


Prin. M. C. Shah Commerce College
Ashram Road, Ahmedabad

1.3 Curriculum Enrichment

1.3.2 Number of students undertaking internships

Sr. No.	SEM	Roll No.	Name of Student (As per marksheet)	Name of Company
1	I-II	225	SUTHAR MANAN JAINESH	CareerUS Solutions
2	III-IV	1009	SHAIKH AAYESHA INTEKHAB	Jeena Gautam Desai
3	III-IV	1045	GAJJAR CHINMAY BHARATBHAI	Quess Corp Ltd.
4	III-IV	1106	BADOLIYA HANI RAJESHBHAI	Dipen Safety Equipment Pvt. Ltd.
5	III-IV	1139	SHAH HITANSH SHRENIKKUMAR	S K Dosaliya & Company
6	III-IV	1140	TRIPATHI HITARTH KARTIKKUMAR	Hardik Snehal Sutaria
7	III-IV	1156	NAGAR JAY BHAVESH	Rinkesh Shah & Co.
8	III-IV	1182	KOSHTI KEVAL GHANSHYAMBHAI	Mas Financial Services Limited
9	III-IV	1198	MEGHAV KOTHARI	Shriram Ramratan Laddha
10	III-IV	1260	PAL NIKITA SANTOSHKUMAR	Navyug Youth Center
11	III-IV	1285	KAPDI POOJAN ASHVINBHAI	Novotel, Ahmedabad
12	III-IV	1320	VAGHELA RONA K PANKAJBHAI	Bhairav Finance Company
13	III-IV	1334	VERMA SATENDRA ALGURAM	Motilal Oswal
14	III-IV	1340	THAKKAR SHIVAM JITENDRAKUMAR	Pooja Kunal Shah
15	III-IV	1371	GUPTA TAMANNA BHAVESH	Purohit Harishkumar Bhaishankar
16	III-IV	1382	SOLANKI UDAYKUMAR VIJAYBHAI	U. N. Mehta Institute of Cardiology & Research Center
17	III-IV	1383	SHARMA UMANG YOGESHBHAI	Borad Sanjay B. & Associates
18	III-IV	1583	RATHOR PRIYANSHUKUMAR ROOPKISHOR	Hardcastle Restaurants Pvt.ltd. - Westlife Foodword
19	III-IV	1588	SHARMA RAJ SURESHBHAI	Sangeetha Mobiles Pvt. Ltd.
20	V-VI	2102	DARJI DIPAK DASHRATHBHAI	Brand Buzz Creative Studio
21	V-VI	2167	DAVE JAIMIN RAJESHBHAI	Parth Nrupeshkumar Shah
22	V-VI	2235	SHARMA LUCKY RADHAMOHAN	CA Patel Ramubhai Shankarlal
23	III-IV	1319	GUPTA ROHIT SANJAYKUMAR	Price Waterhouse Chartered Accountants LLP




 I/C Principal
 Prin. M. C. Shah Comm. College,
 Ahmedabad-380 014

Offer: Bench Sales Recruiter

Date: 12/27/2023

Dear Manan Suthar

Sub: Letter of Offer and Terms of Employment.

We thank you for exploring the career opportunities with CareerUS Solutions. You have successfully completed our selection process and we are pleased to make you an offer of employment.

We are pleased to inform you that you have been selected for the position of **Bench Sales Recruiter**. Your net salary would be **180,000 /- Per Annum**. Kindly confirm your acceptance of this offer, Your date of joining will be **01/02/2024** and signing the offer letter. Your failure to accept the offer to the company within **Seven (7) Days** may lead to a presumption that you are not interested in working for the company and the offer will be revoked automatically at the sole discretion of the company.

Joining formalities include a submission of a **PAN card** and Legal proof of previous Employment and a Photo ID and **Address proof** is required of the same day of joining, and non-submission of the same will delay your joining duty. The offer of Employment is also subject to the individual being eligible and legally permissible work.

Terms of Employment.

