands-on training and experience in marketing, communication, branding, human resources, and entrepreneurship.

**Certificate/Letter of Recommendation** You will receive a Traineeship Completion Certificate if you do the bare minimum. However, if you go above and beyond and put in the necessary effort to succeed in this role, we will award you with a Certificate of Excellence. All of your accomplishments will be listed on these certificates, providing you with a record of your performance. Who knows, maybe we'll offer you a full-time job.

**Exclusive occasions** You will be invited to networking events and virtual parties to get closer to the IFORTIS WORLDWIDE community from all over the world. This is a fantastic opportunity to meet new people, have some fun, and share interesting stories and ideas.



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**Corporate Training Program** Based on your performance, you will be nominated for the corporate training program.

**Offer of Promotion/Employment** You may also have an opportunity to apply for a full-time position. Opportunity to work on a diverse range of exciting projects.

[ THIS SECTION WAS INTENDEDLY LEFT BLANK. EXHIBIT A COMES NEXT]

# ACCOTAX CONSULTANCY

Computerised & Manual Accounts,  
Taxation & Internal Audit.

2/28, Mohammedi Building, 188, Chimna Butcher Street,  
Mumbai 400 003. Tel.: 2346 2322 Cell :98217 24947

Date: 2<sup>nd</sup> November'2022

To,  
**BUSHRA UBAIDULLAH ANSARI**  
Dharavi,  
Mumbai 400017

Subject: "OFFER LETTER" to join as **Junior Accountant (Intern)**

Dear Ms. Bushra,

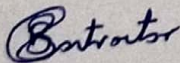
**Congratulation!** I am pleased to confirm that you have been selected to work for ACCOTAX CONSULTANCY. I am delighted to make you the following job offer. The position I am offering you is that of Junior Accountant as an Intern at a monthly salary of 5,000/- (Rs. Five Thousand Only). Your Working hour will be from 11:00 am to 7:00 pm, Monday to Saturday.

I would like you to start work on 7<sup>th</sup> November, 2022 at 11:00 am. Please report to myself, for documentation and orientation. If this date is not acceptable. Please contact me immediately. Please sign the enclosed copy of this letter and return it to me by 4<sup>th</sup> November to indicate your acceptance of this offer.

I am confident that you will be able to make a significant contribution to the success of my firm. ACCOTAX CONSULTANCY and look forward to working with you.

Sincerely,

**For ACCOTAX CONSULTANCY**



**PROPRIETOR**  
(BURHANUDDIN S. CONTRACTOR)





# OUR LADY'S GARDEN

(AUXILIUM CONVENT HIGH SCHOOL)

Balaram Babu Khedekar Marg, Wadala, Mumbai - 400031. Tel.: 2411 27 27

Date: 18.09.2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss Kasak Chipkar, student of Smt. Maniben M.P Shah Women's College has successfully completed her Internship in Our Lady's Garden (Auxilium Convent High School) in the L.K.G Section from 17<sup>th</sup> July 2023 to 25<sup>th</sup> August 2023.

During the period of her internship program with us, she had been exposed to different activities and teaching methods and was found to be creative in the activities she did with the children. She completed all the teaching tasks assigned to her on time.

We wish her every success in her life and career.

*M.leguiera*

**Headmistress**

**OUR LADYS GARDEN (AUXILIUM CONVENT)**

Balaram Babu Khedekar Marg,  
Wadala (W), Mumbai - 400 031.



# SMT. TULSIBAI MOTOOMAL HINDUJA NATIONAL SARVODAYA HIGH SCHOOL

(PRE - PRIMARY SECTION)

(ENGLISH MEDIUM)

Ganga Vidya Mandir 112-113, Dr. C.G. Road, Near Golf Club, Chembur colony, Mumbai - 400071

Managed by  
Sindhu Sarvodaya Society (Regd)

Tel: 558 5406

Date : 24/08/2023 558 0853

Ref No: \_\_\_\_\_

Date \_\_\_\_\_



To,

The Principal

Smt. Maniben M.P. Shah

Sindhi Society, Women's College of Arts and Commerce

Matunga, Mumbai - 400019

To whom it may Concern

This is certify that Ms. Anam Darvesh Student of Smt. Maniben M.P. Shah Women's College of Arts and Commerce has successfully completed her internship in Smt. T.M.Hinduja National Sarvodaya High School Pre – Primary Section from 15<sup>th</sup> July 2023 to 17<sup>th</sup> August 2023 under the guidance of Mrs. Anju K. Dhall Co-ordinator of the Pre- Primary Section and Mrs. Bharti Manglani the Class Teacher of LKG -A

During her period of her internship with us, she had been exposed to different ways of teaching in the Pre – Primary section. She was found diligent and hardworking Ms. Anam Darvesh was always polite and kind towards the students. Lessons given by her were very well done by her using different teaching aids. Ms. Anam Darvesh followed the feedback by Tr. Mrs. Bharti Manglani on observation of her lesson.

Attractive and well-designed teaching aids used to explain the lessons.

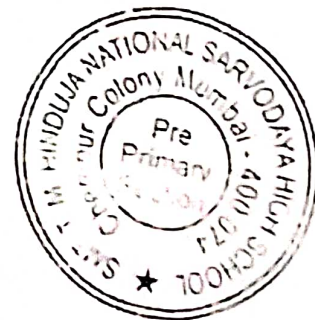
We wish her every success in her teaching profession.

Thanking you,

Yours Faithfully,

MRS. ANJU K. DHALL

HEAD MISTRESS  
HEAD MISTRESS





SMT. KANTABEN CHANDULAL GANDHI ENGLISH PRIMARY SCHOOL, KALYAN.

29.08.2023

**Sub:- Internship Completion Letter**

This is certifying that Ms. AAYUSHI CHETAN KARNIK, has successfully completed her Internship at Smt. K.C. Gandhi English School for 1 month i.e. from 17.07.2023 to 28.08.2023 in Jr. Kg.


We are glad to inform you that she has completed that internship and she was very helpful to teacher and good efforts were shown.

During the period of her internship program with us she had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish her every success in her life & career.

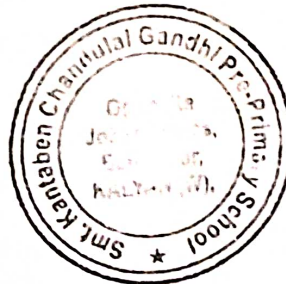
Sincerely,

For,

  
Head Mistress

Smt. Kantaben Chandulal Gandhi Pre-Primary School  
Opp. Joker Talkies, Bail Bazar, KALYAN (W).

SMT. K. C. Gandhi English School







BHARAT EDUCATION SOCIETY'S

# VIVEK ENGLISH HIGH SCHOOL

Quresh Nagar, Kurla (E), Mumbai - 400 070.  
Tel.: 022 - 24050555 • E-mail : vehschool70@gmail.com

Ref.:

Date :

Vivek English High School  
Quresh Nagar, Kurla east  
Mumbai -400070  
Date : 19/08/2023

To,  
Smt. Mainben M.P.Shah  
Women's College of Arts & Commerce,  
Matunga, Mumbai - 400 019.

To whomsoever it may concern

This is to certify that Miss Khan Anam Arman student of Smt. Mainben M.P.Shah Women's College of Arts & Commerce has successfully completed her internship in "Vivek English High School" pre-primary section from 14<sup>th</sup> July 2023 to 17<sup>th</sup> August 2023 under the guidance of 'Mrs.Sayed Firdos Naaz' HM of pre-primary & Primary Department and 'Mrs Jayarathi Menon' the class teacher of SR.KG-A.

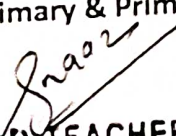
During the period of her internship with us, she had been exposed to different ways of teaching in the pre-primary section, She was found diligent and hardworking .She was Always polite and kind toward s the students. Lesson given by her were very well done by her using different teaching aids .She has also completed 12 activities in one month and took part in Std 4<sup>th</sup> for teaching the prescribed subject from the teacher with great enthusiasm. She followed the feedback by us on observation of her lesson. Attractive and well designed teaching aids used to explain the lessons.

We wish her all the best for her future.

Thanking you,

Mrs Sayed Firdos Naaz

HM Pre-Primary & Primary Section

  
HEAD TEACHER  
(PRIMARY SECTION)  
BHARAT EDUCATION SOCIETY'S  
VIVEK ENGLISH HIGH SCHOOL  
KURLA (E) MUMBAI-400070.



BHARAT EDUCATION SOCIETY'S  
**VIVEK ENGLISH HIGH SCHOOL**

Quresh Nagar, Kurla (E), Mumbai - 400 070.  
Tel.: 022 - 24050555 • E-mail : vehschool70@gmail.com

Ref.:

Date :

Vivek English High School  
Quresh Nagar, Kurla east  
Mumbai -400070  
Date : 19/08/2023

To,  
Smt. Mainben M.P.Shah  
Women's College of Arts & Commerce,  
Matunga, Mumbai – 400 019.

To whomsoever it may concern

This is to certify that Miss Khan Asifa student of Smt. Mainben M.P.Shah Women's College of Arts & Commerce has successfully completed her internship in "Vivek English High School" pre-primary section from 14<sup>th</sup> July 2023 to 17<sup>th</sup> August 2023 under the guidance of 'Mrs.Sayed Firdos Naaz' HM of pre-primary & Primary Department and 'Mrs Jayarathi Menon' the class teacher of SR.KG-A.

During the period of her internship with us, she had been exposed to different ways of teaching in the pre-primary section, She was found diligent and hardworking .She was Always polite and kind toward s the students. Lesson given by her were very well done by her using different teaching aids .She has also completed 12 activities in one month with great enthusiasm. She followed the feedback by us on observation of her lesson. Attractive and well designed teaching aids used to explain the lessons.

We wish her all the best for her future.

Thanking you,

Mrs Sayed Firdos Naaz

HM Pre-Primary & Primary Section

*Naaz*  
HEAD TEACHER  
(PRIMARY SECTION)  
BHARAT EDUCATION SOCIETY'S  
VIVEK ENGLISH HIGH SCHOOL  
KURLE EAST MUMBAI-400070.





BHARAT EDUCATION SOCIETY'S  
**VIVEK ENGLISH HIGH SCHOOL**

Quresh Nagar, Kurla (E), Mumbai - 400 070.  
Tel.: 022 - 24050555 • E-mail : vehschool70@gmail.com

~~Vivek English High School~~  
Quresh Nagar, Kurla east  
Mumbai - 400 070  
Date : 19/08/2023

Ref.:

To,  
Smt. Mainben M.P.Shah  
Women's College of Arts & Commerce,  
Matunga, Mumbai – 400 019.

To whomsoever it may concern

This is to certify that Miss Khan Ashfa Changej student of Smt. Mainben M.P.Shah Women's College of Arts & Commerce has successfully completed her internship in "Vivek English High School" pre-primary section from 14<sup>th</sup> July 2023 to 17<sup>th</sup> August 2023 under the guidance of 'Mrs.Sayed Firdos Naaz' HM of pre-primary & Primary Department and 'Mrs Jayarathi Menon' the class teacher of SR.KG-A.

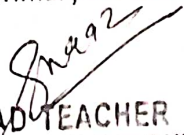
During the period of her internship with us, she had been exposed to different ways of teaching in the pre-primary section, She was found diligent and hardworking .She was Always polite and kind toward s the students. Lesson given by her were very well done by her using different teaching aids .She has also completed 12 activities in one month and took part in Std 4<sup>th</sup> for teaching the prescribed subject from the teacher with great enthusiasm. She followed the feedback by us on observation of her lesson. Attractive and well designed teaching aids used to explain the lessons.

