

17<sup>th</sup> Jun 2024

Congratulations Mayank Sonawane,

We are pleased to extend the following job offer for **Tour Consultant** to you on behalf of LPO Holidays.

The terms of engagement are as follows:

JOINING DATE FROM 18th June 2024

1. Reporting Time: 11:00 AM Daily
2. Salary 15,000 /- per month
3. Probation Period: 6 months

We hope you will enjoy your role and make a significant contribution to the overall success of the LPO Holidays.

Documents Required for Joining:

1. Adhar card Photo copy
2. Pan Card Photo copy
3. Qualification Photocopy
4. 1 Passport Size Photo copy
5. Experience Letter and Salary Slip
6. Passbook Front page Photocopy

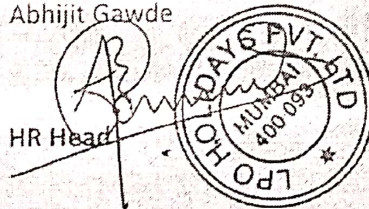
Please review the offer. It includes important details about your compensation and the terms and conditions of your anticipated employment with LPO Holidays.

**RULES AND REGULATIONS:**

1. NO LEAVES ALLOWED IN FIRST 3 MONTH.
2. 3 DAYS HOLIDAYS IN A MONTH WILL BE COUNTED AS 4 LEAVES.
3. SUNDAY FIX OFF.
4. IF YOU TAKE HOLIDAY ON SATURDAY AND MONDAY TOGETHER IT WILL BE COUNTED AS SANDWICH LEAVE AND SUNDAY WILL BE DEDUCTED AS WELL.
5. 15 DAYS TRAINING WILL BE PAID ONLY IF YOU HAVE COMPLETED 3 MONTHS.
6. SALARY WILL BE CREDITED BETWEEN 10-15 DATE OF EVERY MONTH.
7. YOUR SALARY COUNT WILL BE FROM 1ST TO 30th.

Kind Regards,  
Abhijit Gawde

HR Head





NMK: 7032/A

1<sup>st</sup> February, 2025

To,  
Mr. Ritesh Ravi Kotian  
Flat No.609,  
New Hari Om Sahkari Nirman Sanstha,  
R.K. Singh Marg, Ambawadi,  
Andheri East, Mumbai- 400069

**Subject: Internship Offer Letter**

Dear Ritesh,

We are pleased to offer you an internship position at **NMK & Co LLP, Chartered Accountants**, located at Andheri (East), Mumbai, for the period starting from **3<sup>rd</sup> Feburary, 2025**.

During your internship, you will be engaged in assisting with assignments related to accounting, GST & income tax related work, supporting auditing team, and other professional services undertaken by the firm. You are expected to maintain confidentiality, act with integrity, and adhere to the rules and policies of our organization.

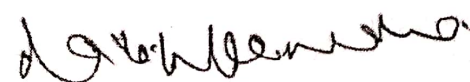
This internship is intended to provide practical exposure and learning in the field of Chartered Accountancy. It is a paid internship and does not constitute an offer of employment. Stipend of Rs.6,000 per month will be paid in internship duration.

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

We look forward to having you on board.

Yours truly,

For NMK & Co LLP  
Chartered Accountants  
Firm Reg. No.107072W

  
Nilesh M. Kapadia  
Partner



Employee code \_\_\_\_\_  
(Mandatory)

**FORM 2 (Revised)**

(For Unexempted /Exempted Establishments)

**NOMINATION AND DECLARATION FORM**

(Declaration and Nomination Form under the Employees' Provident Funds and Employees' Pension Scheme)  
(Paragraphs 33 and 61 (1) of the Employees' Provident Funds Scheme, 1952 and paragraph 18 of the Employees' Pension Scheme, 1995)

1 Name (in Block Letters) : ARUSH KRISHNAKANT SHUKLA  
2 Father's/Husband's Name : KRISHNAKANT RAJARAM SHUKLA  
3 Date of birth : 12-04-2006  
4 Sex : Male  
5 Marital Status : Single  
6 Account No. (PF/EPS Number) :  
7 Address (Residential) : Permanent : Ramwadi jogeshwari east Caves roadAvishkar bulding ,Mumbai,Maharashtra,400060  
Temporary : Ramwadi jogeshwari east Caves roadAvishkar bulding ,Mumbai,Maharashtra,400060

**PART A (EPF)**

I hereby nominate the person(s)/cancel the nomination made by me previously and nominate, the person(s) mentioned below to receive the amount standing to my credit in the Employees' Provident Fund, in the event of my death:

Name and Address of the nominee/nominees	Nominees relationship with the member	Date of Birth	Total amount of share of accumulations is Provident Fund to be paid to each nominee (%)	If the nominee is minor, name and relationship and address of the guardian who may receive the amount during the minority of nominee
(1)	(2)	(3)	(4)	(5)
Kiran shukla Ramwadi jogeshwari east Caves roadAvishkar bulding ,Mumbai,Maharashtra,400060	Mother	45	100%	
			100%	

1 \* Certified that I have no family as defined in para 2(g) of the Employees' Provident Funds Scheme, 1952, and should I acquire a family hereafter, the above nomination should be deemed as cancelled.

2 \* Certified that my father/mother is/are dependent upon me.

3. \* Strike out whichever is not applicable.

*Arush*

Signature or thumb impression of the subscriber

Note: - A Fresh nomination shall be made by the member on his marriage and any nomination made before such marriage shall be deemed to be invalid

# If Married -> Spouse, Children (married or unmarried), his/her dependent parents, deceased son's widow and children.  
If unmarried then Parents, Brother, Sister or any other person(s).



**Part B (EPS) (Para 18) §**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children pension in the event of my death.

S. No. (1)	Name of Address of the family member Name (2)	Address (3)	Date of Birth (4)	Relationship with member (5)
1 2 3 4	Kiran shukla	Ramwadi jogeshwari east Caves road Avishkar bulding ,Mumbai,Maharashtra,400060	45	Mother

\* \*Certified that I have no family as defined in para 2 (vii) of Employee's Pension Scheme, 1995 and should acquire a family here after I shall furnished particulars thereon in the above form.

I hereby nominate the following persons for receiving the monthly widow pension (admissible under para 16 2(a) (i) and (ii) of Employees' Pension Scheme, 1995 in the event of my death without leaving any eligible family member for receiving Pension. §§

Name and address of the Nominee, (1)	Date of Birth (2)	Relationship with the member (3)

Dated the: 27-01-2025

*Arush*

Signature or thumb impression of the subscriber

\*\*Strike out whichever is not applicable.

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed thumb impressed before me by Shri/Smt/Kum ARUSH KRISHNAKANT SHUKLA employed in my establishment after he/she has read the entries have been read over to him/her by me and got confirmed by him/her.

Place: Mumbai

Dated the: 27-01-2025

Digitally signed  
by ABHISHEK DAS

51245

Muktesh Harish Vaswani

Signature of the Employer or other authorized Officer of the establishment  
Designation Manager I, People Operations

Name & Address of the Factory/Establishment or Rubber Stamp there of

§ - Applicable if Married => To Spouse and Children (include children adopted legally before death in service)

§§ - Applicable to both Married and unmarried - (1) Married ---- To any person(s) other than spouse and children.  
(2) Unmarried ---- To Parents, Brother, Sister or any other person(s).



**Appointment Letter**

Dear,

**Kartik Manohar Jadhav**

We are glad to inform you that you have been appointed for the position of a Tele calling in our Company. You are required to undertake all duties and activities as assigned to you by the Head to whom you will be reporting. Your joining date is 28 April 2024. First one month from will be considered as training and induction period as agreed upon. This period should be used for intensive training, understanding job profile and performance standards of highest level.

Your total cumulative salary as a HR Business Manager will be Rs.22,000/- per month. Your bonuses, if any, will be added at the end of the year. Any bifurcation of salary will be adjusted from total salary as already discussed. The details of commitments and role clarity are provided in the followings:

**Clinic Time** – 9.30 am to 8 pm

**Role/Title** - Tele calling

**Location:** - Mumbai, India

**Daily Task** – Tele communication, Tele counselling, generate online/ offline consultation.

Your appointment is also subject to your long-term commitment to be with Company for a period of 3 years, where minimum 10% salary raise is guaranteed conditioned to your target achievements. However, if you are forced to leave due to unforeseen circumstances, the 3 months' prior notice, finding/training new substitute and one month's salary compensation can serve as the emergency exit option.

Salary is a compensation for the completed work done and uploaded in the system as advised by the company authority.

Acceptance of this appointment letter will be considered as consent to follow all the rules and regulations of the Company which are subjected to changes from time to time.

Congratulations and welcome on board to promote Corporate HR & health empowering services through Advanced Health.

Yours Sincerely,  
Sandesh C. Bhende.

Head of Franchise and Team Management  
**ADVANCED HEALTH.**

**Name: Kartik Manohar Jadhav**

Signature:

Date:



To,  
Mansi Humane

Date: 15th December 2023

**OFFER LETTER**

Dear Mansi Humane,

We are pleased to offer you a position of **Executive Report Uploading** from the department of **Operations** with Company Name Your current office location would be **Mumbai**. Your Monthly Pay would be as mentioned in the Salary structure .Your joining date is **15th December 2023**.