- Probation Period:**
 - You will be on Probation period for Three (3) Months, and your on Job Training will be of 5 days of your joining.
- Working Hours:**
 - You may be required to work shifts and/or in extended working hours as permitted by Law.
- Leave:**
 - You will be entitled for leaves as per company's policy.
- Increments & Promotions:**
 - Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on CareerUS Solutions's Compensation and Promotion Policy. Increments shall not be automatic and shall depend upon several factors like Company's Performance and contributions to the Organization, Attendance, Behaviour and conduct during the period under review as per the Company's policy as may be applicable from time to time.
- Alternative Employment:**
 - As a full-time Associate of CareerUS Solutions, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of CareerUS Solutions.
- Confidentiality Agreement:**
 - As part of joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of CareerUS Solutions and its clients.
- CareerUS Solutions Code of Conduct:**
 - You are required to sign the CareerUS Solutions code of conduct and follow the same in your Day-to-Day conduct as an employee of CareerUS Solutions.
- Notice Period:**



Dear AAYESHA INTEKHAB SHAIKH,

This refers to Form 103 of WRO0794930 dated 31/01/2024 for registration as an articled assistant. We are pleased to inform you that WRO0794930 has been registered as an articled assistant under JEENAL GAUTAM DESAI (167903) with effect from 31/Jan/2024 for a period of 2 Years 0 Months 0 Days.

You are requested to maintain a Monthly Practical Training Record (Ref. annexure to the Training Guide) and submit the required facts in the Report of Practical Training printed in Form 109/108 at the time of termination/completion of articles, as the case may be.

Regards,
ICAI

Note - This is a system generated letter and hence no signature is required.



Offer Date : 09/01/2024
Offer No : GS10109624

FIXED TERM EMPLOYMENT CONTRACT

Dear Chinmay Bharatbhai Gajjar

We are pleased to offer you employment at Qess 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 Qess, 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 **Jan 09,2024** be deputed by Qess, 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 Qess for rendering the services under this contract

TENURE:
The term of your Contract shall be valid from **Jan 09,2024 to Jan 08,2025**.

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 **Ahmedabad**.

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 **Jan 09,2024 to Jan 08,2025** This contract may be considered for an extension depending on the client and Qess' requirements. The extension of contract period would be considered on fresh terms as agreed between you and Qess through a separate mutually executed contract of employment. Qess 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

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

Offer No : GS10109624
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During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, Quess or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. Quess reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of Quess / Client subject to 30 days' notice. However due to breach of code of conduct, misbehavior or indiscipline etc., then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated with immediate effect.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of Quess (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.



Validate offer letter here

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

Offer No:GS10109624
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JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on **Jan 09,2024** at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 Passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card
10. Complete Application Form with Bio Data/Resume

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 **Quess Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....



Validate offer letter here

Compensation Sheet

Offer No : GS10109624

Associate Name : Chinmay Bharatbhai Gajjar

Designation : PACKER T1

Location : Ahmedabad

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	12558	150696
Gross Salary	12558	150696

Employer's Contribution	Rs. Monthly Pay	Rs. Annual Pay
Employer Esi	409	4908
Employer Pf	1633	19596
Total Contribution	2042	24504
Cost To Company: (Ctc)	14600	175200

Deduction: (Subjected to change)	Rs. Monthly Pay	Rs. Annual Pay
Employee Esi	95	1140
Provident Fund	1507	18084
Professional Tax	200	2400
Total Deduction	1802	21624
Net Take Home	10756	129072

For Quess Corp Limited.

Tej Hans Raj Singh



Validate offer letter here

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

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Dear Associate,

Please download the **WorQ App** on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by **SMS** to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No : GS10109624
- Name : Chinmay Bharatbhai Gajjar
- Mobile No : 8401539787

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>



Validate offer letter here

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

Offer No: GS10109624
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Chinmay



Experience Letter

15-09-2024

This is to certify that Ms. Hani Badoliya was employed with Dipen Safety Equipment Pvt. Ltd. as a Back Office Executive from 07-06-2023 to 14-09-2024. During her tenure, she carried out her responsibilities diligently and contributed to the smooth functioning of our organization.

Her primary duties included:

- Managing back-office operations.
- Handling data entry tasks using software like Tally and Miracle.
- Maintaining records and organizing data efficiently.
- Supporting internal coordination as required.

Ms. Hani displayed consistency and professionalism in her work. She adhered to organizational processes and was reliable in fulfilling her assigned duties.

We wish her success in all her future endeavors.

For Dipen Safety Equipment Pvt. Ltd.,

Dipen Gandhi

Managing Director



EXPERIENCE LETTER

TO WHOMSOEVER IT MAY CONCERN.

This is to certify that **SHAH HITANSH SHRENIKKUMAR** was employed as Article in the Accounting & Taxation Department of **M/s. S.K. DOSALIYA & CO., Chartered Accountants** from 01/03/2023 to 30/06/2024.

I can confirm **SHAH HITANSH SHRENIKKUMAR**'s contributions towards the firm during his tenure have been satisfactory.