We wish her all the best for her future.

Thanking you,

Mrs Sayed Firdos Naaz

HM Pre-Primary & Primary Section

  
HEAD TEACHER  
(PRIMARY SECTION)  
BHARAT EDUCATION SOCIETY'S  
VIVEK ENGLISH HIGH SCHOOL  
KURLA (E) MUMBAI-400070.



# AL-HIDAYAH PUBLIC SCHOOL

Date: - 28/August/2023

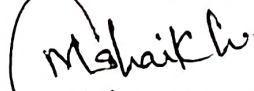
## Sub: - Internship Completion Letter.

This is to certify that **Miss Khan Zikra Anwar** student of Smt. Mainben M.P.Shah Women's College of Arts & Commerce has successfully completed her internship in "**Al-Hidayah Public School**" pre-primary section from **17 July 2023 to 17 August 2023** under the guidance of (**Miss Mehjabeen Zafar Shaikh**) HM of pre-primary & Primary Department and (**Miss Nafeesa Sarvaiya**) the class teacher of SR.KG-G.

During the period of her internship with us, she had been exposed to different ways of teaching in the pre-primary section, She was found diligent and hardworking She was Always polite and kind towards the students Lesson given by her were very well done by her using different teaching aids She has also completed 12 activities in one month. She followed the feedback by us on observation of her lesson. Attractive and well designed teaching aids used to explain the lessons.

We wish her all the best for her future.

**AL-HIDAYAH PUBLIC SCHOOL**

  
Head Mistress  
Al-Hidayah Public School  
Shill, Mumbra, Dist. Thane

# SMT. TULSIBAI MOTOOMAL HINDUJA NATIONAL SARVODAYA HIGH SCHOOL

(PRE - PRIMARY SECTION)

(ENGLISH MEDIUM)

Ganga Vidya Mandir 112-113, Dr. C.G. Road, Near Golf Club, Chembur colony, Mumbai - 400 074

Managed by :  
Sindhu Sarvodaya Society (Regd)

Tel.: 558 5406  
558 0853



Ref No.: \_\_\_\_\_

Date \_\_\_\_\_

Date : 24/08/2023

To,

The Principal

Smt. Maniben M.P. Shah

Women's College of Arts and Commerce

Matunga, Mumbai - 400019

To whom it may Concern

This is certify that Miss. Mehak Maru Student of Smt. Maniben M.P. Shah Women's College of Arts and Commerce has successfully completed her internship in Smt. T.M.Hinduja National Sarvodaya High School Pre – Primary Section from 17<sup>th</sup> July 2023 to 23<sup>rd</sup> August 2023 under the guidance of Mrs. Anju K. Dhall Co-ordinator of the Pre- Primary Section and Mrs. Bharti Manglani the Class Teacher of LKG -A

During her period of her internship with us, she had been exposed to different ways of teaching in the Pre – Primary section. She was found diligent and hardworking. Miss. Mehak Maru was always polite and kind towards the aids. Miss. Mehak Maru followed the feedback by Tr. Mrs. Bharti Manglani on observation of her lesson.

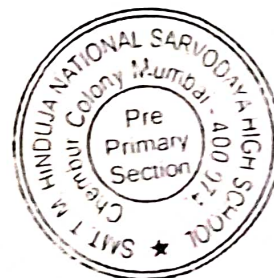
Attractive and well-designed teaching aids used to explain the lessons.

We wish her every success in her teaching profession.

Thanking you,

Yours Faithfully,

  
MRS. ANJU K. DHALL  
HEAD MISTRESS  
HEAD MISTRESS







# OUR LADY'S GARDEN

(AUXILIUM CONVENT HIGH SCHOOL)

Balaram Babu Khedekar Marg, Wadala, Mumbai - 400031. Tel.: 2411 27 27

Date: 18.09.2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss Renelle Saldanha, student of Smt. Maniben M.P Shah Women's College has successfully completed her Internship in Our Lady's Garden (Auxilium Convent High School) in the L.K.G Section from 18<sup>th</sup> July 2023 to 1<sup>st</sup> September 2023.

During the period of her internship program with us, she had been exposed to different activities and teaching methods and was found diligent, hardworking and had innovative ideas in her teaching assignments.

We wish her every success in her life and career.

*W. Bequeira*

Headmistress

OUR LADYS GARDEN (AUXILIUM CONVENT)

Balaram Babu Khedekar Marg,  
Wadala (W), Mumbai - 400 031.



# SMT. TULSIBAI MOTOOMAL HINDUJA NATIONAL SARVODAYA HIGH SCHOOL

(PRE - PRIMARY SECTION)

(ENGLISH MEDIUM)

Ganga Vidya Mandir 112-113, Dr. C.G. Road, Near Golf Club, Chembur colony, Mumbai - 400 074

Managed by :  
Sindhu Sarvodaya Society (Regd)

Tel.: 558 5406  
558 0853

Ref No.: \_\_\_\_\_



Date Date : 24/08/2023

To,

The Principal

Smt. Maniben M.P. Shah

Women's College of Arts and Commerce

Matunga, Mumbai - 400019

To whom it may Concern

This is certify that Miss. Vidisha Tari Student of Smt. Maniben M.P. Shah Women's College of Arts and Commerce has successfully completed her internship in Smt. T.M.Hinduja National Sarvodaya High School Pre – Primary Section from 17<sup>th</sup> July 2023 to 23<sup>rd</sup> August 2023 under the guidance of Mrs. Anju K. Dhall Co-ordinator of the Pre- Primary Section and Mrs. Bharti Manglani the Class Teacher of LKG -A

During her period of her internship with us, she had been exposed to different ways of teaching in the Pre – Primary section. She was found diligent and hardworking. Miss. Vidisha Tari was always polite and kind towards the aids. Miss. Vidisha Tari followed the feedback by Tr. Mrs. Bharti Manglani on observation of her lesson.

Attractive and well-designed teaching aids used to explain the lessons.

We wish her every success in her teaching profession.

Thanking you,

Yours Faithfully,

MRS. ANJU K. DHALL

HEAD MISTRESS





# AL-FALAH ENGLISH SCHOOL

(Under Self Finance)

(Under the Management of Kurla Education and Welfare Trust)

L.I.G. Colony, Vinoba Bhave Nagar, Kurla (W) Mumbai:400070.

Udise No.: 27230400185 Index No.: S3302092 Tel No. 8080786020 / 7304049448

Ref.: \_\_\_\_\_  
ALES/BL/273

Date \_\_\_\_\_  
20/09/2023

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that MISS UMAIMA H CHOUDHARY, BA - SOCIOLOGY /CHILD DEVELOPMENT student of Smt. Maniben M.P. Shah, women's college of arts and commerce has successfully completed her internship in AL-FALAH ENGLISH SCHOOL, pre- primary section from 19<sup>th</sup> July to 2<sup>nd</sup> September under the guidance of SHAIKH SADAF NAAZ Principal of pre- primary section and the class teacher of SR.KG MALIK NEDA YUSUF

During the period of her internship with us, she had been exposed to different ways of teaching in the pre-primary section. She was found diligent and hardworking. Ms Umaima H Choudhary was always polite and kind towards the students. Attractive and well-designed teaching materials used to describe the lessons.

We wish her every success in her teaching profession

Thanks & Regards.

Yours faithfully

*Umaima H Choudhary*  
20/9/23  
**HEAD MISTRESS**

Al-Falah English School  
L.I.G. Colony, V.B. Nagar,  
Kurla (W), Mumbai-400 070.

*Umaima*





**MOTHER MARY KINDERGARTEN**  
ST. MICHAEL'S SCHOOL MARG,  
MAHIM, MUMBAI-400 016  
Phone : 24449513

03<sup>rd</sup> October, 2023

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Zamzam Bano Farooqui student of Smt. Maniben M.P. Shah, Women's College of Arts and Commerce has successfully completed her Internship in Mother Mary Kindergarten from 18<sup>th</sup> July 2023 to 8<sup>th</sup> September 2023 under the guidance of Mrs. Clara D'souza, the Class Teacher. During her period of her Internship with us, she was exposed to different ways of teaching. She was found diligent and hardworking and was always polite and kind towards the students. Lessons given by her were very well done. Attractive and well-designed teaching aids were used to explain the lessons.

We wish her every success in her teaching profession.

Fr. Robin Fargose  
(Administrator)





**MOTHER MARY KINDERGARTEN**  
ST. MICHAEL'S SCHOOL MARG,  
MAHIM, MUMBAI-400 016.  
Phone : 24449513

03<sup>rd</sup> October, 2023

**TO WHOMSOEVER IT MAY CONCERN**

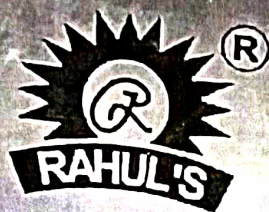
This is to certify that Ms. Payal Jain student of Smt. Maniben M.P. Shah, Women's College of Arts and Commerce has successfully completed her Internship in Mother Mary Kindergarten from 18<sup>th</sup> July 2023 to 8<sup>th</sup> September 2023 under the guidance of Mrs. Akshada Nandgaonkar, the Class Teacher. During her period of her internship with us, she was exposed to different ways of teaching. She was found diligent and hardworking and was always polite and kind towards the students. Lessons given by her were very well done. Attractive and well-designed teaching aids were used to explain the lessons.

We wish her every success in her teaching profession.

  
Fr. Robin Fargose  
(Administrator)







# R. E. S. ENGLISH MEDIUM SCHOOL

Rahul's Education Society (Regd.) • २०१९ पासून महाराष्ट्र शासन मान्यताप्राप्त  
PRE-PRIMARY, PRIMARY & SECONDARY ENGLISH MEDIUM SCHOOL  
STD. 1ST TO STD. 10TH STATE BOARD SCHOOL

Add.: Bldg. No. D/15, Shop No.9, Kalpak Estate, Near Saraswat Bank, Antop Hill, Mumbai - 400037.  
Mob. : +91 8976111001 | 9699043144

Date :- 15/09/2023

## Sub - Internship Completion Letter

This is carefully that Ms. Muskan Khan, has successfully completed her, Internship at R.E.S English Medium School for 1 month from 18 July, 2023 to 18 August, 2023.

We are glad to inform you that she has completed her internship and she was very helpful to teachers and good efforts were shown from her side.

During the period of her internship program with us she had been exposed to different processes and was found diligent, hardworking and inquisitive for learning new things.

We wish her every success in her life and career.

Yours Sincerely,

Principial,

  
Mr. Rahul S. Ahire

PRINCIPAL  
R.E.S. ENGLISH MEDIUM SCH  
KALPAK, ANTOP HILL, MUMBAI - 400 03



# LITTLE KIDS<sup>(TM)</sup> Play Group & Nursery

Shop No. B3/66, Rajesh Building, Near SBI, Kalpak Estate, Antop Hill, Mumbai - 400 037

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

Sub: Internship Completion Letter.

This is certifying that Ms. Khan Sadiya Sageer Ahmed, has successfully completed her Internship at Little Kids School for 1 Month, from 17 July, 2023 to 29 August, 2023.

We are glad to inform you that she has completed that internship and she was very helpful to teachers and good efforts were shown.

During the period of her internship program with us she had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish her every success in her life and Career.

Sincerely,

For,

Little Kids.

(Sethi)

Mrs. (Yeena Sethi)

(Head Teacher.)



Authorised Signature.