1. Your current base office location would be as mentioned above however, you can be transferred temporarily or permanently for duty anywhere in India, depending on the needs of the organization.
2. The compensation offered to you is strictly confidential and is only between you and the company and you will not disclose the same to anyone.
3. You will be entitled to all statutory benefits whenever applicable during your employment such as PF, ESIC, PT, etc. as per the company policies and provision of the Acts applicable to you and the company either currently or in the future.
4. The Company has the right to get you medically examined by any certified medical practitioner before or during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your services are liable to be terminated by the Company without notice or pay thereof.
5. Your offer is being made on the basis of your particulars such as qualification, work experience, etc. as provided by you in your application for employment, interview process and in case any information provided by you is found to be false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu thereof.
6. The Company may engage external agencies to get your Background Verification done and it is your duty to support any such agencies / persons authorized by the Company to perform detailed background checks on your profile and credentials.
7. During your service with the Company, you will not engage yourself directly or indirectly with or without any remuneration or considerations thereof, with any other Undertaking, Business, Employment or Activities run for profits or otherwise, without prior written consent of the Management, which may or may not be prejudicial/detrimental to the interest of the Company.
8. In case if you breach any of these conditions, your service would be liable to be terminated without any notice.

We wish you all the best and success for your personal and professional growth by contributing to the CallMediLife family.

**Satish Sadanand Shirke**

Digitally signed by Satish Sadanand Shirke  
DN: c=IN, o=Personal, title=8589, 2.5.4.20=9cf61f424828aaf2244f28f39c02867e8cf61b2a064eec654b13ddb855fa1e82,  
postalCode=400101, st=Maharashtra,  
serialNumber=734f8bf2d6f2cd847efd9370aca4ee341b226a7881e4396ac4e3842f7bb581d3, cn=Satish Sadanand Shirke  
Date: 2025.10.11 17:37:15 +05'30'

Date: 17<sup>th</sup> January 2025

To,  
Vedika Pawar,

**OFFER LETTER**

Dear Vedika,

We are pleased to offer you the position of **Corporate Opreation Executive** from the **Operations** department with **CallMediLife Healthcare Services Pvt Ltd**. Your current office location would be **Mumbai**. Your joining date is **17<sup>th</sup> January 2025**.

1. Your current base office location would be as mentioned above however, you can be transferred temporarily or permanently for duty anywhere in India, depending on the needs of the organization.
2. The compensation offered to you is strictly confidential and is only between you and the company and you will not disclose the same to anyone.
3. You will be entitled to all statutory benefits whenever applicable during your employment such as PF, ESIC, PT, etc. as per the company policies and provision of the Acts applicable to you and the company either currently or in the future.
4. The Company has the right to get you medically examined by any certified medical practitioner before or during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your services are liable to be terminated by the Company without notice or pay thereof.
5. Your offer is being made on the basis of your particulars such as qualification, work experience, etc. as provided by you in your application for employment, interview process and in case any information provided by you is found to be false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu thereof.
6. The Company may engage external agencies to get your Background Verification done and it is your duty to support any such agencies / persons authorized by the Company to perform detailed background checks on your profile and credentials.
7. During your service with the Company, you will not engage yourself directly or indirectly with or without any remuneration or considerations thereof, with any other Undertaking, Business, Employment or Activities run for profits or otherwise, without prior written consent of the Management, which may or may not be prejudicial/detrimental to the interest of the Company.

8. Notice Period: during probation period need to service 1(one) month of notice period and post confirmation need to serve 2(two) months of notice period.
9. In case if you breach any of these conditions, your service would be liable to be terminated without any notice.

Signature:

Satish Sadanand Shirke

Digitally signed by Satish Sadanand Shirke  
DN: c=IN, o=Personal, title=8589, 2.5.4.20=9cf61f424828aaf224af28f39c02867e8cf61b2a064e6c54b13dd8b55fa1e02,  
postalCode=400101, st=Maharashtra,  
serialNumber=734f8bf2d6f2cd847efd9370aca4ee341b226a7881e4396ac4e3842f7bb581d3, cn=Satish Sadanand Shirke  
Date: 2025.10.11 17:21:17 +05'30'

We wish you all the best and success for your personal and professional growth by contributing to the **CallMediLife Healthcare Services Pvt Ltd** family.

# GADA & NISAR

## CHARTERED ACCOUNTANTS

OFFICE NO.305, ACCORD COMMERCIAL COMPLEX, OPP. GOREGAON RAILWAY STATION,  
ABOVE HDFC BANK, GOREGAON (EAST), MUMBAI- 400063, MAHARASHTRA

✉ gadanisar@gmail.com

www.gadanisar.com

☎ - 9773611065/9820292711/9820720713

1<sup>st</sup> April, 2025

To,

Mr. Ritik Dharmendra Dubey

Address:- Flat No.608,

New Hari Om Sahkari Nirman Sanstha,

R.K. Singh Marg, Ambawadi,

Andheri East, Mumbai- 400066

### Subject: Internship Offer Letter

Dear Ritik,

We are pleased to offer you an internship position at **Gada & Nisar, Chartered Accountants**, located at Goregaon (East), Mumbai, for the period starting from **1<sup>st</sup> April, 2025**. The internship duration is of 12 months.

During your internship, you will be engaged in assisting with assignments related to accounting, GST & income tax related work, auditing support, and other professional services undertaken by the firm. You are expected to maintain confidentiality, act with integrity, and adhere to the policies of our organization.

This internship is intended to provide practical exposure and learning in the field of Chartered Accountancy. It is a paid internship and does not constitute an offer of employment. The stipend of Rs.3,500 per month will be paid in internship duration.

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

We look forward to having you on board.

Yours Sincerely,

For Gada & Nisar

Chartered Accountants

Firm Reg. No.142804W

Mitesh Gada

Partner



Date:20-05-2025

**Welcome Note**

Dear Ms. Neha Deepak Chivelkar

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. Helpdesk Link: <https://employeehelpdesk.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**  
**Unnikrishnan PS**  
**Company Secretary and Head - ELM**



To,  
Name: Sana Shaikh  
Address: Jogeshwari, east.

Dear Sana

PROVITIONAL OFFER LETTER

With reference to your application regarding the above subject, we are pleased to accommodate you for Guest Service Associate role in our organization as per the following terms and conditions:

1. You will be designated as a Guest Service Associate.
2. Your Services will start from the date 16<sup>th</sup> May 2025. Any change in this period will be subject to the discretion of the company.
3. You will be based in Mumbai and your role and responsibilities will be explained to you on the date of your joining. You will have to look after other locations as per the management discretion.
4. You are liable to be transferred from one job location to the other or from one department to the other within the county if required by the Management. You shall do such other work which will be assigned to you by the Management from time to time.
5. You will be paid a monthly net take home salary of Rs. \_\_\_\_\_.
6. In all matters of conduct & discipline, you will abide by the rules and regulations, in force from time to time.
7. Your appointment shall be subject to the submission of all the documents detailed in your Curriculum Vitae and Successful Background Verification.
8. You will be required to maintain the utmost secrecy in respect of documents, commercial offers, trade secrets, information about company affairs and human assets profile connected with the business of the company, or any other group company.

Warm Regards,  
For Cococart Ventures Pvt. Ltd.



Sapna Parvathi  
Vice President - Human Resources

I have read and understood all the terms and conditions stated above in this letter and hereby accept the same.

Name: Sana Shaikh

Date: 13<sup>th</sup> May 202



## TO WHOM SO EVER IT MAY CONCERN

Dear Swaresh Satish Waingankar,

We hope this letter finds you in good health and high spirits. We are writing to issue you a employment certificate as per your request.

As a contractual employee of Kavach Global Connects Pvt Ltd, we are pleased to confirm the following salary details:

### Employee Information:

Full Name: Swaresh Satish Waingankar  
Employee ID: N03146  
Department: Accounts  
Designation: Backoffice  
Date of joining: 19-02-2026  
Gross salary: 14000

Please note that this employment certificate is authentic and has been issued on Kavach Global Connects Pvt Ltd official letterhead.

We appreciate your dedication and contributions to the company, and we are pleased to provide this employment certificate upon your request. We wish you continued success in your professional endeavors.

Thank you for your attention to this matter.



For, Kavach Global Connects Pvt Ltd

(Authorised Signatory)

### KAVACH GLOBAL KONNECTS PVT LTD

Reg. Office: G-707, Titanium City Centre, Nr Sachin Tower, Shyamal Cross Road, Anandnagar,  
Satellite, Ahmedabad - 380015.