I am sure his passion and dedication will help him excel in whatever he chooses to do next. He has shown high commitment throughout his time with my firm.

I wish **SHAH HITANSH SHRENIKKUMAR** all the best for his future.

For, S K DOSALIYA & CO
CHARTERED ACCOUNTANTS
FRN NO: 142416W



Sachin K. Dosaliya

Place: AHMEDABAD

Date: 24/07/2024

SACHIN K. DOSALIYA
PROPRIETOR

Membership No.: 138565

Form "112"

[See Regulations 65 and 78]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Space for official stamp

To
The Secretary
The Institute of Chartered Accountants of India

Dear Sir,

I beg to apply for permission to study other course/ engage in other business or occupation during the period of my service as an articled / audit assistant. The required particulars are given below :-

1. Name of Articled / Audit Assistant

HITARTH KARTIKKUMAR TRIPATHI

2. Articled / Audit Registration No, If any

WRO0791403

3. Date of commencement of Articled / Audit Service

26/Feb/2024

4. Name of the employer

HARDIK SNEHAL SUTARIA

A. DETAILS OF OTHER COURSE OF STUDY

5. Course for which permission is sought

BACHELOR OF COMMERCE (B.COM)

6. Hours of work in the office of the employer

11:00

To

18:30

7. (a) Whether the course involves attendance of any classes

Yes / No

Y

(b) If yes, please state the college hours

From

07:30

To

10:30

(c) Whether it is a Regular / Correspondence Course / involves Private Studies

REGULAR

8. Date of joining the said course of study

15/Jul/2022

9. Duration of the course

3 YEAR

Years

10. Subjects taken for the said course

ACCOUNTING, BASIC STATISTICS , TAXATION ,
AUDITING , COSTING

Date :

26/2/2024

Place :

AHMEDABAD

Signature of Articled Assistant

H. R. Patil

@ (i) CERTIFICATE FROM THE COLLEGE

(applicable to students who have joined the College, prior to joining the C.A. Course)

This is to certify that Shri / Ms

[Redacted Name]

S/o, D/o, W/o Shri

[Redacted Address]

is a bonafide student of the college since

[Redacted Date]

He/She is student of

[Redacted Course Name]

Course.

The College hours for the aforementioned course are from

[Redacted Start Time]

To

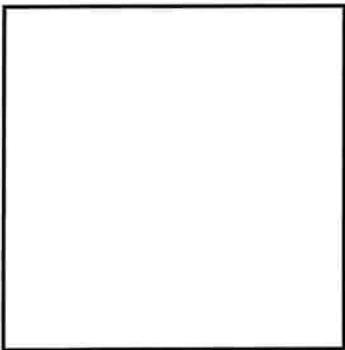
[Redacted End Time]

Date :

[Redacted Date]

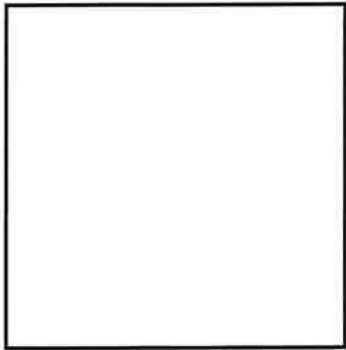
Place :

[Redacted Place]



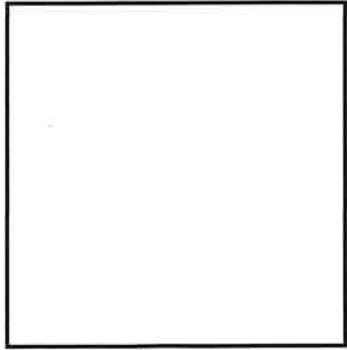
Seal of the College

(Within the frame only)



Stamp of the College

(Within the frame only)



Signature of Principal of the College

(Within the frame only)

Name of the College

[Empty box]

Address of the College

[Empty box]

[Empty box]

Phone with STD Code

[Empty box]

[Empty box]

(In case the student is pursuing correspondence course, he/she is not required to obtain the said certificate.)

@ (ii) CERTIFICATE FROM THE COLLEGE

(applicable to students who propose joined the College at the time of joining the C.A.Course and/or subsequent to joining the C.A. Course)

We understand that Shri/Ms

HITARTH KARTIK KUMAR TRIPATHI

S/o, D/o, W/o Shri

KARTIK PRADHYUMAN TRIPATHI

intends to join

DELOITTE HASKIN & SELLS LLP

Course in the college,after obtaining necessary permission from you.