# LITTLE KIDS<sup>(TM)</sup>

## Play Group & Nursery

Shop No. B3/66, Rajesh Building, Near SBI, Kalpak Estate, Antop Hill, Mumbai - 400 037

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

Sub: Internship Completion Letter.

This is certifying that Ms. Gureshi Bushra Khatoon Ahmed, has successfully completed her Internship at Little Kids School for 1 Month, from 17 July, 2023. to 29, August 2023.

We are glad to inform you that she has completed that internship and she was very helpful to teachers and good efforts were shown.

During the period of her internship program with us she had been exposed to different process and was found diligent, hardworking and inquistive.

We wish her every success in her life and Career.

Sincerely,

for,

Little Kids

Mrs. Veena Sethi  
(Head Teacher)



(Authorised Signature)



Date: 6/9/23

**TO WHOM IT MAY CONCERN**

This is to certify that Alaina Sayyed was working as Trainee  
in our Preschool "Kinder Park International Preschool" from 24/07/23 to 02/09/23

We found her honest, dedicated, hardworking and well-behaved during her job tenure with us.

We wish her the best and every possible success in is further professional life.

(Principal)

Kinder Park International Preschool

**KINDER PARK INTERNATIONAL PRESCHOOL**  
Flat No. 3434, Building No. 98, Nehru Nagar,  
Opp. Bilali Masjid, Kurla (E), Mumbai-400024  
web: [www.kinderpark.co.in](http://www.kinderpark.co.in)  
8879376839, 9619100709





Date: 6/9/23

**TO WHOM IT MAY CONCERN**

This is to certify that Sadiya Shaikh was working as Trainee  
in our Preschool "Kinder Park International Preschool" from 24-7-23 to 6-9-23.

We found her honest, dedicated, hardworking and well-behaved during her job tenure with us.

We wish her the best and every possible success in is further professional life.



(Principal)

Kinder Park International Preschool

**KINDER PARK INTERNATIONAL PRESCHOOL**  
Flat No. 3434, Building No. 98, Nehru Nagar,  
Opp. Bilali Masjid, Kurla (E), Mumbai-400024  
web: [www.kinderpark.co.in](http://www.kinderpark.co.in)  
8879376839, 9619100709

# Sunflower

Playgroup/Nursery/Jr & Sr.KG

Shop No.5, Anand Grahak Society, Beside Milk Centre, Dr. Babasaheb Ambedkar  
Road, Matunga Labour Camp, Mumbai-400019.

Cont.: Mrs. Heena Mehta- Mob.: -9821890088/9867742269

Sunflower  
Pre-Primary  
M.L.Camp  
Mumbai-400019  
Date- 11-09-2023

To,  
The Principal  
Smt. Maniben. M.P. Shah  
Women's College of Arts & Commerce  
Matunga, Mumbai-400019

To Whom It May Concern

This is certify that Miss Dolly Siraswal Student of Smt. Maniben M.P. Shah,  
Women's College of Arts and Commerce has successfully completed her  
Internship in 'Sunflower' Pre-Primary Section from  
18<sup>th</sup> July 2023 to 5<sup>th</sup> September 2023 under the guidance of  
Mrs. Kavita Kumar Co-ordinator of the Pre-Primary Section and  
Mrs. Harshada Jadhav the Class Teacher of LKG.

During her period of her internship with us, she had been exposed to different  
ways of teaching in the Pre-Primary section. She was found diligent and  
hardworking. Ms. Dolly Siraswal was always polite and kind towards the students.  
Lessons given by her were very well done by her using different teaching aids.  
Ms. Dolly followed the feedback by Tr. Harshada on observation of her lesson.

Attractive and well-designed teaching aids used to explain the lessons.

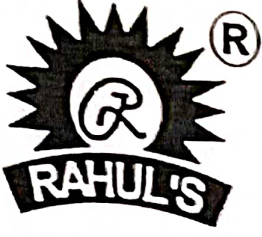
We wish her every success in her teaching profession.

Thanking You,  
Your's Faithful

SUNFLOWER

MRS HEENA MEHTA

Principal



# R. E. S. ENGLISH MEDIUM SCHOOL

Rahul's Education Society (Regd.) • २०१९ पासून महाराष्ट्र शासन मान्यताप्राप्त  
PRE-PRIMARY, PRIMARY & SECONDARY ENGLISH MEDIUM SCHOOL  
STD. 1ST TO STD. 10TH STATE BOARD SCHOOL

Add.: Bldg. No. D/15, Shop No.9, Kalpak Estate, Near Saraswat Bank, Antop Hill, Mumbai - 400037.  
Mob. : +91 8976111001 | 9699043144

Date :- 15/09/2023

## Sub –Internship Completion Letter

This is carefully that Ms. Misbah Shaikh, has successfully completed her, Internship at R.E.S English Medium School for 1 month from 27 July, 2023 to 27 August, 2023.

We are glad to inform you that she has completed her internship and she was very helpful to teachers and good efforts were shown from her side.

During the period of her internship program with us she had been exposed to different processes and was found diligent, hardworking and inquisitive for learning new things.

We wish her every success in her life and career.

Yours Sincerely,

Principal,

*Kalpak*  
Mr. Rahul. S. Ahire

PRINCIPAL

R.E.S. ENGLISH MEDIUM SCHOOL  
KALPAK, ANTOP HILL, MUMBAI - 400 037





**TDK & Co.**

Chartered Accountants  
(An ISO 9001 : 2015 Certified Co.)

Tel. : +91 22 25293841

+91 22 25281296

E-mail : info@tdk.net.in

Website : www.tdk.net.in

To

The Principal,

Smt. Maniben M. P. Shah Women College of Arts & Commerce,

Matunga,

Mumbai

Sub : Request for grant of early leave to a student.

Ref : Name : Deepa Tek Bahadur Singh

Class : S. Y. B. Com, Division B.

Dear Sir/Madam,

This is in regard to the above-mentioned student studying with your organization. She has joined employment with us to support her family. Our office timings are from 10.30 AM to 07:00 PM. As per the general laid down policies, if an employee is late to the office, there is pay cut automation.

I request your good selves to please allow her to leave the college so that she can reach office situated In Chembur, Mumbai by stipulated time.

Thank you in anticipation.

For T D K & Co.  
Chartered Accountants



Neelanj Shah

Partner

Place: Mumbai

Date: 16.08.2023





**ANASWAMY ASSOCIATES**  
**CHARTERED ACCOUNTANTS**



**Pooja Adapat**  
**Audit Executive**  
**DOB: 29/07/2003**

# sakanksha computers

INSTITUTE OF SOFTWARE, HARDWARE & PERSONALITY DEVELOPMENT



## LEARNING FACILITATOR



Bld Gr. : O+

Name : Umeshvari Govind Gajre

DOB. : 30<sup>th</sup> October 2004

Address : Panchasheel Chawl No. 5,  
Room No. 9, Sunder Baug,  
Kaman, Kurla West,  
Mumbai - 400705.

Vijay Niwaa, Kajupada Pipeline Kurla (E), Mumbai - 400 072,  
81081 30097 / sakankshacomp@gmail.com

Deputation Letter

Date-18/09/2023

To,  
Store Manager,  
Store Name: - **RELIANCE SMART ACME MALL**

Location:- **MUMBAI**

Dear Sir,

Name of the Contractor: **TARANNUMNISHA KASIMALI SHAH**

MR/MS. **TARANNUMNISHA KASIMALI SHAH** is working with us on Fixed Term Contract Basis with contract **DT.18/09/2023(DOJ)** End Date **31/12/2024** who is on further deputation to our Client Hindustan Field Services Pvt. Ltd. at **MUMBAI** Location. Time **11 am to 8.00 pm** We hereby declare that during the above tenure of the contractor deployed at your Store, any incidents occur we have covered the insurance for death and accidental, for MR/MS. **TARANNUMNISHA KASIMALI SHAH** would be taken care by us.

We also hereby declare that we are responsible for under various compliances, applicable to the said MR/MS. **TARANNUMNISHA KASIMALI SHAH** Further, in the event of any acts of omission and/or commission by the said MR/MS. **TARANNUMNISHA KASIMALI SHAH** unequivocally agree and undertake to initiate a joint enquiry process by a joint Committee comprising Brand/Client and our personnel and initiate appropriate action, including recovery of any loss or damage, ascertained by the Committee, in due course.

Thanking You

For India One Brand Services Pvt Ltd.



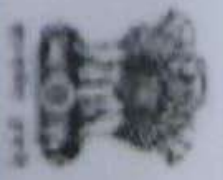
Authorised Signatory





# AERODROME ENTRY PERMIT

BUREAU OF CIVIL AVIATION SECURITY



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AEP No.

:BOM12301166964

VALIDITY

:06/12/2023 TO 01/06/2024

AIRPORTS

:BOM

TERMINALS

:TERMINAL-2





# TRIMURTI HIGH SCHOOL

Conducted by : Shri Trimurti Education Trust Regd. No. E-18354 Bom.

Teenmurti Devi Pada, Near Tinmurti Jain Mandir, Tata Powdr House, Borivali (E), - 66 ☎ (O) 28460048

Ref. No.

Date 09/03/2024

## TO WHOMSOEVER IT MAY CONCERN

This is certify that Ms. Aastha Pathak was inducted as intern for Trimurti high school Borivali East Mumbai 40066 . She has completed the required no of Internship from 23/01/2024 To 04/03/2024 during the tenure she has been very disciplined, reporting on time completing work schedule and overall has been great helping hand to the team

We wish her best for all future endeavors.

Regards

*Bruce*  
Your Sincerely





# TRIMURTI HIGH SCHOOL

Conducted by : Shri Trimurti Education Trust Regd. No. E-18354 Bom.

Teenmurti Devi Pada, Near Tinmurti Jain Mandir, Tata Powdr House, Borivali (E), - 66 ☎ (O) 28460048

Ref. No.

Date 09/03/2024

## TO WHOMSOEVER IT MAY CONCERN

This is certify that Ms. Laxmi Rajkumar Jaiswal was inducted as intern for Trimurti high school Borivali East Mumbai 40066 . She has completed the required no of Internship from 23/01/2024 To 04/03/2024 during the tenure she has been very disciplined, reporting on time completing work schedule and overall has been great helping hand to the team

We wish her best for all future endeavors.

Regards

*Bhavani*  
Your Sincerely





Abhay Shikshan Kendra (Regd.)

# RAJARSHI SHAHU HIGH SCHOOL

(PRIMAARY TO SECONDARY ENGLISH MEDIUM)

(SELF FINANCE)

Ashok Mill Compound, Near Kala Killa, Sion- Bandra Link Road, Dharavi, Mumbai - 400 017 Tel. 32432975

U. DISE No.: 27230209302

Ref. No. RSH/008/2024

Date.: 07/03/24

## CERTIFICATE OF COMPLETION OF INTERSHIP

This is to certify that Ms. ARADHANA SANTKUMAR SHARMA has successfully completed an internship with RAJARSHI SHAHU HIGH SCHOOL ( DHARAVI) MUMBAI-17. From [23/01/23] to [ 04/03/24].

During the internship , she demonstrated exceptional dedication and enthusiasm in her role, contributing significantly to lectures , annual day duties , exam duties and curricular activities her ability to highlight a key skill.

This internship certificate is issued as a formal recognition of MS. ARADHANA SANTKUMAR SHARMA valuable contributions we wish her success in all her future endeavours.

Notes that the intern exhibited a strong work ethic and adaptability as well ass helped our teachers in all work

Over all excellent.



Headmaster

Rajarshi Shahu High School  
Ashok Mill Compound, Near Kala Killa, Sion-17, Mumbai-400 017.