Corporate Office: 408, COLONNADE, B/H GALLOPS MALL, NEAR VIKRAMNAGAR, ISCON CHAR  
RASTA, OFF. S.G. ROAD, SATELLITE, AHMEDABAD - 380015

info@kavachsecurity.com | www.kavachsecurity.com





# DHRUV MOTORS

## 2 & 4 Wheeler Showroom

23 VijayVilla Shop No-2 Jawahar Nagar S.V.Road Opp Cosmos Bank Nr Mc Donald  
Goregaon (west) Mumbai - 400 062. Mob: - 9870401073

**E-mail: balramyadav27@yahoo.co. dhruv.motors@yahoo.com.**

TO, jessresume60@gmail.com

DATE: 09/12/2015

Job title : Dhruv Motor

Department : Handle Customer and RTO  
Registration

Reporting time : 10:00 AM to 8:00 PM

Starting Date : 3/08/2015

Please indicate your acceptance of this offer by  
signing and returning a copy of this letter by )  
Should you have any question or require assistance  
Please reach out to [Balram yadav] at 961935204

Warm regards  
Balram yadav  
Dhruv Motor  
9619352044



FOR DHRUV MOTORS



We are pleased to offer you Fix Term employment with our client (EASTERN AGENCIES HEALTHCARE PVT LTD) situated at Mumbai as Associate for a fixed period of employment ("Contract"), on the following terms and conditions,

1. The term of your employment shall be valid from **18-November-2025 to 17-November-2026** notwithstanding this, in the event of project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Details of your compensation break up with components are as per the enclosure attached herewith.
3. You'll be on probation period for first 6 months. During the first 6 months of engagement this contract shall be terminable by either party giving 15 days' notice in writing or salary in lieu of notice, to the other party. Your probation period will be completed based on your successful performance review and after confirmation, the notice becomes 30 days from either side.
4. If you quit the job without servicing required notice period or abscond from duty without intimation, then your unpaid earning will be put on hold and will be adjusted from your Notice period recovery amount.
5. Your engagement with the Client will terminated on immediate basic without any pay, in case you are found involved in misconduct, fraud, theft, negligence, groupism or found to be in violation of the polices, rules and regulations of the Client.
6. You will be governed by the policies of the Client's organization with respect to leave, holidays, working hours, shift timings and place of work.
7. This letter clearly defines that your engagement is purely on Contract basis and terms of contract can be changed based on Work Load and Client's demand, and in no condition you shall claim permanent job / employment with either TNT or its Principle Client.


Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,  
For TNT Business Services Pvt. Ltd




Authorized Signatory

I hereby accept the above appointment letter.

 B - 102, B Wing, Kailas Business Park, Park Site, Vikhrolli (W), Mumbai - 400079

 [www.tntservices.in](http://www.tntservices.in)  
[info@tntservices.in](mailto:info@tntservices.in)

 +91 22 46009490

 CIN No.: U74910MH2020PTC345981



**TNT Business Services Pvt. Ltd**

ANNEXURE

Components	Monthly (INR)	Annually (INR)
Basic Salary	8,878	106,536
House Rent Allowance	5,052	60,624
Other Allowance	1,263	15,156
Statutory Bonus	740	8,880



athena



Offer Letter

bpo

Date: 7-Jan-26

Dear: Mohammad Atif Waheed Ali Sayed

This has reference to your interview with us. On the basis of facts mentioned, we are happy to offer you the position of "Apprentice" under the Apprenticeship act 1961 reporting to Manager / Team Leader - Operations.

You shall be in receipt of stipend of Rs. 15000/- (Rupees Fifteen thousand Only)(including all government benefits). The stipend payable shall not governing or related in any manner whatsoever with the revision in allowance/perquisites of the regular employee of the company.

You are requested to join us on or before 7-Jan-26. In case you do not join us as per the date mentioned, this offer will stand withdrawn immediately, without further information to you.

Terms and Conditions:

- Stipend will start from the actual date of dialing and Appointment letter will be issued accordingly.
- Product Training duration can be between 7 days to 21 days depending upon the process you will be assigned to & complete documentation.(Actual Training date will be considered from the day Training starts)
- You will be entitled for the Leave as per the companies policy.
- This offer letter is valid subject to you successfully passing the training and certification process. In case you do not clear the training and certification then this offer letter is deemed to be null and void.
- Your working time would be from 9.30 am to 6.30 pm / 10 am to 7 pm & 6 days working.

Please bring the following supporting documents at the time of joining:-

- Mark sheets of 10th, 12th, Graduation and Post Graduation (if applicable).
- Driving License / Passport / Birth proof- (for Photo, Address & Birth Identification).
- Appointment Letters (Last Employer), Relieving Letter / Resignation Letter,
- Last two salary Slips.
- Photocopy of PAN (if applicable).
- 6 passport size Photographs.

Kindly acknowledge this letter as a token of your acceptance.

Thanking you.

For Athena BPO Pvt. Ltd.

(Sr. HR Manager).

I accept the offer:

Name: Mohammad Atif Waheed Ali Sayed

Sign: [Signature]

**Athena BPO Private Limited**

CIN : U51900MH1993PTC070252

Regd Office : 123 Creative Industrial Estate, Sunder Nagar, Kalina, Santacruz (E), Mumbai 400 098. Email : [contactus@athenabpo.in](mailto:contactus@athenabpo.in) / Website : [www.athenabpo.com](http://www.athenabpo.com)  
Corp. Office : 3rd Floor, Symphony IT Park, Behind Ice Factory, Off Sakli Vihar Road, Chandivali, Andheri (E), Mumbai 400 072. Tel.: 022 39859757  
Bengaluru Office : No 7, 17th cross, K R Road, BSK 2nd Stage, Near Uma Maheshwari Temple, Bengaluru 560 070





TM  
TRUST MARK ADVISORY

# TRUST MARK ADVISORY

Dear Mohammed Mujib Shaikh,

We are pleased to offer you the position of Sales Manager at Trust Mark Advisory. We believe that your skills and experience will be a valuable asset to our team and we look forward to working with you.

As per our agreement, your salary will be INR 15000/- plus incentives as per Annexure B. We also expect you to sign a Non-Disclosure Agreement before the start of your employment with us.

Your employment will commence on 10th January, 2026, and your working hours will be from 10:30 am to 7:30 pm.

We would like to remind you that your employment is subject to a successful completion of the pre-employment formalities and background check.

Please let us know if you have any questions or concerns regarding this offer. We look forward to hearing from you soon and welcoming you to the Trust Mark Advisory team.

## Leave Policy for Trust Mark Advisory

### Introduction:

The purpose of this leave policy is to provide guidelines for employees regarding the types of leave available to them and the procedures for requesting and approving leave. This policy applies to all full-time and part-time employees of Trust Mark Advisory.

### Types of Leave:

**Weekly Off Leave:** Employees are eligible for one weekly off every week, weekly off has to be on a week day. Under no circumstances shall an employee avail their week-off on Weekends unless it is approved by their reporting managers.

© 98191 76684 ✉ trustmarkadvisory0@gmail.com

📍 102, First Floor, Hayat Residency, Next to Scholars High School, Opp. SMGK Residency Agarwal Estate, Jogeshwari (W), Mumbai - 400 102.



# PRODOCS SOLUTIONS LIMITED

50, 1<sup>st</sup> Floor, Transmission House, Compound no 82, MIDC, Near M. Road, Andheri (East), Mumbai-400059  
 Tel. No.: 022-62315800 Email ID prodocs19@gmail.com  
 CIN:U72900MH2019PLC33224

17/02/2025

TUSHAR TANAJI SHINDE

Adash megwadi building SRA, 9<sup>th</sup> floor - Awing, 905  
Jogeshwari (E)

Dear TUSHAR TANAJI SHINDE,

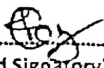
This has reference to your application and the personal discussions you had with our representative. We are pleased to appoint you as "TRAINEE" in our company on the following terms and conditions:

Shinde

1. Your training period shall be till 28/02/2026. The Company, however, shall have the right to extend the period of training at their sole discretion.
2. During the training period your consolidated stipend will be Rs. 10000/- per month (Rupees Ten Thousand Only).
3. You will be imparted training in any specific or various activities in which the establishment is engaged depending upon your ability and educational qualification.
4. That during the period of your Traineeship the relationship shall be that of master and pupil. You shall therefore, not be considered as regular Trainee of the Company and shall not become entitled to the benefits or allowances, which may become due to the regular Trainee. The Company may give you concession of membership of ESIC after obtaining your consent. The Company may also offer you any other Incentives as the Management may deem fit during your training period, which may be at their sole discretion.
5. That the Company shall have the sole discretion of setting out your training requirements and for that purpose you may be required to be posted from one department to another or from one place to another, if the Company is of the opinion that it is so necessary for the purpose of your training. You may also undergo outdoor training if required and you may also be sent on deputation training to any other organization anywhere in the county which may or may not be under the same management.
6. If you remain absent for any reason whatsoever from your training requirements for a continuous period of seven days or more, without informing the Company in any way, then in such an event, the Company shall consider that you have no intention of continuing with your training requirements and that you have put an end to your training of your own free will and accord and it shall be deemed that you have given up your dues, if any, and you shall also be liable to reimburse the cost of training incurred upon you.
7. The Company will review at the end of each month your training progress and for that purpose may give you some trade tests, if it so desires.
8. That during the period of your training you shall give full compliance to all rules and regulations as are in force on the date of your being taken up as a Trainee, and to all such other orders given, in that behalf thereafter.
9. Your training period without anything more shall automatically come to an end on completion of a period specified above or the extended period, if any. This shall however, be without prejudice to the right of the Company to so terminate your Traineeship at any time without giving you any notice or assigning reason for doing the same at their absolute discretion and you have no right whatsoever of any nature to raise any question thereto.
10. If you desire to leave the training program at any time during your training period, you will be required to give 15 days' notice to the Company or pay a stipend of 15 days to the Company as expenses incurred for the said training program.
11. In case there is any change in your residential address, you will intimate the same in writing to the HR department within seven days from the date of such change.
12. Nothing herein contained shall be construed as a contract of service creating Trainee relationship between the Company and the Trainee. It is clearly agreed and understood that the Company, in absorbing you as a Trainee, is under no obligation to take you in its regular employment, nor does it assure you in any way that the employment may be given even though the Trainee may have completed his traineeship to the entire satisfaction of the Company.
13. You will undergo all kind of Test/Exam - written, oral or practical during training. Unless you pass these Test and Exams, you will not be declared as having successfully completed the Training.
14. That during the period of traineeship, you shall make every sincere endeavor to complete the training requirements and shall at all times exert yourself to the best of your ability to make the training period a success. You shall preserve and maintain perfect discipline at all times.
15. During the period of your training with the Company, you will devote your whole time attention to your training and will not engage yourself directly or indirectly in any other training, service, trade, profession, business or occupation; part-time or full-time without written permission of the management. Otherwise, your training arrangement will be terminated without any notice.
16. The company will not be liable to pay any damage or compensation to you on account of your any Injury sustained, or disability suffered during your training requirements. The said training is entirely at your risk and responsibility.
17. In the event of you causing any damage to company property in the course of your training period or you losing or spoiling any equipment given under your care or charge, or causing any damage willfully or out of sheer neglect, then, in all such cases, the Company hereby reserves its right to deduct from your stipend such amounts as the Company may deem fit and of which the Company shall be sole judge.
18. If any Information given by you is found to be false or incorrect your traineeship will come to an end without any notice or compensation in lieu of the same.
19. You shall not disclose any information concerning the affairs or working of the company, the disclosure of which is likely to be prejudicial to the Company.
20. You will abide by the rules and regulations of the Company issued from time to time and currently in force as well as the standing orders.