This is Certify that the college house of

B.com

course are from

7:30

To

10:30

Date :

13/3/24

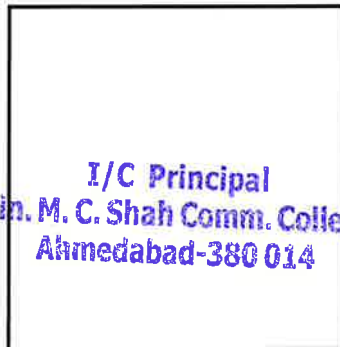
Place :

AHMEDABAD



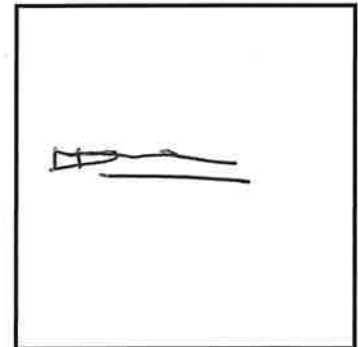
Seal of the College

(Within the frame only)



Stamp of the College

(Within the frame only)



Signature of Principal of the College

(Within the frame only)

Name of the College

PRIN M.C. SHAH COMMERCE COLLEGE

Address of the College

Navigujarat Campus, Ashram road, off. Gujarat

Vidhyarthi, Unmanned, Ahmedabad Gujarat.

Phone with STD Code

079 2759 0189

(In case the student is pursuing correspondence course, he/she is not required to obtain the said certificate.)

(In case the student is not in a position to obtain the aforesaid Certificate from the College, he/she can submit

a copy of the prospectus containing details about college hours of the particular course proposed to be pursued.)

RECOMMENDATION OF THE EMPLOYER

I hereby certify that the normal working hours of my office (uniform for all article / audit assistants) are from

11:00

To

18:30

and the hours during which Shri / Ms

HITARTH KARTIK KUMAR TRIPATHI

is required to attend classes for other course are from

07:30

to

10:30

I further certify that such attendance does not interfere with his/her training under me. I recommend that he/she may be permitted to attend the classes which are outside my office hours.

H. S. Subair

(Within the frame only)

Signature of Chartered Accountant

Date :

26/2/24

Membership No.

116642

Place :

AHMEDABAD

@ B. DETAILS OF ENGAGEMENT IN OTHER BUSINESS/OCCUPATION

11. Nature of engagement

12. Date of engagement as such

*13. Whether it involves devotion of any time. If so, give full details viz, number of hours to be devoted

per week and timings

 (hours per week)

From

To

**14. Whether it is a family business

Yes / No

**15. Date of inception of business

**16. How has interest been acquired in the business

Date :

Place :

Signature of Articled Assistant

Note : In case the student is / was a sleeping partner, kindly attach certified copy of the Partnership Deed with the application.

RECOMMENDATION OF THE EMPLOYER

I hereby certify that the normal working hours of my office [uniform for all articled / audit assistants) are from

11:00

To

18:30

and the hours during which Shri / Ms

is required to engage himself/herself as a sleeping partner/ Director/ other occupation in M/s

are from

11:00

to

18:30

I further certify that such engagement does not interfere with his / her training under me. I recommended that he/she may be permitted engage himself/ herself in other business or occupation which are outside my office hours.

Signature of Chartered Accountant

(Within the frame only)

Date :

Membership No.

Place :

@ Strike out whichever is not applicable

*** Append necessary certificate from the employer about working hours**

**** Append necessary documentary evidence viz. partnership deed / certificate from the company about being a Director for attending Board Meetings only.**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

INSTRUCTIONS FOR ARTICLED ASSISTANTS INTENDING TO PURSUE OTHER COURSE

Permission for other course

Prior permission of the Council to pursue any course of study either through correspondence, Private or Regular (be it a graduation or post graduation) should be obtained by submitting Form 112 duly filled in and signed by the student his employer and the Principal of the College at the time of joining the articles or during the period of articles if intending to join or joined subsequently.

Before recommending and forwarding application of the articled assistant, the principal must ensure that:

1. The working hours for the articled assistant shall be 35 hours in a week excluding the lunch break.
2. The office hours of the principal for providing articled training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
3. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
4. The working hours for the articled assistant should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
5. In case of the exigencies of work with the principal, an articled assistant may be required to work beyond his / her normal working hours. However under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond

35 hours in a week should not be a practice but only in exceptional circumstances. Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he/she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above 35 hours per week.