Tel. : 022-2299 6940  
98696 86773

Smt. Indra Educational & Medical Trust's (Regd.)

# INDRA ENGLISH HIGH SCHOOL & JUNIOR COLLEGE

## (COMMERCE & SCIENCE)

Index No. : J-33.02.012

Indira Nagar, 30th Feet Road, Mandala, Mankhurd (W), Mumbai-400 043.

E-mail : [indraenghhschool.jrcollege@rediffmail.com](mailto:indraenghhschool.jrcollege@rediffmail.com)

Website : [www.indraenghhschoolandcollege.org](http://www.indraenghhschoolandcollege.org)

Ref. No. IEHSSC/10/2024

Date 27-03-2024

TO

SMT. M.P. SHAH

WOMEN'S COLLEGE OF ARTS & COMMERCE,

MATUNGA(E)

27<sup>th</sup> MARCH 2024

### TO WHOMSOEVER IT MAY CONCERN

MISS. RAJESHWARI RAJU DIVATIKAR , HAS DONE INTERNSHIP IN OUR SCHOOL FROM 16<sup>TH</sup> JANUARY 2024 TO 16<sup>TH</sup> FEBRUARY 2024, AS SHE WAS WORKING WITH HER LOYALTY THRICE A WEEK WHILE TEACHING SHE WAS VERY CO-OPERATIVE WITH STAFF AND CHILDREN. SHE ACTIVELY TOOK PART IN SINGING, POT DECORATION AND OTHER ACTIVITIES. SHE COMPLETED INTERNSHIP SUCCESSFULLY.

BEST OF LUCK FOR HER FUTURE CAREER.

THANK YOU

  
Principal

INDRA ENGLISH HIGH SCHOOL & JUNIOR COLLEGE  
30 Ft. Road, Indira Nagar, Mandala,  
Mankhurd (W), Mumbai -400 043.





Abhay Shikshan Kendra (Regd.)  
**RAJARSHI SHAHU HIGH SCHOOL**  
(PRIMARY TO SECONDARY ENGLISH MEDIUM)  
(SELF FINANCE)

Ashok Mill Compound, Near Kala Killa, Sion- Bandra Link Road, Dharavi, Mumbai - 400 017 Tel. 32432975

U. DISE No.: 27230209302

Ref. No. RS4/007/2024

Date.: 07/03/24

### CERTIFICATE OF COMPLETION OF INTERNSHIP

This is to certify that Ms. Khushbu gaud has successfully completed an internship with RAJARSHI SHAHU HIGH SCHOOL (Dharavi) Mumbai -17 . from [23/01/24] to [04/03/24].

During the internship, she demonstrated exceptional dedication and enthusiasm in her role, contributing significantly to Lectures, annual day duties , exam duties and curriculum activities Her ability to highlight a key skill .

This internship certificate is issued as a formal recognition of MS. Khushbu gaud valuable contributions. We wish her success in all her future endeavours.

Notes that the intern exhibited a strong work ethic and adaptability as well as helped our teachers in all the work



Head of School  
Rajarshi Shahu High School  
Ashok Mill Compound, Dharavi, Mumbai-400017.



Tel. : 022-2299 6940  
98696 86773

Smt. Indra Educational & Medical Trust's (Regd.)

# INDRA ENGLISH HIGH SCHOOL & JUNIOR COLLEGE

## (COMMERCE & SCIENCE)

Index No. : J-33.02.012

Indira Nagar, 30th Feet Road, Mandala, Mankhurd (W), Mumbai-400 043.

E-mail : [indraenglishschool.jrcollege@rediffmail.com](mailto:indraenglishschool.jrcollege@rediffmail.com)

Website : [www.indraenglishschoolandcollege.org](http://www.indraenglishschoolandcollege.org)

No. IEHSC/11/2024

Date 06-03-2024

TO  
SMT. M.P. SHAH  
WOMEN'S COLLEGE OF ARTS & COMMERCE,  
MATUNGA(E)

12<sup>th</sup> MARCH 2024

### TO WHOMSOEVER IT MAY CONCERN

MISS. EASHIKA MISHRA , HAS DONE INTERNSHIP IN OUR SCHOOL FROM 15<sup>TH</sup> JANUARY 2024 TO 6<sup>TH</sup> MARCH 2024, AS SHE WAS WORKING WITH HER LOYALTY THRICE A WEEK WHILE TEACHING SHE WAS VERY CO-OPERATIVE WITH STAFF AND CHILDREN. SHE COMPLETED INTERNSHIP SUCCESSFULLY.

BEST OF LUCK FOR HER FUTURE CAREER.

THANK YOU

Principal

INDRA ENGLISH HIGH SCHOOL & JUNIOR COLLEGE  
30 Ft. Road, Indira Nagar, Mandala,  
Mankhurd (W), Mumbai - 400 043.



Abhay Shikshan Kendra (Regd.)

# RAJARSHI SHAHU HIGH SCHOOL

(PRIMARY TO SECONDARY ENGLISH MEDIUM)

(SELF FINANCE)

Ashok Mill Compound, Near Kala Killa, Sion- Bandra Link Road, Dharavi, Mumbai - 400 017 Tel. 32432975

U. DISE No.: 27230209302

No. RSH/006/2024

Date.: 07/03/24

## CERTIFICATE OF COMPLETION OF INTERNSHIP

This is to certify that Ms. SHIVANGI JAYSWAL has successfully completed an internship with RAJARSHI SHAHU HIGH SCHOOL (Dharavi) Mumbai -17. From [23/01/24] to [04/03/24].

During the internship, she demonstrated exceptional dedication and enthusiasm in her role, contributing significantly to Lectures, annual day duties exam duties and curriculum activities Her ability to highlight a key skill.

This internship certificate is issued as a formal recognition of MS.SHIVANGI JAYSWAL valuable contributions. We wish her success in all her future endeavours.

Notes that the intern exhibited a strong work ethic and adaptability as well as helped our teachers in all the work



Head Master

Rajarshi Shahu High School  
Ashok Mill Compound, Dharavi, Mumbai-400017.





Abhay Shikshan Kendra (Regd.)

# RAJARSHI SHAHU HIGH SCHOOL

(PRIMARY TO SECONDARY ENGLISH MEDIUM)

(SELF FINANCE)

Ashok Mill Compound, Near Kala Killa, Sion- Bandra Link Road, Dharavi, Mumbai - 400 017 Tel. 32432975

U. DISE No.: 27230209302

No. RSH/008/2024

Date: 07/03/24

## CERTIFICATE OF COMPLETION OF INTERNSHIP

This is to certify that Ms. IRAM MALIK has successfully completed an internship with RAJARSHI SHAHU HIGH SCHOOL (Dharavi) Mumbai -17. From [23/01/24] to [04/03/24].

During the internship, she demonstrated exceptional dedication and enthusiasm in her role, contributing significantly to Lectures, annual day duties exam duties and curriculum activities Her ability to highlight a key skill.

This internship certificate is issued as a formal recognition of MS.IRAM MALIK valuable contributions. We wish her success in all her future endeavours.

Notes that the intern exhibited a strong work ethic and adaptability as well as helped our teachers in all the work



Head Master

Rajarshi Shahu High School  
Ashok Mill Compound, Dharavi, Mumbai-400017.





हिन्दुस्तानी प्रचार सभा  
ہندستانى پرچار سبھا

HINDUSTANI PRACHAR SABHA

Mahatma Gandhi Memorial Building, 7 Netaji Subhash Marg, Near Charni Road Station (W), Mumbai - 400 002

Ref.: HPS/Int./2023-24

Date – 20/12/2023

प्रति,

सुश्री संध्या गौड़

श्रीमती एम. एम. पी. शाह महिला महाविद्यालय

माटुंगा, मुंबई – 400019

विषय – प्रशिक्षण (Internship) का प्रमाणपत्र

यह प्रमाणित किया जा रहा है कि सुश्री संध्या गौड़ ने हिंदुस्तानी प्रचार सभा द्वारा संचालित महात्मा गाँधी मेमोरियल लाइब्रेरी में श्री राकेश कुमार त्रिपाठी (परियोजना समन्वयक) के मार्गदर्शन में दि. 01 /11 /2023 से 30 /12 /2023 तक बतौर प्रशिक्षु अपना प्रशिक्षण पूर्ण किया। इस कार्यकाल में वे नियमित थीं। उन्होंने सिखाये गए कार्यों को मेहनत और लगन से समझा और पूर्ण किया। उनका प्रशिक्षण कार्यकाल संतोषजनक रहा।

- हम उनके उज्वल भविष्य के लिए शुभ कामनाएँ देते हैं।

भवदीय,



(राकेश कुमार त्रिपाठी)  
परियोजना समन्वयक  
हिन्दुस्तानी प्रचार सभा



हिन्दुस्तानी प्रचार सभा  
ہندستانی پرچار سبھا

HINDUSTANI PRACHAR SABHA

Mahatma Gandhi Memorial Building, 7 Netaji Subhash Marg, Near Charni Road Station (W), Mumbai - 400 002

Ref.: HPS/Int./2023-24

Date – 20/12/2023

प्रति,  
सुश्री सायना खान  
श्रीमती एम. एम. पी. शाह महिला महाविद्यालय  
माटुंगा, मुंबई – 400019

विषय -- प्रशिक्षण (Internship) का प्रमाणपत्र

यह प्रमाणित किया जा रहा है कि सुश्री सायना खान ने हिंदुस्तानी प्रचार सभा द्वारा संचालित महात्मा गाँधी मेमोरियल लाइब्रेरी में श्री राकेश कुमार त्रिपाठी (परियोजना समन्वयक) के मार्गदर्शन में दि. 01 /11 /2023 से 30 /12 /2023 तक बतौर प्रशिक्षु अपना प्रशिक्षण पूर्ण किया। इस कार्यकाल में वे नियमित थीं। उन्होंने सिखाये गए कार्यों को मेहनत और लगन से समझा और पूर्ण किया। उनका प्रशिक्षण कार्यकाल संतोषजनक रहा।

हम उनके उज्वल भविष्य के लिए शुभ कामनाएँ देते हैं।

भवदीय,



*R. K. Tripathi*  
(राकेश कुमार त्रिपाठी)  
परियोजना समन्वयक  
हिन्दुस्तानी प्रचार सभा



हिन्दुस्तानी प्रचार सभा  
ہندوستانی پرچار سبھا

HINDUSTANI PRACHAR SABHA

Mahatma Gandhi Memorial Building, 7 Netaji Subhash Marg, Near Charni Road Station (W), Mumbai - 400 002

Ref.: HPS/Int./2023-24/476

Date – 20/12/2023

प्रति,  
सुश्री नंदिनी शुक्ला  
श्रीमती एम. एम. पी. शाह महिला महाविद्यालय  
माटुंगा, मुंबई – 400019

विषय – प्रशिक्षण (Internship) का प्रमाणपत्र

यह प्रमाणित किया जा रहा है कि चंद्रकला कुमारी ने हिन्दुस्तानी प्रचार सभा द्वारा संचालित महात्मा गाँधी मेमोरियल लाइब्रेरी में श्री राकेश कुमार त्रिपाठी (परियोजना समन्वयक) के मार्गदर्शन में दि. 01 /11 /2023 से 30 /12 /2023 तक बतौर प्रशिक्षु अपना प्रशिक्षण पूर्ण किया। इस कार्यकाल में वे नियमित थीं। उन्होंने सिखाये गए कार्यों को मेहनत और लगन से समझा और पूर्ण किया। उनका प्रशिक्षण कार्यकाल संतोषजनक रहा।