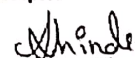
The terms of your traineeship, as set out above, have been read out to you and explained to you in the language you understand, you are required to sign a duplicate of this letter if the terms and conditions are acceptable to you.

Yours Sincerely,  
 For PRODOCS SOLUTIONS LIMITED



(Authorized Signatory)

Accepted



( )

DATE: 15/08/2025

To,  
Ms. Shailvi Rajesh Maurya  
Abdul Rahman Chawl, Natwar Nagar Road No.5  
Mumbai Suburban, 400060

Dear Ms. Shailvi Rajesh Maurya,

We are pleased to offer you the position of admin and trainer at MicSS Computer Academy. We were impressed with your academic background and dedication as a B.com second year student at degree college. Your skills, enthusiasm, and commitment make You a great fit for our team.

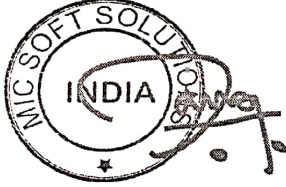
Details of the Offer: Position: **Admin and Trainer**, Start Date: **15/08/2025**, Work Location: **Shop No.1 Nr. SRPF Police Camp Gate, W.E. Highway Opp. Jogeshwari East Metro Station, Mumbai - 400060.**, Salary: **Monthly Salary Rs.8,000/-**

As an admin and trainer, you will be responsible for handling administrative tasks, maintaining student records, assisting in training session, and supporting the overall management of the academy.

Please sign and return a copy of this letter to confirm your acceptance of the offer by 15/08/2025

We are delighted to welcome you to MicSS Computer Academy and look forward to

Your valuable contribution to our team.



MicSS Computer Academy  
Manoj R. Chaudhary  
Centre Manager  
(Call: 02246661325)

# CPM

CPM INDIA SALES & MARKETING PVT. LTD.  
B-227, Upper Ground Floor, Okhla Phase I,  
New Delhi - 110020.  
Tel: +91 11 4969 4969; Fax: +91 11 4969 4999  
Website: www.cpmindia.com

**Date:** 30-04-2025

Abhishek Kumar

Shri Kalimata SRA Building, Sanay Gandhi Nagar, Jo Mumbai Suburban Maharashtra 400060

**Re :** Offer for the post of **Promoter**

Dear **Abhishek Kumar** ,

We are pleased to make an offer to you on behalf of CPM India Sales & Marketing Pvt Ltd.  
for the position of **Promoter based at Mumbai**

The Position carries CTC salary of Rs. **226512.00 Per Annum.**

In event of your resignation or termination of services, either side will have to give **15 days**  
notice or salary in lieu thereof.

Your appointment will be subject to your furnishing the following documents and verification  
of the same

1. Proof of educational qualification.
2. Proof of experience.
3. Proof of Date of Birth.
4. Passport size photographs (3 Nos.).
5. Copy of PAN Card.
6. Scanned / Photocopy of a cheque of the existing Bank Account.
7. Copy of AadhaarCard.

Kindly sign and return the duplicate copy of this letter.

We expect you to join your duties on **01/05/2025**

*Sheetal Malojan*

With best wishes  
For CPM India Sales & Marketing Pvt Ltd.

Acceptance of the offer letter:

I will be able to join from

Name

Signature

Date



**PRODOCS SOLUTIONS LIMITED**

6/9, 1<sup>st</sup> Floor, Transmission House Compound no. 82 MIDC, Near MV Road, Andheri (East), Mumbai-400059  
 Tel. No. 022-62319800 Email ID: prodocus19@gmail.com  
 CIN U72900MH2019PLA322408

10/10/2025

To,  
**SHANTANU CHANDRAKANT MULAYE**  
 8/104, SOLANKI APARTMENT, PAHILA MAJALA BANDIWALI SCHOOL, P. P. DAYAS COMPOUND, NATAWAR ROAD NO 01,  
 JOGESHWARI EAST, MUMBAI 400062

Dear **SHANTANU CHANDRAKANT MULAYE,**

This has reference to your application and the personal discussions you had with our representative. We are pleased to appoint you as "TRAINEE" in our company on the following terms and conditions:


1. Your training period shall be till **31/10/2026**. The Company, however, shall have the right to extend the period of training at their sole discretion.
2. During the training period your consolidated stipend (incl conveyance) will be **Rs. 10000/- per month (Rupees Ten Thousand Only)**.
3. You will be imparted training in any specific or various activities in which the establishment is engaged depending upon your ability and educational qualification.
4. That during the period of your Traineeship the relationship shall be that of master and pupil. You shall therefore, not be considered as regular Trainee of the Company and shall not become entitled to the benefits or allowances, which may become due to the regular Trainee. The Company may give you concession of membership of ESIC after obtaining your consent. The Company may also offer you any other incentives as the Management may deem fit during your training period, which may be at their sole discretion.
5. That the Company shall have the sole discretion of setting out your training requirements and for that purpose you may be required to be posted from one department to another or from one place to another, if the Company is of the opinion that it is so necessary for the purpose of your training. You may also undergo outdoor training if required and you may also be sent on deputation training to any other organization anywhere in the country which may or may not be under the same management.
6. If you remain absent for any reason whatsoever from your training requirements for a continuous period of seven days or more, without informing the Company in any way, then in such an event, the Company shall consider that you have no intention of continuing with your training requirements and that you have put an end to your training of your own free will and accord and it shall be deemed that you have given up your dues, if any, and you shall also be liable to reimburse the cost of training incurred upon you.
7. The Company will review at the end of each month your training progress and for that purpose may give you some trade tests, if it so desires.
8. That during the period of your training you shall give full compliance to all rules and regulations as are in force on the date of your being taken up as a Trainee, and to all such other orders given, in that behalf thereafter.
9. Your training period without anything more shall automatically come to an end on completion of a period specified above or the extended period, if any. This shall however, be without prejudice to the right of the Company to so terminate your Traineeship at any time without giving you any notice or assigning reason for doing the same at their absolute discretion and you have no right whatsoever of any nature to raise any question thereto.
10. If you desire to leave the training program at any time during your training period, you will be required to give 15 days' notice to the Company or pay a stipend of 15 days to the Company as expenses incurred for the said training program.
11. In case there is any change in your residential address, you will intimate the same in writing to the HR department within seven days from the date of such change.
12. Nothing herein contained shall be construed as a contract of service creating Trainee relationship between the Company and the Trainee. It is clearly agreed and understood that the Company, in absorbing you as a Trainee, is under no obligation to take you in its regular employment, nor does it assure you in any way that the employment may be given even though the Trainee may have completed his traineeship to the entire satisfaction of the Company. You will undergo all kind of Test/Exam - written, oral or practical during training. Unless you pass these Test and Exams, you will not be declared as having successfully completed the Training.
13. That during the period of traineeship, you shall make every sincere endeavor to complete the training requirements and shall at all times exert yourself to the best of your ability to make the training period a success. You shall preserve and maintain perfect discipline at all times.
14. During the period of your training with the Company, you will devote your whole time attention to your training and will not engage yourself directly or indirectly in any other training, service, trade, profession, business or occupation; part-time or full-time without written permission of the management. Otherwise, your training arrangement will be terminated without any notice.
15. The company will not be liable to pay any damage or compensation to you on account of your any injury sustained, or disability suffered during your training requirements. The said training is purely at your risk and responsibility.
16. In the event of you causing any damage to company property in the course of your training period or you losing or spoiling any equipment given under your care or charge, or causing any damage willfully or out of sheer neglect, then, in all such cases, the Company hereby reserves its right to deduct from your stipend such amounts as the Company may deem fit and of which the Company shall be sole judge.
17. If any information given by you is found to be false or incorrect your traineeship will come to an end without any notice or compensation in lieu of the same.
18. You shall not disclose any information concerning the affairs or working of the company, the disclosure of which is likely to be prejudicial to the Company.
19. You will abide by the rules and regulations of the Company issued from time to time and currently in force as well as the standing orders.

The terms of your traineeship, as set out above, have been read out to you and explained to you in the language you understand. You are required to sign a duplicate of this letter if the terms and conditions are acceptable to you.

Yours Sincerely,  
 For PRODOCS SOLUTIONS LIMITED

  
 (Authorized Signatory)

Accepted

  
 ( )

Dear Payal,

Congratulations!

Subsequent to your interview with us, we are pleased to confirm that you have been selected to work for April Moon Retail Pvt. Ltd for Mumbai Location.