6. The facility of allowing flexible office hours stands withdrawn
7. During the working hours, the articled assistant is not permitted to attend college / other institutions for pursuing any course including graduation. Accordingly, college timings of such course should not be such (after taking into account the time required to commute) which clashes with the normal working hours of the article training.
8. The working hours do not clash with the graduation or any other course, if any pursued by the articled assistant, each articled assistant registered on or after 1st April, 2008 shall now be required to obtain specific permission from the ICAI for pursuing graduation or other course as permitted under the Chartered Accountants Regulations by submitting Form No. 112, within one month from the date of joining the College or course to the ICAI.
9. The articled assistant presently registered and undergoing graduation or any other course and who have not obtained specific permission shall be required to obtain the specific permission from the ICAI by submitting Form No. 112 within six months of issue of these guidelines, i.e. by 30th September, 2008 . However those students who have already obtained the specific permission by submitting Form No. 112 need not obtain it again and the permission granted shall continue to be valid.
10. The Certificate in Form No. 112 indicating college timings etc. shall be counter-signed by the concerned principal of the college with the seal and stamp of the college and also indicating the telephone number/s and full address of the college.
11. Leave in connection with the permitted course for the days of the relevant examination may ordinarily be granted by the principal. Any other leave for such course may be granted at the discretion of the principal

Note: In case a student does not comply with the above requirements or violates any of the above guidelines, his /her articled period shall not be recognised.

1. In case the articled assistant is pursuing other Course through correspondence / Non-Collegiate, he is required to attach the copy of the registration letter from the University in this regard.
2. The form should be submitted to the office of the Institute within 30 days. In case of delay in filling the form beyond the stipulated period, it has to be accompanied by a request for condonation and appropriate condonation fee as per the following schedule:

(I) Delay upto 30 days beyond the initial period	Rs. 500/-
(ii) Delay between 31 days - 180 days	Rs. 1,000/-
(iii) Delay between 181 days - 365 days	Rs. 2,000/-
(iv) Delay beyond 365 days	Rs. 10,000/-



Form "102"

[See Regulations 46 (1) 56 (3), 57 (4) & 58 (4)]

[Empty box]

To be executed in Non-Judicial Stamp paper or Special adhesive

Articles of apprenticeship made on the

Nineteenth

Day of

July

Two thousand

Twenty Four

between

RINKESH KIRTIKUMAR SHAH

of

RINKESH SHAH & CO

(hereinafter called the Employer) of the first part, *[,

the Chartered Accountant in practice/partner of Messers

RINKESH SHAH & CO

Chartered Accountants in practice, employing the Employer of the first part (hereafter called the second employer) of the Second part], **[,

BHAVESH NAGAR

here in after called the

Guardian of the articed Assistant) of the Second/third part and

NAGAR JAY BHAVESH

(hereinafter called the Articed Assistant) of the third/fourth part.

Witness as follows, that is to say -

- 1. In consideration of the covenants by the Articed Assistant **[and the Guardian respectively] hereafter contained, the Employer agrees to take the Articed Assistant as his/her Articed Assistant for the term of

2 Years 0 Months 0 Days

from the

Nineteenth

day of

July

Two thousand

Twenty Four

*1A The second employer of the second part agrees to permit the Employer of the first part to train the Articed Assistant in his/her office /firm.

- 2. The Articed Assistant of his/her own free will **[and with the consent of the Guardian] binds himself/herself as Articed Assistant to the Employer to serve him/her for and during and unto the full end and term of

2 Years 0 Months 0 Days

- 3. The Articed Assistant covenants with the Employer as follows: (a) That he/she will at all times during the said term diligently and faithfully serve the Employer as his/her Articed Assistant in the Practice of Profession of Accountancy. (b) That he/she will not at any time during said term destroy, cancel obliterate, spoil, embezzle, spend make away with or take copies of books papers, plans, documents, monies, stamps or chattels of the Employer, his/her personal representatives or assigns or of his/her partners or of any of his/her clients or employers which shall be deposited in his/her hands or which shall come to his/her care custody or possession or allow any of the said good to be so treated by others if he/she can by the exercise of reasonable care prevent it. (c) That he/she will at all times keep the secrets of the Employer and his/her partner or partners and of his/her and their clients and employers and will not divulge the names

and affairs of such clients and employers.

- (d) That he/she will readily and cheerfully obey the execute the lawful and reasonable commands of the Employer and will not depart or absent himself/herself from the service or employ of the Employer at any time during the said term without his/her consent or that of his/her partners first obtained but will at all times during the said term conduct himself/herself with all due diligence, honesty and propriety.
- (e) That he/she will at all times well and faithfully serve the Employer as an Articled Assistant ought to do in all things whatsoever.
- (f) That he/she will make good and fully indemnify the Employer for any loss or damage suffered or sustained by his/her misbehavior or improper conduct.