हम उनके उज्वल भविष्य के लिए शुभ कामनाएँ देते हैं।

भवदीय,



*R. K. Tripathi*  
(राकेश कुमार त्रिपाठी)  
परियोजना समन्वयक  
हिन्दुस्तानी प्रचार सभा



Registration No.: F - 833 (MUM)



Tel. : 2281 2871, 2281 2885  
Telefax : 2281 0126  
E-mail : hp.sabha@gmail.com  
hp.sabha@hotmail.com  
Visit us : www.hpsmumbai.org

हिन्दुस्तानी प्रचार सभा  
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HINDUSTANI PRACHAR SABHA

Mahatma Gandhi Memorial Building, 7 Netaji Subhash Marg, Near Charni Road Station (W), Mumbai - 400 002

Ref.: HPS/Int./2023-24

Date – 20/12/2023

प्रति,  
सुश्री शिवानी जैसवार  
श्रीमती एम. एम. पी. शाह महिला महाविद्यालय  
माटुंगा, मुंबई – 400019

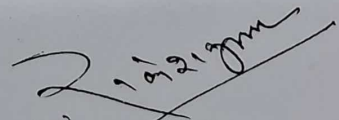
विषय – प्रशिक्षण (Internship) का प्रमाणपत्र

यह प्रमाणित किया जा रहा है कि सुश्री शिवानी जैसवार ने हिन्दुस्तानी प्रचार सभा द्वारा संचालित महात्मा गाँधी मेमोरियल लाइब्रेरी में श्री राकेश कुमार त्रिपाठी (परियोजना समन्वयक) के मार्गदर्शन में दि. 01 /11 /2023 से 30 /12 /2023 तक बतौर प्रशिक्षु अपना प्रशिक्षण पूर्ण किया। इस कार्यकाल में वे नियमित थीं। उन्होंने सिखाये गए कार्यों को मेहनत और लगन से समझा और पूर्ण किया। उनका प्रशिक्षण कार्यकाल संतोषजनक रहा।

हम उनके उज्वल भविष्य के लिए शुभ कामनाएँ देते हैं।

भवदीय,



  
(राकेश कुमार त्रिपाठी)  
परियोजना समन्वयक  
हिन्दुस्तानी प्रचार सभा





नवी मुंबई महानगरपालिका संचालित  
**माध्यमिक विद्यालय , राबाडा**

INDEX NO.

S-16.15.113

(शाळा क्र. १०४, डॉ. बाबासाहेब आंबेडकर नगर, कातकरी पाडा, राबाडा, नवी मुंबई)

शाळा परवानगी : शासन निर्णय क्र. नमाशा २००९/(४९७)/०९ माशि-०१/दि. ११ जून २००९

शाळा मान्यता : क्र. शि.उ.सं./ माध्य-१५/प्रथम मान्यता/०९-१०/९८२७-२८/दि. २० एप्रिल २०१०

जा. क्र. नमुंमपा/माध्य. विद्या./राबाडा/ — /२०२३-२४

दिनांक : २०/१२/२०२३

**CERTIFICATE**

**-: TO WHOMSOEVER IT MAY CONCERN :-**

This is to certify that Ms.Soni Deviprasad Yadav was inducted as intern for NMMC School No - 104, Dr. Ambedkar Nagar, Rabale, Navi Mumbai. She has completed the required no. of internship from during 01/10/2023 to 20/12/2023 the tenure she has been very disciplined, reporting on time, completing work schedule and overall has been a great helping hand to the team.

We wish her best for all future endeavors.

Regards,

Yours Sincerely

PRINCIPAL

NMMC'S Sec School No. 104  
Ambedkar Nagar, Rabada, Navi Mumba

PRACHARYA VAMAN RAO MAHADIK MUN URDU SCHOOL NO.1

FIRE BRIGADE WADALA ZONE-2 SP ROAD ANTOP HILL WADALA (E) MUMBAI. 400037

DATE: 13 MARCH 2024

UDISE NO: 27221000237

TO,

SMT.M.P.SHAH

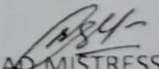
Womens College Of Arts & Commerce,

Matunga (E)

TO WHOM SO EVER IT MAY CONCERN

Miss. SHARMEEN NIZAMUDDIN MALIK has done INTERNSHIP in our school from 18<sup>th</sup> January 2024 to 20th February 2024 As she was working with her loyalty daily in working days in afternoon session.

While teaching she was very Co-operative with staff and children. She has completed INTERNSHIP successfully.

  
HEAD MISTRESS

मुख्याध्यापक

प्रा. वामनराव माहादिक मुन उर्दू शाळा नं. 1  
अंतर्गट शि. वा. 2, ए. 2, 400 037.



Abhay Shikshan Kendra (Regd.)

# RAJARSHI SHAHU HIGH SCHOOL

(PRAIMARY TO SECONDARY ENGLISH MEDIUM)

(SELF FINANCE)

Ashok Mill Compound, Near Kala Killa, Sion- Bandra Link Road, Dharavi, Mumbai - 400 017 Tel. 32432975

U. DISE No.: 27230209302

No. RSHS/010/2024

Date.: 03/01/24

TO WHOMSOEVER IT MAY CONCERN

This is certify that **Ms. Jadhav Vandana Narayan** was inducted as interm for Rajarshi Shahu High School. She has completed the required no of internship from **30/10/2023 to 15/12/2023** during the tenure she has been very disciplined, reporting on time completing work schedule and overall has been a great helping hand to the team.

We wish her best for all future endeavors.

Regards,

Yours Sincerely

Head Master

Rajarshi Shahu High School  
Ashok Mill Compound, Dharavi, Mumbai-400017.







अस्तित्व

# ASTITVA

## PRAHLADRAI KAGZI INSTITUTE FOR HANDICAPPED

(MUK BADHIR PRABODHINI)

Registered under societies Registration Act, 1860 (No. Mah/922/Thane)  
and The Bombay Public Trusts Act, 1950 (No. F/829/Thane)

Plot No. 8, M.I.D.C Phase - 1, Dombivli (E) 421 203. Tel. : 2471358, 2421279  
Contact us at : astitvatrust81@gmail.com  
Visit us at : <http://www.astitvaschool.co.in>

### BOARD OF TRUSTEES

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Mr. Pravin Kuber Treasurer	Dr. Pramod Bahekar Jt. Secretary	Mr. D. S. Bhamare Trustee	Mr. Avinash Paranjpe Trustee

Donations by Cheque - in the name of " ASTITVA TRUST "

#### FOUNDER TRUSTEES

Dr. S. V. Adkar  
President

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Jt. Secretary

Mr. P. Y. Mungekar  
Member

Mr. C. P. Vora  
Member

Ref. No.

AST/ 994 / 2024

Date :

10/04/2024

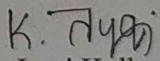
This is to certify that **Ms. Kanishka Jaiprakash Jain** has successfully completed her internship at **Astitva Prahladrai Kagzi Institute for Handicapped** from February 06, 2024 to April 03, 2024 for 2 days a week for minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

The workshops were organized not for children but also for the parents. All the workshops sessions consist of various activities which were very helpful to students for their cognitive development.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavours.

Thanking You!

  
Mrs. Jyoti Kulkarni

Psychologist, Astitva

MOB-9324373744





अस्तित्व

# ASTITVA

## PRAHLADRAI KAGZI INSTITUTE FOR HANDICAPPED

Registered under societies Registration Act, 1860 (No. Mah/922/Thane)  
and The Bombay Public Trusts Act, 1950 (No. F/829/Thane)

Plot No. 8, M.I.D.C Phase - 1, Dombivli (E) 421 203. Tel. : 2471358, 2421279  
Contact us at : astitvatrust81@gmail.com  
Visit us at : http://www.astitvaschool.co.in

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**Mr. P. Y. Mungekar**  
Member

**Mr. C. P. Vora**  
Member

Ref. No.

Date :

AST/ 993/2024

10/04/2024

This is to certify that **Ms. Krisha Kapil Gala** has successfully completed her internship at **Astitva Prahladrai Kagzi Institute for Handicapped** from February 06, 2024 to April 03, 2024 for 2 days a week for minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

The workshops were organized not for children but also for the parents. All the workshops sessions consist of various activities which were very helpful to students for their cognitive development.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities. Throughout her internship, Krisha Gala has consistently impressed me with her strong work ethic and eagerness to learn. She interacts with parents and students with empathy and respect, fostering a supportive and collaborative environment.

We wish her best for her future endeavours.

Thanking You!



*K. Jyoti*  
Mrs. Jyoti Kulkarni

Psychologist, Astitva  
MOB-9324373744

# SNEHALAYA CHARITABLE TRUST



Regn. No. E-4027-Thane under Bombay Public Trust Act 1950

Regd. Office : C/o. 22/5A, Pareira Nagar CHS Ltd., Khopat, Thane 400 601, Maharashtra, India.  
Ph. : (+9122) 25428789 Cell : 09869547241 / 09820484581 Email: snehalaya2007@rediffmail.com | Web.: www.snehalayango.org

Ref.:

Date:

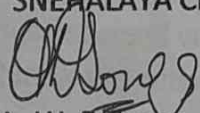
10<sup>th</sup> April, 2024

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Reet J. Mehta has successfully completed her internship at SNEHALAYA CHARITABLE TRUST from February 06 2024 to April 10 2024 for 2 days a week for minimum 5 hours each. During this period she has done module making, academic support intervention, need-based workshops, classrooms orientations, shadow teaching and group sessions on various topics. She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her the best for future endeavors.

For SNEHALAYA CHARITABLE TRUST

  
Olivia W. D'Souza  
Managing Trustee





RED BOYS FOUNDATION  
WE WORK FOR HUMANITY

# RED BOYS FOUNDATION™

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[redboysfoundation@outlook.com](mailto:redboysfoundation@outlook.com) | [info@redboysfoundation.org](mailto:info@redboysfoundation.org) | [www.redboysfoundation.org](http://www.redboysfoundation.org)

Address: Plot no.: 02, Room no.: 113, Bharat Nagar, Bandra (East), Mumbai 400051.

Phone: +91 97026 08786 / +91 95941 23007.

Ref. : .....

Date : 3 April 2024

TO WHOMSOEVER IT MAY CONCERN

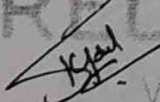
This is to certify that Ms. Shivanshi Bisht has successfully completed her internship at Red Boys Foundation from February 06, 2024, to April 03, 2024, for 2 days a week for a minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during that time and took the initiative for various activities.

We wish her the best for her future endeavours.

Thanking You

RED BOYS FOUNDATION  
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Ms. Nilofer Jailor

Counselling psychologist.

Red boys foundation.



RED BOYS FOUNDATION

Plot No. 2/113, Bharat Nagar, FKC,  
Bandra (E), Mumbai - 400 051.



27<sup>th</sup> April, 2024

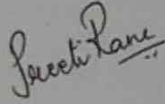
**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms Srishti Sanjay** has successfully completed her internship at **Aatman Academy** from **6<sup>th</sup> February 2024 to 3<sup>rd</sup> April 2024** for 2 days a week for a minimum of 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and cooperative with students. She was regular during that time and took initiative in various activities.

We wish her the best in her future endeavours.

Warm Regards,



Preeti Rane  
Principal  
Aatman Academy

Date: 27<sup>th</sup> April, 2024







# SHREE GUJARATI SAMAJ VIDYALAYA

( Managed By : SHREE GUJARATI SEVA SAMAJ )

531, Subhash Nagar, New Mill Road, Kurla (W), Mumbai - 400 070.