We are delighted to extend the offer of Guest Service Associate.

Details of your Compensation and Benefits has been mentioned in the attached file for your reference and information.

Please send across the acceptance of this offer by replying to this mail within 3 days of receipt of this email.

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

Note: Date of Joining mentioned in the offer letter is tentative and is subject to further processes that will commence post acceptance of the offer.

Please find the list of documents below and get 2 sets of copy at the time of joining.

Resume Photocopy

Signed Offer Letter - AMRPL

Cancel Cheque or Passbook copy.

Supporting Educational Qualification documents as per resume (SSC, HSC, Grad)

Work Experience Certificate from previous organization / Latest Salary slip

School Leaving Certificate/Birth Certificate

ResiLicense/Voter ID/Ration Card/Electricity bills

PAN Card

E - Aadhar Card Mandatory, Kindly download if from the portal.

12 Photographs 80% zoom Mandatory.

Family Photo Soft Copy (50-100 Kb)

Parents Aadhar card copies.dential Proof - Passport/Driving



**LETTER OF OFFER**

Date:- 15-11-2025.

To,  
Jayesh Balkrishna Mestry  
Room No.11 Dasa Castle,  
Samarth Ramdas Nagar,  
Vasai East.

Further to our meeting and discussions we had with you, we are pleased to announce your position with **ASCENT ENTERPRISES** as a **Jr.Technical Assistant** in our organization on the following terms and conditions.

Your appointment at client side **M/s. Prama India Pvt. Ltd.** Will commence from **17-11-2025.**

Your job performance will be observed for first three months and then confirmation or Termination will be decided by Management.

Your monthly CTC is **Rs.21838/-** (Rupees Twenty One Thousand Eight Hundred Thirty Eight Only). A detailed appointment letter will be given to you on your joining.

At the time of your joining you would be required to submit following documents to the company.

- 1 Copy of Age proof, Identity and residential proof
- 2 Copies of Professional certificates, Appointment Letter, Experience Letter, Resignation letter
- 3 Copies of Aadhar card & Pan card
- 4 Copies of Educational Certificates and 2 passport size photos
- 5 Copies of bank passbook/ cancel cheque

Thanking You  
For Ascent Enterprises



Authorized Signatory

**Employee's Signature**

Received & Accepted

F/C  
302



Date: 03/12/2024  
Ref: GI-202554

To  
Ms./Mr Divya Harikesh Pasi  
Address A-3, Flat No,31,Guru Amardas, CHS  
LTD,Mahakali Caves  
Road,Bandra,Andheri  
Mobile: 9004537995  
Email:

**Subject: Appointment Letter for Fixed Term Contractual Employment**

Dear Divya Harikesh Pasi,

Subsequent to our discussion and as agreed, we are pleased to issue this appointment letter comprising of detailed terms and conditions of your employment, on contract basis, with GI Staffing Services Pvt. Ltd.  
As agreed you will be designated as PACKER T1 and your place of working will be in premises of our customer AVENUE SUPERMARTS LTD., located at ANDHERI (E), MUMBAI.

Details of your remuneration package have been appended in Annexure - A which is attached herewith  
Start date of Assignment : 27-11-2024  
End date of Assignment : 26-11-2025

Monthly CTC : 17760

The terms and conditions of the contract and details of your salary break up are specified in Service Contract attached hereto as Annexure A and B.

Both Annexure A and B form an integral part of your appointment letter.

Kindly note that your employment with the Company is on a contractual basis and purely based on the representations made and information and documents furnished by your good-self. In case of any deviation which may be found in declaration/information/documents provided and in their factual status, your services shall be liable for termination with immediate effect and you shall not be entitled to any notice period or salary in lieu thereof or for any other benefits or compensation which would have been available to you otherwise.

GI Staffing Services Pvt. Ltd. (GISSPL), does not charge any amount in any manner whatsoever from any Associate/s towards facilitating the recruitment of an associate with its esteemed customers. However, the associate is hereby advised that in case s/he comes across a situation when any representative of GISSPL demands any amount against helping him/her to get the employment, permanent or temporary or on assignment or on project basis, with its customer/s, please ignore if forthwith and don't entertain any such demand. At the same time you are requested to bring such incident to the notice of GISSPL by reporting it to Email ID feedback@gigroup.co.in to ensure that appropriate disciplinary action is initiated against such person/s.

We take this opportunity to congratulate you on your association with the Company and wish you a successful tenure with us. You may contact the undersigned in case of any query which you may have regarding your contract employment with us.

Thanking you,

For GI Staffing Services Pvt. Ltd.



Authorized Signatory

GI Staffing Services Pvt. Ltd. | Founding Member of "Indian Staffing Federation"  
Corporate Office: World Trade Tower, Tower-6, Unit 503, 4th Floor, Sector 16, Noida, Uttar Pradesh - 201301  
Tel: 91-120-4530900 | Fax: 91-120-4209775  
Registered Office: T-103, Ashish Complex, Mayapuri Vihar Phase 1, Delhi - 110091  
CIN: U74910DL2009PTC187065 | Website: www.gigroup.co.in | E-mail: enquiry.in@gigroup.com  
Kochi | Ahmedabad | Bengaluru | Chandigarh | Chennai | Gurugram | Hyderabad | Kolkata | Mumbai | Pune

1/5

SPRING CLIP FILE

Offer Date : Jun 02,2025  
Offer No : GS10454348

## FIXED TERM EMPLOYMENT CONTRACT

Dear Abhishek Suresh Patil

We are pleased to offer you employment at Quess Corp Limited for a fixed period of employment as per the following terms:

### DEPUTATION:

You are deputed to **AVENUE SUPERMARTS LTD** under this Contract. The terms of employment are exclusively with Quess, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from **Jun 02,2025** be deputed by Quess, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

### TENURE:

The term of your Contract shall be valid from **Jun 02,2025 to Jun 01,2026**.

### COTERMINOUS:

Not with standing the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### LOCATION:

You are required to work at client's location at **Goregaon**.

### POSITION:

You are appointed as **PACKER T1**.

### REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

### EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid from **Jun 02,2025 to Jun 01,2026** This contract may be considered for an extension depending on the client and Quess' requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements

### TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.



Validate offer letter here

Quess Tower, Sky Walk Avenue, 32/4, Hosur Road, Bommanahalli, Bengaluru, Karnataka-560068  
<http://www.uesscorp.com> | Toll Free No: 1800-572-3333

*S. Patil*  
Offer No : GS10454348  
page-01

Employee Signature

INFINX/HR/AL/OFAP/328/March/24

17/03/2024

Swayam Laxman Raut  
Mumbai}

Re.: Appointment Letter

Dear Swayam Laxman Raut ,

We refer to your application and subsequent interview you had with us. We are pleased to extend to you employment with Infinx Services Private Limited (the "Company")

Your background investigation of educational & professional achievements and employment history is still in process and that your appointment is conditional upon our receiving a positive investigation report. Your appointment is also conditional upon you being found medically fit by an authorized medical practitioner.

The following are the broad terms and conditions of your employment:

- **Position.** Your position will be **Trainee - Pre-Authorization**. This is not a job description, and your position may be changed by the Company from time to time. The Company may transfer you to another department.
- **Reporting Responsibilities.** You will report to **Mohd Ashfaque Mohd Rafique** or another person notified to you by the Company from time to time.
- **Date of Joining and Timings.** Your first day of employment with the Company will be on or before **18/03/2024**. You are required to observe the office timings applicable to the location where you are posted.
- **Probationary Period.** You shall be on probation for a period of **6 months** from the Date of Joining. The period of probation may be extended by the Company, as it may deem fit. You will be confirmed in the services of the Company, on satisfactory completion of the probationary period, by the Company duly intimating you in writing of such completion of the probationary period. Unless a confirmatory order in writing is issued, you will be deemed to have been on the extended period of probation. During probation / extended period of probation, if you intend to resign, you shall give to the Company notice of **1 months** or pay fine in lieu thereof, however the Company can terminate your services during such period without any notice or payment in lieu thereof.
- **Work Location.** You will be posted at the Company's office in **Andheri**. The Company may, at its sole discretion, transfer you to any other location of the Company in India or overseas or depute your services to any affiliate / group company.
- **Compensation.** Your all-inclusive Annual Compensation, inclusive of the applicable statutory benefits, shall be **INR 2,43,396/-annually**, herein after called as "CTC" (Cost to the Company) and is payable in accordance with the Company's payroll schedule. This compensation will be subject to adjustments pursuant to the Company's compensation policies in effect from time to time, deduction of amounts due by you to the Company on any account whatsoever and is subject to Tax Deducted at Source as per applicable rates. Detailed compensation breakup is enclosed as "Annexure – 1".
- **Work Performance.** The Company will expect you to work with a high standard of initiative and productivity. In view of your position, you are expected to perform efficiently to ensure quality results which sometime may require extra hours of effort. In addition, you may be required to work in shifts, including night shifts, depending upon the organizational needs.
- **Authority.** You will not enter into any contracts, commitments or dealings on behalf of the Company for which you have no express written authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

- **Tax Deductions.** The Company is obliged to deduct Income Tax at source as per provision of the Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments & other details from time to time. In the event of any of the proof of permitted savings / investments turns out to be non- permissible for any reason whatsoever, and the Company is required to pay any tax, interest or penalty as a result thereof the Company shall deduct equivalent amount from your salary or other payments due to you.
- **Statutory Compliances.** The Company shall provide for contributions towards Provident Fund, ESIC, LWF, and Gratuity as per the laws as applicable from time to time.
- **Severability.** The holding of any provision of this letter to be illegal, invalid or unenforceable by a court of competent jurisdiction shall not affect any other provision of this letter, which shall remain in full force and effect.
- **Changes to the Terms of Employment.** The Company reserves the right to make any changes to any of your terms and conditions of employment by giving your adequate written notice.
- **Prior Personal IPR's.** Since you have not provided to us a list of the original works of authorship, inventions, developments, improvements, and trade secrets which were made by you, as stated in the Letter of offer of Employment, we have noted that you have none.
- **Entire Contract / Amendment.** This letter contains all the terms and conditions of your employment with the Company, and supersede any prior agreements, representations or understandings (whether written, oral or implied) between you and the Company. This letter may not be amended or modified, except by an express written letter signed by both you and a duly authorized officer of the Company.
- **Governing Law / Jurisdiction.** This letter will be governed by Indian laws. The parties submit to the exclusive jurisdiction of the courts of Mumbai.
- **Headings.** The section headings appearing in this letter are used for convenience of reference only and shall not in any way modify, amend or affect the meaning of any of the provisions.