****4.** The Guardian covenants with the Employer as follows:-

That he/she will indemnify the Employer or his/her partner or partners and all or any of them in case the articled assistant shall act contrary to the last-mentioned covenants and the Employer or his/her partners shall suffer thereby any loss damage or prejudice.]

5. The Employer covenants with the Articled Assistant ****[and the Guardian]** follows :-

- (a) That he/she will by the best ways and mean in his/her power and to the utmost of his/her skill and knowledge instruct or cause to be instructed the Articled Assistant and afford him/her such reasonable opportunities and work as may be required to enable him/her to acquire the art, science and knowledge of Accountancy.
- (b) That his/her professional practice ***[or that of his/her Employer(s) is *[or their]** main occupation and is suitable for the purpose of enabling him/her to carry out the obligations referred to in (a) above.
- (c) That he/she will pay to the articled assistant a minimum monthly stipend at the rates specified in the Regulations and that the same shall be either paid (a) by a crossed account payee cheque every month against a stamped receipt to be obtained from the articled assistant; or (b) by depositing the amount every month in the bank account opened by the articled assistant for the purpose.
- (d) That he/she will at the expiration of the said term use his/her best means and endeavors at the request, cost and charges of the articled assistant ****[and the guardian or either of them]** to cause the Articled Assistant to be admitted as a member of the Institute.

PROVIDED always that the Articled Assistant shall have well and faithfully served his/her intended assistantship and shall have passed the required examinations and in all respects properly qualified himself/herself to be admitted as such.

- (e)(i) That if the employer shall die during the said term, his/her legal representative shall grant to the Articled Assistant a certificate of service in the appropriate Form for the expired period of the articles.
- (e)(i) That if the Employer shall cease to practice as an accountant or shall in any way become incapable of continuing the intended employment of the Articled Assistant during the said term; he/she shall make the necessary arrangement as far as practicable for the completion of the residue of the term as Articled Assistant with some other member entitled to train Articled Assistant and grant the Articled Assistant , the certificate of service in the appropriate Form for the expired period of articles.

6. These articles are subject to the Chartered Accountants Regulations as may be in force from time to time.

In witness whereof the parties have hereunto set their hands and seals the day and year first above written

Signed and

delivered By

~~2024/07/19~~

In the presence of

RINKESH KIRTIKUMAR SHAH

Signed and delivered By

~~Jay~~

In the presence of

NAGAR JAY BHAVESH

Signed and delivered By

~~Kundan~~

In the presence of

KUNDAN NARANBHAI PRATAPATI

Signed and delivered By

~~Vallabh~~

In the presence of

VALLABH PRAKASH IYER

*To be deleted where the employer is not employed by a Chartered Accountant in practice or a firm of such Chartered Accountants.

** To be deleted where the articulated assistant is not a minor



The Power of Distribution

MAS FINANCIAL SERVICES LIMITED

OFFER LETTER

March 15, 2024

Mr. Keval Koshti,
Ahmedabad

Dear Keval,

We are keen to have your services as an **Back Office Executive – Personnel (Grade : L9B)** based at **Ahmedabad** Location.

Your CTC will be Rs. 2,19,996/- Per Annum. Rest of the terms will be as per your KRA.

Your date of appointment will be the date on which we receive all the required documents for completing our recruitment process including the letter of offer.

You will be bound by the rules, regulations and orders issued by the company from time to time, which will be deemed to be part of the terms of contract.

We will be conducting background checks on you and your appointment is subject to the positive feedback from all ends. If, in case, any information provided from your end proves false or misleading, then your offer / appointment would be considered as invalid.

Please sign a copy of this letter and return it to us as a token of your acceptance of this offer. We welcome you as a member of our team and wish you a successful and eventful career with us.

Please Note: This letter of offer will be valid only till 10 days of its issuance.

MAS Financial Services Ltd.

Hitesh Ganatra
Head - Human Resource Development

I hereby accept the offer and am eager to make a positive contribution to the company.

Place : Ahmedabad

Name : Mr. Keval Koshti

Date :

Signature:

Keval



Regd. Office :

6, Ground Floor, Narayan Chambers,

B/h Patang Hotel, Ashram Road, Ahmedabad-380 009.