SCHOOL INDEX No. S-33.01.021 U-Dise No. 27230400102

shreegsvidyalaya@gmail.com Dt. 04-04-2024

Ref No.: SGSV / /

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. DIGVI YOGESH RANGPARIYA has successfully completed her internship at SHREE GUJARATI SAMAJ VIDYALAYA, KURLA (W) MUMBAI – 400070. From February 06, 2024 to April 03, 2024 for 2 days a week for minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientation, shadow teaching and group session on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking You,

*Reader*  
Sup. Sign

*Master*  
HEAD MASTER  
SHREE GUJARATI SAMAJ VIDYALAYA  
KURLA (W), MUMBAI - 400 070.



# SHREE GUJARATI SAMAJ VIDYALAYA

( Managed By : SHREE GUJARATI SEVA SAMAJ )

531, Subhash Nagar, New Mill Road, Kurla (W), Mumbai - 400 070.

SCHOOL INDEX No. S-33.01.021 U-Dise No. 27230400102

shreegsvidyalaya@gmail.com Dt. 04-04-2024

Ref No.: SGSV /

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. ALEENA JOHNSON has successfully completed her internship at SHREE GUJARATI SAMAJ VIDYALAYA, KURLA (W) MUMBAI – 400070. From February 06, 2024 to April 03, 2024 for 2 days a week for minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientation, shadow teaching and group session on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking You,

*Dandul*  
Sup. Sign

*mista*  
HEAD MASTER  
SHREE GUJARATI SAMAJ VIDYALAYA  
KURLA (W), MUMBAI - 400 070.



SHREE DIGAMBER JAIN MITRA MANDAL'S

# Shree Vardhaman Vidyalaya English Medium High School

GOVT. RECOGD-Permanently unaided

Kisan Nagar No. 3, Near Shree Nagar, Thane - 400604 Ph. : 2582 7148  
E-mail : vardhmanvidyalaya@rediffmail.com

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Radhika Santosh Ramdhare** has successfully completed her internship at **Shree Vardhaman Vidyalaya English Medium High School** from February 06, 2024 to April 03, 2024 for 2 days a week for minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics. She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking You

HEAD MISTRESS  
SHREE VARDHAMAN VIDYALAYA  
Recognised  
THANE- 400 604





## Indian Association for Promotion of Adoption & Child Welfare

### HEAD OFFICE

7, Kanara House,  
Mogul Lane, Malunga (W),  
Mumbai 400 016.

Tel : 24374938 / 35560701  
E-mail : iapacw1970@gmail.com  
Website : www.iapacw.org

(Established 1970)

### PROJECT OFFICE

Room No. 40, West Khetwadi,  
BMC School, Khetwadi 5th Lane,  
Girgaum, Mumbai 400 004.  
Tel : ~~2345-1234~~ / ~~2345-1234~~  
E-mail : iapaketwadi2@gmail.com  
Mobile :- 8369289856

Date : 8<sup>th</sup> April, 2024

### TO WHOMSOEVER MAY CONCERN

This is to certify that Ms. Ria Revannath Kolvekar has successfully completed her internship at 'Aastha, the Child Guidance Centre (CGC) of Indian Association of Promotion of Adoption & Child Welfare (IAPA) from 6<sup>th</sup> February 2024 to 3<sup>rd</sup> April 2024 for two days a week for minimum five hours each.

During this period, she has done module making for the sessions, academic support intervention, need based workshops, class room orientations and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish the best for her future endeavours.

Thanking you

Yours sincerely,

Mrs. Lakshmi Swaminathan  
Sr. Project Officer, IAPA

Ms. Smita Zankar  
Director - Programmes, IAPA



## Indian Association for Promotion of Adoption & Child Welfare

### HEAD OFFICE

7, Kanara House,  
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Mumbai 400 016.

Tel.: 24374938 / 35560701  
E-mail : iapacw1970@gmail.com  
Website : www.iapacw.org

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### PROJECT OFFICE

Room No. 40, West Khetwadi,  
BMC School, Khetwadi 5th Lane,  
Girgaum, Mumbai 400 004.

Tel. : ~~2339-1106~~ / ~~2339-5021~~  
E-mail : iapakhetwadi2@gmail.com  
Mobile :- 8369 289 856

Date : 8<sup>th</sup> April, 2024

### TO WHOMSOEVER MAY CONCERN

This is to certify that Ms. Riddhi Punit Shah has successfully completed her internship at 'Aastha, the Child Guidance Centre (CGC) of Indian Association of Promotion of Adoption & Child Welfare (IAPA) from 6<sup>th</sup> February 2024 to 3<sup>rd</sup> April 2024 for two days a week for minimum five hours each.

During this period, she has done module making for the sessions, academic support intervention, need based workshops, class room orientations and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish the best for her future endeavours.

Thanking you

Yours sincerely,

Mrs. Lakshmi Swaminathan  
Sr. Project Officer, IAPA

*S.H. Zankar*  
Ms. Smita Zankar  
Director - Programmes, IAPA

## CERTIFICATE OF INTERNSHIP COMPLETION

This is certify that Ms Preeti Joshi, MA Counseling Psychology from Smt Maniben M. P. Shah Women's College of Arts & Commerce has satisfactorily completed her Internship at our centre (RBK School, Mira Road) from 06<sup>th</sup> February 2024 till 03<sup>rd</sup> April 2024.

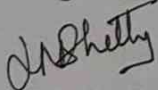
During this tenure, she gained experience of:

- Taking supervised life skills sessions from grade 4 to grade 8<sup>th</sup>.
- She was introduced to counselling sessions (rapport building sessions).
- She observed counselling sessions conducted by senior Psychologist.
- She also observed students with various behavioural and academic issues in class setting.
- She was introduced to basic Remedial Techniques by Special Educator.
- She was guided to develop life skill modules, execute and conduct life skill sessions in classroom setting.
- She conducted a workshop with grade 11<sup>TH</sup> student on peer pressure.

Preeti came across as confident person and curious learner, displayed persistence and commitment towards her client, came up with innovative ideas while executing various tasks.

We wish her good luck and all the best for her enduring future.

Regards,



Principal

RBK School



School Code: MA069

ICSE - Grade 1-10

ISC - Grade 11-12

A Complete CISCE School

Managed by Babubhai Kanakia Foundation (Regn No. E-17355)

**RBK SCHOOL**

Beverly Park, Mira - Bhayandar Road,  
Mira Road (East) 401 107, India.

Phone

+91 74000 95427 / 29

Email

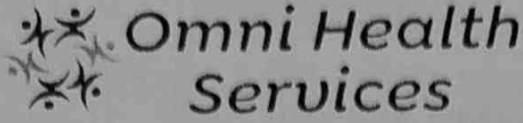
info@rbkschool.org

Website

www.rbkschool.org







Identifying And Providing Culturally Competent  
Mental Health Services

Office No. 304,  
Vishwananak Apartment,  
Chakala, Andheri East,  
Mumbai: 400099

### INTERNSHIP CERTIFICATE

07<sup>th</sup> April 2024

Dear Ms. Miloni,

Greetings of the day!

It is with great pleasure that I compose this letter to attest the exemplary performance and dedication demonstrated by Ms. Miloni Parekh during her tenure as a Counselling intern at Omni Health Services India, Mumbai Division from October 7<sup>th</sup> 2023 to April 7<sup>th</sup> 2024, 3 days a week for 6 hours a day.

Throughout the course of 6- month internship, Ms. Miloni marked invaluable contributions to our team & enhancing skills in various domains of psychology considering conducting various brief psychological assessments and interventions. Under the supervision, Ms. Miloni observed multiple counselling sessions and was actively engaged in planning of therapeutic intervention, providing worksheets and activities for client's homework's as per their requirement and assisted in the formulation of comprehensive client profiles.

In addition to the responsibilities, Ms. Miloni exhibited a strong commitment to professional development, seeking out opportunities to expand her knowledge, reaching out various organisations for collaborations, creating various modules and presentations for the development and skills enhancement, actively participated in team discussions and provided insights.

Strong analytical skills with a keen interest in understanding human behaviour and a genuine passion for helping others is what defines her.

Overall, Ms. Miloni has made a significant contribution to our team during her time here and has proven to be a valuable asset to our organisation.

We wish the very best in future academic, professional pursuits and have every confidence in her ability to make a positive impact in the field of psychology.

Sincerely,

Ms. Richika Gupta  
Clinical Director & Head Psychologist.





# SHREE GUJARATI SAMAJ VIDYALAYA

( Managed By : SHREE GUJARATI SEVA SAMAJ )

531, Subhash Nagar, New Mill Road, Kurla (W), Mumbai - 400 070.

SCHOOL INDEX No. S-33.01.021 U-Dise No. 27230400102

shreegsvidyalaya@gmail.com Dt. 04-04-2024

Ref No.: SGSV / /

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. RIDDHI NARESH MEHTA has successfully completed her internship at SHREE GUJARATI SAMAJ VIDYALAYA, KURLA (W) MUMBAI – 400070. From February 06, 2024 to April 03, 2024 for 2 days a week for minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientation, shadow teaching and group session on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking You,

*Bandu*  
Sup. Sign

*mista*  
HEAD MASTER  
SHREE GUJARATI SAMAJ VIDYALAYA  
KURLA (W), MUMBAI - 400 070.



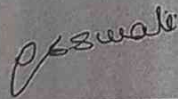
April 3<sup>rd</sup>, 2024.

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Mantasha Mansoori** has successfully completed her internship at **CHILDReach, School for children with special needs** from February 06, 2024 to April 03, 2024 for 2 days a week for 6 hours a day.

During this period, she participated in the group counselling of NIOS X & XII students. She also did module making, workshop on stress management, classroom orientations, shadow teaching and class sessions on various topics given to her. She assessed two students on Perceived Stress Scale and Adjustment Inventory.

She was pleasant, helpful and got along well with the staff and students. We wish her all the best for the future.



(Clinical Psychologist)

**CHILDReach**  
C/o. B. M. C. SCHOOL,  
TANK LANE, SANTACRUZ (W),  
MUMBAI - 400 054  
MOB. 9594065335



INTERNSHIP CERTIFICATE

To Whomsoever Concerned,

This is to certify that Ms Taiyeba Munshi has successfully completed 120 hours of internship at Ira Gurukul Educational Trust , Andheri Branch from 6<sup>th</sup> Feb 2024 to 3<sup>rd</sup> April 2024 for 2 days a week to 5 hours each day.

During this term she has-

- a) Observed children with multiple disabilities- Autism, Learning Disabilities, ADHD etc.
- b) Assisted in Implementing Individualized Educational Programme (IEP) for the students with academic difficulties and neurodevelopmental disorders.
- c) Observed group therapy sessions and occupational therapy sessions at the centre.
- d) Made projects for circle time and implemented them

All the above were facilitated under the guidance of the Senior Experts.

*Her conduct was very good and she has taken full responsibility of the work assigned to her. She was enthusiastic, creative and has taken great efforts in making hands on models to teach children at ira gurukul various topics assigned to her. She has been a great resource and we wish her all the best for a bright future ahead.*



Regards,

Dr. Swapna Kamath (M.D)

Director

Ira Gurukul Educational Trust

Mumbai

7/4/24



## Indian Association for Promotion of Adoption & Child Welfare (IAPA)

(Established 1970)

### HEAD OFFICE

7, Kanara House,  
Mogul Lane, Matunga (W),  
Mumbai 400 016.  
Tel.: 022 2437 4938 / 35560701  
E-mail : iapacw1970@gmail.com  
Website : www.iapacw.org

### PROJECT OFFICE

Room No. 40, West Khetwadi,  
BMC School, Khetwadi 5th Lane,  
Girgaum, Mumbai 400 004.  
Tel.: ~~2389-4196~~ / ~~2388-5981~~  
E-mail : iapakhetwadi2@gmail.com  
Mob.: 8369289856

Date : 8<sup>th</sup> April, 2024

### TO WHOMSOEVER MAY CONCERN

This is to certify that Ms. Shristi Sudesh Dixit has successfully completed her internship at 'Aastha, the Child Guidance Centre (CGC) of Indian Association of Promotion of Adoption & Child Welfare (IAPA) from 6<sup>th</sup> February 2024 to 3<sup>rd</sup> April 2024 for two days a week for minimum five hours each.