You may indicate your agreement with these terms and accept this appointment by signing and dating this letter, in duplicate. If you have any questions about any provisions in this Appointment letter, please contact us immediately. We look forward to working with you.

With Best Wishes,

Sincerely,  
For Infinx Services Pvt. Ltd.



### ACKNOWLEDGEMENT

I have read, understand, and accept the foregoing terms and conditions of employment and will report to work as scheduled. I further understand that while my salary, benefits, job title and job duties may change from time to time without a written modification of this letter agreement, such changes will not affect the validity of this letter agreement.

Signature:  Print Name: Swayam Laxman Raut Date: 19/03/2024

### ANNEXURE -1 COMPENSATION AND BENEFITS PACKAGE (CTC Details)

# RēWRITE

## REWRITE DESIGN STUDIO

618, 6<sup>TH</sup> FLOOR, RENOPIYA GARMENT HUB, DANJAY GANDHI NAGAR,  
NEAR WESTERN EXPRESS HIGHWAY, MAJAS, MUMBAI, MAHARASHTRA-  
400069

## INTERNSHIP CERTIFICATE

This is to certify that Ms. Kashish Arvind Gambhava has successfully completed her internship at Rewrite Design Studio as an Assistant General Checking Department.

During her internship, she was responsible for assisting in day-to-day operations, supporting the general checking process, and contributing to the smooth functioning of the studio. She demonstrated commitment, responsibility, and a positive attitude towards her work throughout the internship period.

We appreciate her efforts and wish her continued success in all her future endeavors.

Warm regards,

Ayushi Sharma

Co-Founder, Rewrite Design Studio



# CPM

CPM INDIA SALES & MARKETING PVT. LTD.  
B-227, Upper Ground Floor, Okhla Phase I,  
New Delhi - 110020.  
Tel: +91 11 4969 4969; Fax: +91 11 4969 4999  
Website: www.cpmindia.com

**Date:** 30-04-2025

Abhishek Kumar

Shri Kalimata SRA Building, Sanay Gandhi Nagar, Jo Mumbai Suburban Maharashtra 400060

**Re :** Offer for the post of **Promoter**

Dear **Abhishek Kumar** ,

We are pleased to make an offer to you on behalf of CPM India Sales & Marketing Pvt Ltd.  
for the position of **Promoter based at Mumbai**

The Position carries CTC salary of Rs. **226512.00 Per Annum.**

In event of your resignation or termination of services, either side will have to give **15 days**  
notice or salary in lieu thereof.

Your appointment will be subject to your furnishing the following documents and verification  
of the same

1. Proof of educational qualification.
2. Proof of experience.
3. Proof of Date of Birth.
4. Passport size photographs (3 Nos.).
5. Copy of PAN Card.
6. Scanned / Photocopy of a cheque of the existing Bank Account.
7. Copy of AadhaarCard.

Kindly sign and return the duplicate copy of this letter.

We expect you to join your duties on **01/05/2025**

*Sheetal Malhan*

With best wishes  
For CPM India Sales & Marketing Pvt Ltd.

Acceptance of the offer letter:

I will be able to join from

Name

Signature

Date



Date: 24 Jun 2024

Ms Monali Tanaji Phatak  
GAJANAN KRUPA CHWAL NEAR MEGHAWADI JOGESHWARI

Pin-410205 410205

Employee No: 3402651  
Dear Ms Monali Tanaji Phatak

### Fixed Term Contract

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 3402651.
2. You are hereby appointed as Sales Officer for Two Year commencing from 26 Jun 2024 to 25 Jun 2026 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
6. You will be entitled to 30 days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice. TeamLease shall be entitled, whether such notice of termination is given by you or TeamLease, to require you to

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TeamLease<sup>TM</sup>  
Putting India to Work

Handwritten signature

---

(Authorized Signatory)

---

Signature and date:  
Name: MONALI TANAJI PHATAK



Date - 19-Sep-25

To,  
QURESHI ALIYA NOOR PASHA,  
KEM 641 L-A-07 CHANDRASHEKHAR JAIN CHAWL JANTA COLONY ROAD, PREM NAGAR JOGESHWARI EAST MUMBAI 400060

Letter of Employment

Dear QURESHI ALIYA NOOR PASHA,

Offer of Employment: - We are pleased to offer you the position of HR Recruiter with our organization, as discussed during our previous conversation. We believe your skills and experience make you an ideal fit for our team.

About Our Team: - As a member of our team, you will be part of a fast-paced and dedicated group that strives to deliver exceptional service and advice to our clients. We expect you to maintain the highest standards of quality and performance, exceeding client expectations. As a representative of our organization, you will be personally accountable for all products, services, advice, actions, and results.

Our Commitment: - In return, we are committed to providing you with opportunities to learn, grow, and reach your full potential. We believe in fostering a culture of excellence and innovation, and we look forward to your contributions.

Terms and Conditions: - The following points outline the terms and conditions of your employment:

- Employment Start Date: 01-Nov-25
- Salary: ₹10000 per month
- Target: 20 per month
- Probation Period: 6 months
- Allowance: ₹1000 per month (Attendance Bonus will be applicable if you are present for More than 26 days in a month)

Terms of Employment: - Please refer to Annexure-I for the detailed terms of employment. Following the initial probationary period, your performance will be reviewed quarterly to assess your progress and modify the arrangement as necessary.

Expectations: - As an employee, you will be expected to abide by the company's rules and regulations, as amended from time to time. After completing the probationary period, you will be eligible for benefits similar to those of regular staff.

Notice Period: - You can terminate your employment by serving a 15-day notice period. Please note that absence for three or more days without approval will be considered as absconding, and no payment will be made for the period of absence.

Acceptance: - If you accept this offer, please sign below and return a copy of this letter to us.

We look forward to working with you and exploring the opportunities that this partnership will bring.

Acceptance Form: -

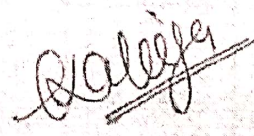
I, QURESHI ALIYA NOOR PASHA, accept the offer of employment with Dewan Staff Finders Pvt Ltd as outlined above.

For Dewan Staff Finders Pvt Ltd

For DEWAN STAFF FINDERS PVT. LTD.

  
Director

Authorized Signatory

  
(QURESHI ALIYA NOOR PASHA)

# FROZEN FUN

MAESTRI DEL GELATO

Ms. Chandrakala Shankar Rathod

Date: 07<sup>th</sup>-June-2025

Add: Jose Compound, BMC Ground, Maryam Dairy,  
Sahar, Andheri East, Mumbai, Mumbai Suburban,  
Maharashtra - 400099

## Offer of Employment

Dear Chandrakala,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Team Member** with **Cold Cravings Pvt. Ltd.** on the basis of your personal interaction for this job opportunity. The detailed terms and conditions for employment are given below for your review and acceptance:

### 1. Appointment and Office:

- 1.1. You are requested to join on or before **07<sup>th</sup> June'2025**.
- 1.2. Your place of posting will be **Maharashtra at Phoenix Palladium Mall**.
- 1.3. You may be transferred to any other offices/divisions/departments /units of our existing company, subsidiary or associated company or come in existence in the future, as per the business requirement at the sole discretion of the Management.

### 2. Hours of Work

- 2.1. You are required to devote your whole time exclusively to the performance of your duties during normal working hours at your workplace as per rotation/duty roster essentially designed for the efficient discharge of your duties.
- 2.2. As this is a Food & Beverage Business, we follow 6 (Six) days a week working and the weekly offs shall be on rotational basis instead of fixed weekends.

### 3. Compensation:

- 3.1. Your annual compensation will be **₹2,83,200/- Per Annum (INR Two Lakh Eighty-Three Thousand Two Hundred only)**. The Compensation & Benefit Package is governed by applicable policies, statutory provisions, rules and regulations as stipulated by the Company from time to time.
- 3.2. Your performance shall be reviewed after six months of your joining. Your compensation will be revised on the basis of your performance and meeting the given targets.
- 3.3. A detailed CTC break-up is attached herewith as **Annexure (1)**.

COLD CRAVINGS PVT. LTD.