CIN : L65910GJ1995PLC026064

+ 91(O) 079 4110 6500 / 079 3001 6500

+ 91(O) 079 4110 6597,+ 91 (O) 079 4110 6561

www.mas.co.in

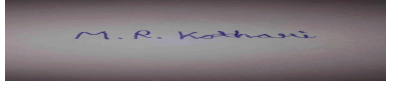
mfsl@mas.co.in



1. Name	MEGHAV KOTHARI
2. Regn. No	WRO0793103
3. Name & Membership Number of Principal (Chartered Accountant) under whom receiving training.	SHRIRAM RAMRATAN LADDHA
M.No	112900
4. Date of Commencement of Articles training	22/Jan/2024
5. Date on which training is due to be completed	21/Jan/2026



PHOTOGRAPH(PASSPORT SIZE)



Signature of Student

Place: _____
Date: _____



(Signature of Principal with Rubber Stamp)

NOTE:

1. This Identity Card is valid only till the date mentioned in column 5. This card should be surrendered to the Principal on termination of training.
2. This card should be signed by the articled assistant and the employer at the prescribed places only and no where else. Under no circumstances, any rubber stamp and/or signature be affixed on the Photograph.

Ref. No.

Date: 01-09-2022

Appointment Letter

Dear Nikita Pal,

We are pleased to offer you the position of **Computer Trainer** at **Navyug Youth Center**. We believe that your skills and experience will make a valuable contribution to our team.

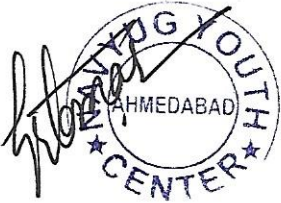
Please find below the key terms of your appointment:

1. **Position:** Computer Trainer
2. **Date of Joining:** September 6, 2022 (Please report by September 5, 2022, for documentation and orientation)
3. **Salary Package:** ₹ 300000 – Annual
4. **Working Hours:** 9:00 AM to 7:00 PM, Monday to Friday
5. **Job Responsibilities:** Deliver training in MS Office, Tally, and other computer skills to students, assess progress, and contribute to course material.
6. **Probation Period:** 3 months, with a 1-week notice period during probation.
7. **Leave Policy:** 12 days of paid leave annually, in addition to public holidays.

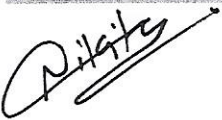
Kindly sign and return a copy of this letter to confirm your acceptance. If you have any questions, feel free to contact us.

We look forward to having you on board and wish you success in your role.

Best Regards,
GajendraSingh Tomar,



Navyug Youth Center



NOVOTEL
AHMEDABAD

CERTIFICATE OF COMPLETION

This is to certify that

Poojan Kappdi

has successfully completed his Internship
at Novotel Ahmedabad
from November 21, 2022 till March 16, 2024



ACCOR

Amit Sangwan
General Manager

for

Sunil Dhasmana
Learning & Development Manager

Date of Issue : March 16, 2024

FAIRMONT \ SOFITEL \ PULLMAN \ SWISSÔTEL \ MOVENPICK
GRAND MERCURE \ NOVOTEL \ MERCURE \ IBIS \ IBIS STYLES

BHAIRAV FINANCE COMPANY

402, P. B. Parekh Tower, Diwan Ballubhai road, Kankaria, Ahmedabad - 380022.

Date

04/12/2024

Subject – Experience certificate for an employee.

This is to Certify that Mr. Ronak Vaghela Son of Mr. Pankaj Vaghela worked as the post of Back office & account executive in our company From 15-08-2023 with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, educated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well.

Sincerely,

bhairav Finance

Salary Increment Letter

Sub: Salary increment letter.

Dear Mr. [SATENDRA VERMA],

Congratulations! Consequent to reviewing your performance NISM Certifications Passing in recent years we are delighted to inform you that you have been promoted to the position of [Sr.Relationship Manager] effect from 04 Oct 2023.

Your revised will be 12000 Rs Per Month .

All other terms of your Employment will not change..

For the

“ Oswal investment & financial services.”,

Authorized Signatory

FOR, OSWAL INVESTMENT & FINANCIAL SERVICES

oswal j mteghk
PROPRIETOR



Dear SHIVAM JITENDRAKUMAR THAKKAR,

This refers to Form 103 of WRO0786928 dated 07/02/2024 for registration as an articled assistant. We are pleased to inform you that WRO0786928 has been registered as an articled assistant under POOJA KUNAL SHAH (143106) with effect from 05/Feb/2024 for a period of 2 Years 0 Months 0 Days.

You are requested to maintain a Monthly Practical Training Record (Ref. annexure to the Training Guide) and submit the required facts in the Report of Practical Training printed in Form 109/108 at the time of termination/completion of articles, as the case may be.