During this period, she has done module making for the sessions, academic support intervention, need based workshops, class room orientations and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish the best for her future endeavours.

Thanking you.

Yours sincerely,

**Mrs. Lakshmi Swaminathan**  
Sr. Project Officer, IAPA

**Ms. Smita Zankar**  
Director - Programmes, IAPA



## Indian Association for Promotion of Adoption & Child Welfare (IAPA)

(Established 1970)

### HEAD OFFICE

7, Kanara House,  
Mogul Lane, Matunga (W),  
Mumbai 400 016.

Tel.: 022 2437 4938 / 35560701  
E-mail : iapacw1970@gmail.com  
Website : www.iapacw.org

### PROJECT OFFICE

Room No. 40, West Khetwadi,  
BMC School, Khetwadi 5th Lane,  
Girgaum, Mumbai 400 004.  
Tel.: 2389 4106 / 2389 5981  
E-mail : iapakhetwadi2@gmail.com  
Mob.: 8369289856

Date : 8<sup>th</sup> April, 2024

### TO WHOMSOEVER MAY CONCERN

This is to certify that Ms. Nupur Nishith Chowdhary has successfully completed her internship at 'Aastha, the Child Guidance Centre (CGC) of Indian Association of Promotion of Adoption & Child Welfare (IAPA) from 6<sup>th</sup> February 2024 to 3<sup>rd</sup> April 2024 for two days a week for minimum five hours each.

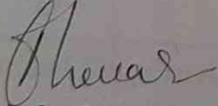
During this period, she has done module making for the sessions, academic support intervention, need based workshops, class room orientations and group sessions on various topics.

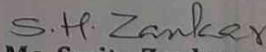
She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish the best for her future endeavours.

Thanking you

Yours sincerely,

  
Mrs. Lakshmi Swaminathan  
Sr. Project Officer, IAPA

  
Ms. Smita Zankar  
Director - Programmes, IAPA





April 3<sup>rd</sup>, 2024.

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms. Mansi Boricha** has successfully completed her internship at **CHILDReach, School for children with special needs** from February 06, 2024 to April 03, 2024 for 2 days a week for 6 hours a day.

During this period, she participated in the group counselling of NIOS X & XII students. She also did module making, workshop on stress management, classroom orientations, shadow teaching and class sessions on various topics given to her. She assessed two students on Psychological Well-being and Differential Abilities.

She was pleasant, helpful and got along well with the staff and students. We wish her all the best for the future.

*D. S. Swale*

**(Clinical Psychologist)**

**CHILDReach**  
C/o. B. M. C. SCHOOL,  
TANK LANE, SANTACRUZ (W),  
MUMBAI - 400 054  
MOB. 9594065335



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Address: Plot no.: 02, Room no.: 113, Bharat Nagar, Bandra (East), Mumbai 400051.  
Phone: +91 97026 08786 / +91 95941 23007.

Ref. : .....

Date : .....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Misha Gada has successfully completed her internship at Red Boys Foundation from February 06, 2024, to April 03, 2024, for 2 days a week for a minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during that time and took the initiative for various activities.

We wish her the best for her future endeavours.

Thanking You

Ms. Nilofer Jailor  
Counselling psychologist.  
Red boys foundation.



RED BOYS FOUNDATION  
Plot No. 2/113, Bharat Nagar, BKC,  
Bandra (E), Mumbai - 400 051.



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Address: Plot no.: 02, Room no.: 113, Bharat Nagar, Bandra (East), Mumbai 400051.  
Phone: +91 97026 08786 / +91 95941 23007.

Ref. : .....

Date : .....

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Prishika Jain has successfully completed her internship at Red Boys Foundation from February 06, 2024, to April 03, 2024, for 2 days a week for a minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during that time and took the initiative for various activities.

We wish her the best for her future endeavours.

Thanking You

Ms. Nilofer Jailor  
Counselling psychologist.  
Red boys foundation.



RED BOYS FOUNDATION  
Plot No. 2/113, Bharat Nagar, P.O.,  
Bandra (E), Mumbai - 400051.





RED BOYS FOUNDATION  
WE WORK FOR HUMANITY

# RED BOYS FOUNDATION™

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[redboysfoundation@outlook.com](mailto:redboysfoundation@outlook.com) | [info@redboysfoundation.org](mailto:info@redboysfoundation.org) | [www.redboysfoundation.org](http://www.redboysfoundation.org)

Address: Plot no.: 02, Room no.: 113, Bharat Nagar, Bandra (East), Mumbai 400051.

Phone: +91 97026 08786 / +91 95941 23007.

Ref. : .....

Date : 3/4/24.....

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Krysha Sharma has successfully completed her internship at Red Boys Foundation from February 06, 2024, to April 03, 2024, for 2 days a week for a-minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during that time and took the initiative for various activities.

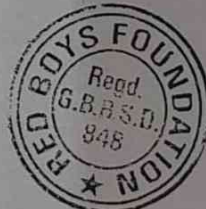
We wish her the best for her future endeavours.

Thanking You

Ms. Nilofer Jailor

Counselling psychologist.

Red boys foundation.



RED BOYS FOUNDATION  
Plot No.2/113, Bharat Nagar, BKC,  
Bandra (E), Mumbai - 400 051.

27<sup>th</sup> April, 2024

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Ms Gia Kabadi** has successfully completed her internship at **Aatman Academy** from **6<sup>th</sup> February 2024 to 3<sup>rd</sup> April 2024** for 2 days a week for a minimum of 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and cooperative with students. She was regular during that time and took initiative in various activities.

We wish her the best in her future endeavours.

Warm Regards,

*Preeti Rane*

Preeti Rane  
Principal  
Aatman Academy

Date: 27<sup>th</sup> April, 2024



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[redboysfoundation@outlook.com](mailto:redboysfoundation@outlook.com) | [info@redboysfoundation.org](mailto:info@redboysfoundation.org) | [www.redboysfoundation.org](http://www.redboysfoundation.org)  
Address: Plot no.: 02, Room no.: 113, Bharat Nagar, Bandra (East), Mumbai 400051.  
Phone: +91 97026 08786 / +91 95941 23007.

Ref. : .....

Date : .....

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Noorain Shaikh has successfully completed her internship at Red Boys Foundation from February 06, 2024, to April 03, 2024, for 2 days a week for a minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during that time and took the initiative for various activities.

We wish her the best for her future endeavours.

Thanking You

Ms. Nilofer Jailor  
Counselling psychologist.  
Red boys foundation.



RED BOYS FOUNDATION  
Plot No. 2/113, Bharat Nagar, EKC,  
Bandra (E), Mumbai - 400 051.





# ENGRAM-COG REHABILITATION CENTRE

Shop No. 1126/1, St.Michael Church Road, Navghar Manickpur, Vasai West, Dist. Palghar - 401 202.

Date : 03/04/2024

## To whomsoever it may concern

This is to certify that Ms.Niva Desai has successfully completed her intership at Engram Cog Rehabilition Center from february 06, 2024 to April 03, 2024 for 2 days a week for minimum of 5 hours each. During this period, she has done module making, academic support intervention, need – based workshops, classroom orientations, shadow teaching and group sessions on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking you

**Dr. Shreya Ambre (PT, C/NDT)**  
**Consulting Physiotherapist**  
**Reg. No.: L-34069**



# SHREE GUJARATI SAMAJ VIDYALAYA

( Managed By : SHREE GUJARATI SEVA SAMAJ )

531, Subhash Nagar, New Mill Road, Kurla (W), Mumbai - 400 070.

SCHOOL INDEX No. S-33.01.021 U-Dise No. 27230400102

shreegsvidyalaya@gmail.com Dt. 04-04-2024

Ref No.: SGSV / /

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. HETVEE JITENDRA GALA has successfully completed her internship at SHREE GUJARATI SAMAJ VIDYALAYA, KURLA (W) MUMBAI – 400070. From February 06, 2024 to April 03, 2024 for 2 days a week for minimum 5 hours each. During this period, she has done module making, academic support intervention, need-based workshops, classroom orientation, shadow teaching and group session on various topics.

She was enthusiastic and co-operative with the students. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking You,

*SupSign*  
SupSign

*Master*  
HEAD MASTER  
SHREE GUJARATI SAMAJ VIDYALAYA  
KURLA (W), MUMBAI - 400 070.



BHARTIYA GRAMIN PUNARRACHANA SANSTHA'S  
**MUMBAI PUBLIC SCHOOL**  
**PRIMARY SECTION - ENGLISH MEDIUM**

"J. K. KNOWLEDGE CENTRE", NADKARNI PARK, BEHIND MBPT HOSPITAL,  
WADALA (EAST), MUMBAI - 400 037. TELEFAX : 24165137

U - DISE No. 27221000272

REF. NO.: MPS / PE /

DATE :

Date -05/03/2024

To, whomsoever it may concern

SUBJECT- INTERNSHIP COMPLETION LETTER

This letter serves to certify that Ms. Sakshi Sachdev has successfully completed her internship at JK.Knowledge. Center, from the 12<sup>th</sup> of July 2023 to 8<sup>th</sup> of September 2023.

During her tenure with us, Ms. Sakshi Sachdev . was engaged in various educational activities. She demonstrated a keen interest in learning and contributed positively to our school environment. Ms. Sakshi Sachdev has shown commendable dedication, punctuality professionalism throughout her internship period. We are confident that the experience and skills acquired during her time with JK. KNOWLEDGE.CENTER school have equipped Ms. Sakshi Sachdev with the necessary tools to make significant contributions to the field of education.

We wish her all the best in her future endeavors and are optimistic about her potential for continued growth and success.

Thanking you!!!

Yours Sincerely

Head Master  
PRIMARY SECTION  
MUMBAI PUBLIC SCHOOL  
Knowledge Center,  
Wadala (E). Mumbai - 400 037



# PARHAR HOSPITAL

www.parharhospital.com

**Dr. SIDDESH D. PARHAR**

(M.B.B.S., DPM (MUM), FIPS)  
Consultant Psychiatrist  
Mob. 9867656428  
Reg. No. 2001/08/2882



**Dr. SHILPA S. PARHAR**

(M.B.B.S., DPM (MUM), DNB (PSY))  
Consultant Psychiatrist  
Mob. 9867656429  
Reg. No. 2002/03/1234

PARHAR HOSPITAL : Narmada Complex, 1st Floor, Behind ST Stand, Railway Station Road, Panvel, Dist. Raigad.

Name : \_\_\_\_\_ Date : \_\_\_\_\_

Ref by : \_\_\_\_\_ Age : \_\_\_\_\_ Sex : \_\_\_\_\_

## TO WHOMSOEVER IT MAY CONCERN

DATE : 12th MARCH 2024

This is to certify that Ms. Sakshi Sachdev has worked as Counselling Intern in ' PARHAR HOSPITAL ' from 5th January 2024 to 5th March 2024.