CORPORATE OFFICE:  
PLOT NO. 291, GROUND FLOOR, UDYOG VIHAR,  
PHASE 2, GURGAON 122016, HARYANA, INDIA  
+ 91 124 425 3084

REGISTERED ADDRESS:  
PUNJ ESSEN HOUSE, 17-18 NEHRU PLACE,  
NEW DELHI - 110019, INDIA  
+ 91 114 999 0972



**Annexure -1**

<b>Compensation Structure</b>		
<b>Employee Name</b>	<b>Chndrakala Shankar Rathod</b>	
<b>Designation</b>	<b>Team Member</b>	
<b>Grade &amp; Band</b>	<b>S1</b>	<b>SSG</b>
<b>Cost to the Company</b>	<b>Per Month</b>	<b>Per Annum</b>
<b>Earning Heads</b>		
Basic Salary	11,800	1,41,600
HRA	5,900	70,800
Statutory Bonus	-	-
Special Allowance	4,100	49,200
<b>Gross Salary</b>	<b>21,800</b>	<b>2,61,600</b>
<b>Employer Contribution</b>		
PF_Employer	1,800	21,600
ESI_Employer	-	-
LWF_Employer	-	-
<b>Total Employer Contribution</b>	<b>1,800</b>	<b>21,600</b>
<b>Cost to the Company (CTC)</b>	<b>23,600</b>	<b>2,83,200</b>
<b>Statutory Deduction(s)</b>		
PF_Employee	1,800	21,600
ESI_Employee	-	-
LWF_Employee	-	-
PT Deduction	-	-
<b>Total Deduction</b>	<b>1,800</b>	<b>21,600</b>
<b>Net Take Home</b>	<b>20,000</b>	<b>2,40,000</b>
<b>Total Cost to the Company (TCTC)</b>	<b>23,600</b>	<b>2,83,200</b>

\* Net take home is inclusive of income tax as applicable

\*Reimbursement of fuel charges for official conveyance.

**For Cold Cravings Private Limited**



**Vasuki Punj**  
**Director**

Date: 04/04/2025

To

Ms. Saniya Saad Khan  
F-33, Nai Basti, Prem Nagar  
SQ Colony Road, Jogeshwari East.  
Mumbai - 400060

Subject: Offer of Employment as Passenger Service Executive

Dear Mr./Ms. Khan

With reference to your application and subsequent interviews, we are pleased to offer you the position of Passenger Service Executive - CI. Appointment letter shall be issued to you upon your joining and completion of all the joining formalities. However, your regular offer is subject to your being termed medically fit, satisfactory verification of your qualification, passing the test (if any), reference check, Certificate of Character, Conduct and Performance during your tenure with your Previous/Current Employer. Rs. 24858/6000 p.m shall be admissible as salary.

If you agree to the terms mentioned above, please report to HR on 07/04/2025 along with the following documents (self-attested) in two copies.

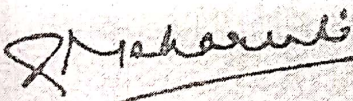
- 1) 20 Passport size photographs (white background & Face Should cover 75% of area)
- 2) Proof of Address & Date of Birth.
- 3) Proof of Identification (PAN/Aadhaar/Driving License/Passport/Voter ID/ESIC Card) - All Colour Copies.
- 4) Proof of educational and technical qualifications.
- 5) Passport or Police Verification Certificate (Issued on or after January 2023).
- 6) Copy of relieving letter from the current employer.
- 7) Salary slip / certificate (Last three months)
- 8) Cancelled Cheque.

The management reserves the right to withdraw the above offer in case the information provided by you in the application form is found misleading or incorrect and/or, if any of the above conditions are not fulfilled by you at the time of your joining.

If accepted; please return the duplicate copy of this letter duly signed.

NOTE: On acceptance of this Offer letter, the Medical Centre details shall be intimated.

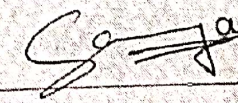
Sincerely,

  
\_\_\_\_\_

Rajat Maharishi  
Chief Executive Officer



Vaibhav Vaidya  
General Manager- HR

Bird Worldwide Flight Service Mumbai Private Limited Accepted & Confirmed   
E-9, Connaught House, Connaught Place  
New Delhi - 110 001 India

WWW. bird.in  
Tel +91 11 2341 8199  
Fax +91 11 2341 5679  
Cin: U63000DL2016PTC290790



# Zx Computers

## DEALER IN

- > Inkjet Cartridge
- > Laserjet Cartridge
- > Recycle Cartridge
- > Inkjet & Toner Refilling
- > Printer Sales & Servicing
- > Computer & Accessories

Shop No. 1, Collector Chawl, Kadamwadi, Marol Pipe Line, Andheri (E), Mumbai-400059.

Mobile : 9987876791 / 9987876830 • E mail : zxcomputers2015@gmail.com

DATE : 22 OCTOBER,2025

## SALARY CERTIFICATE

### TO WHOM IT MAY CONCERN

This is to Certify That Miss. Pinky Gupta is working with our Organization in our Development Department as a accountant Posted at Andheri location.

Current monthly salary : Rs. 10,000/-

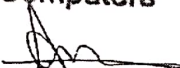
Annual CTC: Rs. 1,20,000/-

The above- mentioned details are correct as per our records. We are issuing this letter on specific request of the employee without accepting any liability on behalf/part of this letter on our company.

Thank You

For, Zx Computers.

For Zx Computers

  
Proprietor

Mr. Amrut Gangas  
Proprietor



#### Bank Details :

Bank Name: Punjab National Bank

Account No.: 6224002100002052

Branch: Marol Maroshi Road, Andheri (E).

RTGS/NEFT Code: PUNB 0622400



INFINX/HR/AL/OFAP/263/October/23

14/10/2023

Sanjeet Mandal  
Mumbai}

Re.: Appointment Letter

Dear Sanjeet Mandal,

We refer to your application and subsequent interview you had with us. We are pleased to extend to you employment with Infinx Services Private Limited (the “Company”)

Your background investigation of educational & professional achievements and employment history is still in process and that your appointment is conditional upon our receiving a positive investigation report. Your appointment is also conditional upon you being found medically fit by an authorized medical practitioner.

The following are the broad terms and conditions of your employment:

- **Position.** Your position will be **Trainee**. This is not a job description, and your position may be changed by the Company from time to time. The Company may transfer you to another department.
- **Reporting Responsibilities.** You will report to **Mohd Ashfaque Mohd Rafique** or another person notified to you by the Company from time to time.
- **Date of Joining and Timings.** Your first day of employment with the Company will be on or before **16/10/2023**. You are required to observe the office timings applicable to the location where you are posted.
- **Probationary Period.** You shall be on probation for a period of **6 months** from the Date of Joining. The period of probation may be extended by the Company, as it may deem fit. You will be confirmed in the services of the Company, on satisfactory completion of the probationary period, by the Company duly intimating you in writing of such completion of the probationary period. Unless a confirmatory order in writing is issued, you will be deemed to have been on the extended period of probation. During probation / extended period of probation, if you intend to resign, you shall give to the Company notice of **1 months** or pay fine in lieu thereof, however the Company can terminate your services during such period without any notice or payment in lieu thereof.
- **Work Location.** You will be posted at the Company’s office in **Andheri**. The Company may, at its sole discretion, transfer you to any other location of the Company in India or overseas or depute your services to any affiliate / group company.
- **Compensation.** Your all-inclusive Annual Compensation, inclusive of the applicable statutory benefits, shall be **INR 2,43,396/-** annually, herein after called as “CTC” (Cost to the Company) and is payable in accordance with the Company’s payroll schedule. This compensation will be subject to adjustments pursuant to the Company’s compensation policies in effect from time to time, deduction of amounts due by you to the Company on any account whatsoever and is subject to Tax Deducted at Source as per applicable rates. Detailed compensation breakup is enclosed as “Annexure – 1”.
- **Work Performance.** The Company will expect you to work with a high standard of initiative and productivity. In view of your position, you are expected to perform efficiently to ensure quality results which sometime may require extra hours of effort. In addition, you may be required to work in shifts, including night shifts, depending upon the organizational needs.
- **Authority.** You will not enter into any contracts, commitments or dealings on behalf of the Company for which you have no express written authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

Offer Letter

athena  
bpo



Date: 25-Sep-25

Dear: Hamza Mohmmad Ibrahim Shaikh

This has reference to your interview with us. On the basis of facts mentioned, we are happy to offer you the position of CSE reporting to Team leader/Manager-Operations-Gross Salary 21,071

You are requested to join us on or before 25-Sep-25. In case you do not join us as per the date mentioned, this offer will stand withdrawn immediately, without further information to you.

Terms and Conditions:

- Salary will start from the actual date of dialing and Appointment letter will be issued accordingly.
- Training duration can be between 7 days to 21 days depending upon the process you will be assigned to & complete documentation.(Actual Training date will be considered from the day Training starts)
- Leaves are not provided during training period. In case of emergency, approval/info to Trainer/Supervisor is mandatory.
- This offer letter is valid subject to you successfully passing the training and certification process. In case you do not clear the training and certification then this offer letter is deemed to be null and void.
- Your working time would be from 9.30 am to 6.30 pm / 10 am to 7 pm & 6 days working.

Please bring the following supporting documents at the time of joining:-

- Mark sheets of 10th, 12th, Graduation and Post Graduation (if applicable).
- Driving License / Passport/ Birth proof- (for Photo, Address & Birth Identification).
- Appointment Letters (Last Employer), Relieving Letter / Resignation Letter.
- Last two salary Slips.
- Photocopy of PAN (if applicable).
- 6 passport size Photographs.