During this period, she has worked with adults with behavioural and emotional issues. Counselling was done with some of the patient's relatives as well. She was also involved in conduction of tests like MCMI and TAT under the guidance and supervision of a clinical psychologist. She also discussed and planned cases for patients with clinical diagnosis. During this time, she also observed the psychiatrists consulting different patients.

Sakshi during her tenure of work was found to be dedicated, willing to learn and worked in co-ordination with the clinical psychologist and the psychiatrists. We wish her All the Best in her future endeavours.

  
**Dr. SHILPA S. PARHAR (MBBS DPM (MUM), DNB Psy)**

Consultant Psychiatrist and Child Specialist

Mob. : 9867656429

*Shilpa S. Parhar*

(M.B.B.S., DPM (MUM), DNB (PSY))

Consultant Psychiatrist

Reg. No. 2002/03/1234

सुचना : डॉक्टरांच्या सल्लयाप्रमाणे औषध घेणे, स्वतःहून औषध बंद करू नये, कृपया स्वतःहून दीर्घकाळ औषध चालू ठेवू नये.

संपर्कासाठी / For Appointment : Ph. No. 7506775987 www.parharhospital.com



BHARTIYA GRAMIN PUNARRACHANA SANSTHA'S  
**MUMBAI PUBLIC SCHOOL**  
**PRIMARY SECTION - ENGLISH MEDIUM**

"J. K. KNOWLEDGE CENTRE", NADKARNI PARK, BEHIND MBPT HOSPITAL,  
WADALA (EAST), MUMBAI - 400 037. TELEFAX : 24165137

U - DISE No. 27221000272

REF. NO.: MPS / PE /

DATE :

Date -05/03/2024

To, whomsoever it may concern

**SUBJECT- INTERNSHIP COMPLETION LETTER**

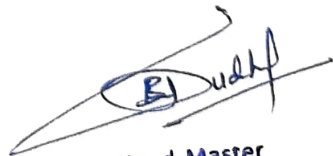
This letter serves to certify that Ms. Swalaha Khadri has successfully completed her internship at JK.Knowledge. Center, from the 5<sup>th</sup> of January 2024 to 5<sup>th</sup> of March 2024.

During her tenure with us, Ms. Swalaha Khadri was engaged in various educational activities. She demonstrated a keen interest in learning and contributed positively to our school environment. Ms. Swalaha Khadri has shown commendable dedication, punctuality professionalism throughout her internship period. We are confident that the experience and skills acquired during her time with JK. KNOWLEDGE.CENTER school have equipped Ms. Swalaha Khadri with the necessary tools to make significant contributions to the field of education.

We wish her all the best in her future endeavors and are optimistic about her potential for continued growth and success.

Thanking you!!!

Yours Sincerely

  
Head Master  
PRIMARY SECTION  
MUMBAI PUBLIC SCHOOL  
Knowledge Center,  
Wadala (E). Mumbai - 400 037



BHARTIYA GRAMIN PUNARRACHANA SANSTHA'S  
**MUMBAI PUBLIC SCHOOL**  
**PRIMARY SECTION - ENGLISH MEDIUM**

"J. K. KNOWLEDGE CENTRE", NADKARNI PARK, BEHIND MbPT HOSPITAL,  
WADALA (EAST), MUMBAI - 400 037. TELEFAX : 24165137

U - DISE No. 27221000272

REF. NO.: MPS / PE /

DATE :

Date -05/03/2024

To, whomsoever it may concern

SUBJECT- INTERNSHIP COMPLETION LETTER

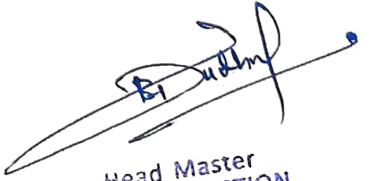
This letter serves to certify that Ms. Swalaha Khadri has successfully completed her internship at JK.Knowledge. Center, from the 12<sup>th</sup> of July 2023 to 8<sup>th</sup> of September 2023.

During her tenure with us, Ms. . Swalaha Khadri was engaged in various educational activities. She demonstrated a keen interest in learning and contributed positively to our school environment. Ms. . Swalaha Khadri has shown commendable dedication, punctuality professionalism throughout her internship period. We are confident that the experience and skills acquired during her time with JK. KNOWLEDGE.CENTER school have equipped Ms. . Swalaha Khadri with the necessary tools to make significant contributions to the field of education.

We wish her all the best in her future endeavors and are optimistic about her potential for continued growth and success.

Thanking you!!!

Yours Sincerely

  
Head Master  
PRIMARY SECTION  
MUMBAI PUBLIC SCHOOL  
Knowledge Center,  
Wadala (E), Mumbai - 400 037





# St. Thomas Academy

(Affiliated to The Archdiocesan Board of Education, Mumbai)  
Cardinal Gracias Nagar, M. G. Road, Goregaon West - Mumbai 400 104.

Ref. No. ....

Date : 16/4/2024.....

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss Regina Vaz of Smt. Maniben MP Shah Women's College of Arts and Commerce (SNDT Women's University Matunga) has completed her internship at our esteemed organisation from January 5<sup>th</sup>, 2024. till March 5<sup>th</sup>, 2024.

During her internship Regina demonstrated a keen understanding and application of various psychological testing and assessment techniques. She actually participated in planning and facilitating the therapy sessions, showcasing her foundational training in Cognitive Behaviour Therapy and Rational Emotive Behaviour Therapy. Throughout her internship she maintained utmost confidentiality regarding client information.

We are confident that Regina's internship experience has provided her with valuable insights and practical skills that will serve her well in her future role as a mental health professional.

We wish her all the best in her future endeavours.

(Fr. Colman Carlos)

Manager

St. Thomas Academy  
Goregaon (W), Mumbai-02





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Address: Plot no.: 02, Room no.: 113, Bharat Nagar, Bandra (East), Mumbai 400051.  
Phone: +91 97026 08786 / +91 95941 23007.

Ref. : .....

Date : .....

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Bushra Patel** has interned at **Red boys Foundation** from **July, 2023 to March, 2024.**

#### The work responsibility involved:

- Meeting the recommended clients for individual counselling related to academic, behavioural, social and emotional concerns.
- Getting exposure to conduct individual counselling sessions with different age groups, such as: children, young adults, adolescents and older adults.
- Understanding the underlying causes of the client's concerns and developing fitting therapeutic interventions.
- Conducting career testing, scoring and providing vocational guidance to 10th and 11th grade students individually and in groups.
- Conducting life skills and psychoeducation workshops on various themes for the students from 10th to 12th grade.
- Actively participated in outreach programmes conducted at the Ranshet Ashram Shala school in Dahanu as part of our social initiative.
- Participated in the knowledge exchange trainings initiated by our counselling supervisor.
- Coordinating with the supervisor psychologist for case discussions and other counselling activities.
- Making counselling reports, monthly organisational reports along with maintaining counselling documentation as per the requirement.

This is to certify that **Bushra Patel** is reliable, motivated, hardworking and professional. We wish her all the best in her future endeavours and would like to thank her for the excellent contribution towards our organisation.

Regards,

Management Team,

Red boys Foundation

RED BOYS FOUNDATION  
Plot No.2/113, Bharat Nagar, E.C,  
Bandra (E), Mumbai - 400 051.



Ref no: 90

Date: 30/04/2024

TO WHOMSOEVER IT MAY CONCERN


This is to certify that Ms. Aayushi Parikh was working as an intern at Samvedana Counseling Centre, Smt. Maniben M. P. Shah Women's College of Arts & Commerce (Autonomous) from 10th July 2023 to 25 October 2023 for 2 days a week for minimum 5 hours each; and then from 5th January 2024 to 6th March 2024 for 4 days a week for minimum 5 hours each.

She was enthusiastic and co-operative with the students. During this period, she has done individual counseling, assessment, therapeutic intervention, need-based workshops and classroom orientations on various topics. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking You

Ms. Vedashree Bhagwat  
College Counselor  
Samvedana Counseling Centre

  
Dr Archana Patki  
Principal

OK.  
AAP



Ref no: 89

Date: 30/04/2024

TO WHOMSOEVER IT MAY CONCERN


This is to certify that Ms. Fatema Plumber was working as an intern at Samvedana Counseling Centre, Smt. Maniben M. P. Shah Women's College of Arts & Commerce (Autonomous) from 10th July 2023 to 25 October 2023 for 2 days a week for minimum 5 hours each; and then from 5th January 2024 to 6th March 2024 for 4 days a week for minimum 5 hours each.

She was enthusiastic and co-operative with the students. During this period, she has done individual counseling, assessment, therapeutic intervention, need-based workshops and classroom orientations on various topics. She was regular during the time and took initiative for various activities.

We wish her best for her future endeavors.

Thanking You

Ms. Vedashree Bhagwat  
College Counselor  
Samvedana Counseling Centre

  
Dr Archana Patki  
Principal

OK.

M.COM II (SEM IV) INTERNSHIP 23-24

Sr. No.	Name of the student	Specialisation	Name of the Company	Designation	Salary drawn per month
1	Rashmi	Accountancy	Axis Bank	Operations Executive	14000
2	Benita Marshall	Mktg. Mgt.	Pehlay Akshar Foundation	Star Facilitator & Content Writer	28674
3	Sanju Chavan	Mktg. Mgt.	Axis Bank	Jr. Relationship Manager	17000
4	Payal G	Accountancy	RM Jadhav & Associates	Accounts Executive	7000
5	Zikra	Accountancy	NICT Technology Pvt. Ltd.	Service Delivery Partner	10000
6	Ayesha Khan	Mktg. Mgt.	Samani Trading Co.	Receptionist	5000
7	Muskan Thange	Accountancy	RM Jadhav & Associates	Accounts Executive	10000
8	Vidhya	Accountancy	RM Jadhav & Associates	Accounts Executive	10000
9	Sarita Saroj	Accountancy	M/S Rohit Verma & Co.	Accounts Assistant	8000
10	Sana Siddiqui	Accountancy	Vedhex Pvt. Ltd.	SEO Intern	7000

**M.COM II (SEM IV) INTERNSHIP 23-24**

11	Supriya Jadhav	Accountancy	Belife Pharma Pvt. Ltd.	Accounts Executive	Unpaid
12	Mittalben Panchal	Accountancy	Hina Industries	HR Recruiter	Unpaid
13	Girja Teli	Accountancy	Mohan Kirana Stores	Entrepreneur	20000
14	Ritika Pandey	Accountancy	Axis Bank	Credit Card Department	13500
15	Gauri Kadam	Accountancy	MSEB	Accounts Executive Billing Dept.	17000
16	Muskan Khan	Mktg. Mgt.	India Trailor Corporation	Jr. Assistant	10000
17	Sarah Pathan	Accountancy	Share Mkt Advisor	Sales Executive	18700
18	Payal S	Accountancy	P.V.Page & Co.	Cocurrent Audit	6000
19	Rosani Singh	Accountancy	St. Agrasen High School	Computer Teacher	8000
20	Zainub	Accountancy	Creative Enterprises	Accounts Executive	8000
21	Swati Tiwari	Accountancy	India Trailor Corporation	Accounts Executive	10000
22	Hemlata Goshi	Accountancy	Poddar International	Accounts Executive	12000
23	Ruida	Mktg. Mgt.	Expertsorce Global Services Pvt. Ltd.	Sr. Customer Service	32500



M.COM II (SEM IV) INTERNSHIP 23-24

24	Mansi Pandey	Accountancy	AF Garments	Accounts Executive	20000
25	Sejal Nagda	Accountancy		Accounts Executive	25000
26	Sindhuja	Accountancy	KC Desai & Co	Accounts Executive	14000