Kindly acknowledge this letter as a token of your acceptance.

Thanking you.

For Athena BPO Pvt. Ltd.

(HR).



I accept the offer:

Name: Sheikh Hamza

Sign: [Signature]

**Athena BPO Private Limited**

CIN : U51900MH1993PTC070252

Regd. Office : 123, Creative Industrial Estate, Sunder Nagar, Kalina, Santacruz (E), Mumbai 400 098. Email : contactus@athenabpo.in / Website : www.athenabpo.com  
Corp. Office : 3rd Floor, Symphony IT Park, Behind Ice Factory, Off Saki Vihar Road, Chandivali, Andheri (E), Mumbai 400 072. Tel.: 022 39859757  
Bengaluru Office : No 7, 17th cross, K R Road, BSK 2nd Stage, Near Uma Maheshwari Temple, Bengaluru 560 070





# You Have It, But Don't Know it

SYDCOM (B)  
RO No - 143

Reference No: KK/hiral

Date: 28-10-20 25

Subject: Offer of Employment

Dear Hiral ji,

We are pleased to offer you the position of Back Office at Kimti Kaagaz. Based on your qualifications and our discussions, we are confident that you will be an excellent addition to our team.

Your employment will commence on 3<sup>rd</sup> March 2024. You will be based at our Kandivali West and report to Hitesh Kawani.

The details of your compensation and benefits are as follows:


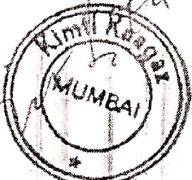
Annual CTC: ₹1.2L

Probation Period: 3 months

Working Hours: Time 9:00 a.m. to 6:00 p.m.

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

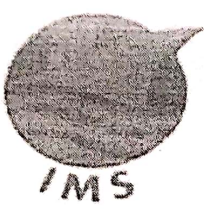
We look forward to welcoming you to our organization and working together toward our shared success.

  
  
Best Regards,  
Hitesh Kawani  
Founder  
Kimti Kaagaz

Add: No.9, 1<sup>st</sup> Floor, Om Plaza,  
Above Mc Donalds, Vasant lalji marg,  
Kandivali West, Mumbai: 400067,

M: 9167973331  
E: mera@kimtikaagaz.in  
W kimtikaagaz.in





## JOB OFFER LETTER

Date: 1<sup>st</sup> November 2025

Candidate Name: Anita Vinod Soni

Address: Subash Road, Jogweshwari East

Subject: Offer of Employment for

Dear Anita Vinod Soni,

We are thrilled to formally offer you the position of Receptionist at Iara Marine Ship Services PVT Ltd. After speaking with you, our team was incredibly impressed with your skills and experience, and we believe you will be a fantastic addition to our organization.

### 1. Position Overview

- Role: Receptionist
- Reporting to: Ashok Seth
- Start Date: 3<sup>rd</sup> November 2025
- Location: Oshiwara, Andheri West, Maharashtra

### 2. Compensation & Benefits

Base Salary: ₹10,000, payable in Monthly Basis.

### 3. Next Steps

To accept this offer, please sign and return this letter by 3<sup>rd</sup> November 2025. Following your acceptance, we will send over the formal employment agreement and onboarding documents.

We are excited to have you join Iara Marine Ship Services PVT Ltd and look forward to building something great together.

Sincerely,

- Anita Vinod Soni
- Receptionist
- Iara Marine Ship Services PVT Ltd

Acceptance:

Anita Vinod Soni, accept the offer for the position of Receptionist as outlined above.



Date : 30 Sep 2024  
Offer No : GS10305727

Dear MITESH RAJESH PARBATE

Welcome to Quess! Thank you for getting connected with us.

Quess is the largest staffing company in India with nearly 4.5 Lakh associates. We have operations all across the country, and we partner with more than 1000 companies to provide employment. Besides India, we operate in 10 countries worldwide.

There are many advantages of associating with Quess

1. Access to multiple organizations across India for jobs
2. Formal employment with provident fund, medical support - Quess is a fully compliant organization.
3. Full transparency through our WorQ App; all documents including salary slips, offer letter and medical cards are provided via the App. A helpdesk is available to support you.
4. Financial support and other benefits through our App where you can take loans and get access to products and Services at discounted prices.

Formal employment through Quess is an excellent step to build a long term and successful career. Many associates have worked with us over years, and have had a steady and sustainable growth.

We will be reaching out to you very soon to formalize this association. Please do stay connected. We look forward to a long term association, and welcoming you to be a part of the Quess family.

Wishing you all the best for a successful career with Quess.

With warm regards,

For **QUESS Corp Limited.**



**Nitin Dave**  
CEO Staffing



Validate offer letter here

**QUESS Corp Limited**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-572-3333

Offer No: GS10305727  
page-01

Date: 04<sup>th</sup> July, 2025

To,  
Faraz Murumkar,  
Mumbai

We are pleased to extend the following offer of article ship to you on behalf of firm M/s A R C K & Co., Chartered Accountants. You have been selected for **CMA Article** Your joining date will be 7<sup>th</sup> July 2025.

We believe that your knowledge and skills would be an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of our organisation.

#### Position

- A R C K & Co. is offering a position for you as **CMA Article** Your reporting will be to Manager.

#### Our Office Address is:

Office no. 203, eco-space it park,  
Off new nagardas road,  
Andheri East, Mumbai - 400069

#### Working hours

- 10:00 AM to 7:00 PM (6 Days a week),  
(Subject to change according to due dates/work)

#### Stipend & Compensation

- A1 First Year INR 10,000/-
- A2 Second Year INR 15,000/-

#### Travelling:

- Conveyance reimbursement of second class train pass or bus pass.

#### Leave & Other Terms:

- - Other Personal leaves as per firm policy.
- - Other terms according to firm policy.

Head-office: Office no. 203, eco-space it park, off new nagardas road, Andheri east - 400069.  
Branch-office: I/706, Palacia, Hiranandani Estate, Waghbil, Thane West-400615

Web: www.arck.co.in

## Benefits and Workplace Highlights

- **Flexible Monthly Schedule:** The 4th Saturday of every month will be a holiday (This is subject to due dates and work priorities).
- **Standard attendance System:** We utilize a standard HRMS application for efficient and transparent attendance management.
- **Health Insurance for Team Members:** Health insurance coverage is extended to articles, ensuring their well-being and peace of mind.
- **Professional Development Opportunities:** Regular training sessions and skill enhancement programs are organized to support growth and development.
- **Team Celebrations:** Be a part of vibrant celebrations and events, fostering a positive and collaborative work culture.

Please indicate your acceptance of offer by replying to the e-mail.

### Location :

- Andheri HO/ Client Place, Mumbai.
- You will need to visit client location during the course of article ship.

For **A R C K & Co.**  
**Chartered Accountants**

*Jitesh Kedia*

Jitesh Kedia  
Founding Partner

Place: Mumbai



# HR Interiors

304, Shree Krishna Industrial Estate, Near Dahisar Toll Plaza, Next to CNG Pump Kolkipada Road Dahisar East-400068  
Phone : 022 - 4962 5178 • Mob.: 9820347460 • Email : govind@hrinteriors.co.in • Website : www.hrinteriors.co.in

Date: 1<sup>st</sup> September 2025

Mr. Ruchita Parihar

Subj.: Offer letter for the post of "Junior Accountant"

We, HR INTERIORS is pleased to inform you that you have been selected for the post of "Junior Accountant" and following are the details of an offer.

We're just a few formalities away from getting down to work. Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with the Company.

The Company is offering you a full-time position as "Junior Accountant". You will have to report to the HR manager as assigned by the Company on 1st September at office.

For this position, your remuneration shall be comprising of Fixed pay of Rs. 13,000/- per monthly Cost to Company (This package is inclusive of Basic Salary, your contribution as well as company's contribution towards Gratuity, all kinds of Allowances, HRA, Bonus, DA if applicable and any other payments you may get entitled from time to time from company) and Variable portion, if any, which shall be mutually discussed. The further details shall be defined in the appointment letter.

Upon joining the Company, you will be eligible for all the employee benefits as per Company's policy. The details shall be shared with you along with Code of Conduct on your date of joining.

Please confirm your agreement and acceptance of the terms & conditions of employment by signing and returning this offer letter on or before 1st September 2025.

Detailed terms and conditions governing your employment as Junior Accountant with the Company shall be as per Appointment letter which shall be provided to you on the completion of 90 days of the services of the company and will be revised if required.

Thanking You, Yours Faithfully,

For HR INTERIORS.

Authorized Signatory Place: Mumbai

Salary Heads	Proposed	
	Per Month (Rs.)	Per Annum (Rs.)
Basic + DA	6,500	78000
HRA	3,250	39000
Medical Allowance	1,650	19800
Extra	1,600	19200
Executive Allowance	-	-
Con All	-	-
Gross Salary - A	13000	156000
Less : Deductions		
PF @ 12% on Basic including DA	NA	NA
Prof. Tax	NA	NA
ESIC @0.75% on Gross Salary	NA	NA
Total Deductions - B		
Est. Take Home Salary (A - B)	13,000	156000
Annual Earnings :		
PF Contribution of company @ 12% on Basic including DA	NA	NA
Gratuity @ 4.81% on Basic Including DA	NA	NA
ESIC @3.25% on Gross Salary	NA	NA
Total Annual Earnings - C	0	0
Total Cost to Company (A + C)	13,000	156000



I accept the above offer for the position of "Junior Accountant" with HR INTERIORS.

Interior Decorator & Furnishing



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