Regards,
ICAI

Note - This is a system generated letter and hence no signature is required.



Dear GUPTA TAMANNA BHAVESH,

This refers to Form 103 of WRO0793700 dated 05/02/2024 for registration as an articled assistant. We are pleased to inform you that WRO0793700 has been registered as an articled assistant under PUROHIT HARISHKUMAR BHAISHANKAR (036004) with effect from 29/Jan/2024 for a period of 2 Years 0 Months 0 Days.

You are requested to maintain a Monthly Practical Training Record (Ref. annexure to the Training Guide) and submit the required facts in the Report of Practical Training printed in Form 109/108 at the time of termination/completion of articles, as the case may be.

Regards,
ICAI

Note - This is a system generated letter and hence no signature is required.



U. N. Mehta Institute of Cardiology & Research Centre

(Affiliated to B.J. Medical College, Ahmedabad)

Civil Hospital Campus (Medicity), Asarwa, Ahmedabad-380016. Gujarat.

Phone : +91 (079) 22684200, Fax : 079-22682092 Email : unmicrc@gmail.com

No.: Cardio/Apprentice/1539

Date: 02/05/2024

OFFICE ORDER:

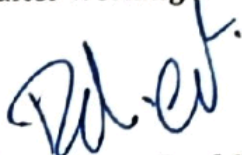
Sub.: Completion of Apprenticeship of **Mr. Uday Vijaybhai Solanki**

(Apprentice ID: 5100499) HEALTH & SLIMMING ASSISTANT.

Ref.: Contract generated from date **13.01.2023** to **12.04.2024** for **Mr. Uday Vijaybhai**

Solanki (Apprentice ID: 5100499) HEALTH & SLIMMING ASSISTANT.

After completion of Apprenticeship contract from date **13.01.2023** to **12.04.2024**, **Mr. Uday Vijaybhai Solanki** (Apprentice ID: 5100499) is relieved from his duties as a **HEALTH & SLIMMING ASSISTANT** with effect from **12.04.2024** after working hours.


(Dr. Chirag Doshi)
Director

To,
Mr. Uday Vijaybhai Solanki
8/190, Government D Colony,
Nr. Vijay Mill,
Naroda Road,
Ahmedabad - 382345.

Copy To:

1. The Chairman, Governing Board U. N. Mehta Institute of Cardiology & Research Centre.
2. Salary Section.
3. Personal File.



Medicity
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U. N. Mehta Institute of Cardiology & Research Centre
(Affiliated to B.J. Medical College, Ahmedabad)

Civil Hospital Campus (Medicity), Asarwa, Ahmedabad-380016. Gujarat.

Phone : +91 (079) 22684200, Fax : 079-22682092 Email : unmicrc@gmail.com

No. Cardio/Certi./ Apprentice/2024/1540

Date: 02/05/2024

CERTIFICATE

This is to certify that **Mr. Uday Vijaybhai Solanki** has completed Apprenticeship as a
HEALTH & SLIMMING ASSISTANT from date **13.01.2023** to **12.04.2024** at this
Institute.



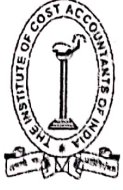
(Dr. Chirag Doshi)
Director

To,
Mr. Uday Vijaybhai Solanki
8/190, Government D Colony,
Nr. Vijay Mill,
Naroda Road,
Ahmedabad - 382345.



Medicity
I am my house





THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

Headquarters: CMA Bhawan, 12 Sudder Street, Kolkata – 700016

Ph: 091-33-2252 1031/34/35/1602/1492

Web site: www.icmai.in, E-Mail - training@icmai.in

FORM T-1

INTIMATION FOR ENGAGEMENT OF CMA STUDENTS AS TRAINEES

1.	Name of the Practicing Cost Accountant/Firm of Cost Accountants	Borad Sanjay B. & Associates	
2.	No. of partners	N.A.	Fellow Members: 1 Associate Members: 1
3.	Address: 210-212, Vrajbhumi Complex, Near Induben Khakhrawala, Girish Cold Drinks Char Rasto, Off C.G. Road		
	City: Ahmedabad	State: Gujarat	Pin: 380009
4.	Tel. No. with STD code:	Mobile No: 98795 13331	
5.	Maximum Number of Trainees Authorised (As per the number of Partners)	10	
	Total Number of Trainees already engaged.	3	
	Number of vacancies of Trainees.	7	
6.	Particulars of Student registered as Trainee:		
	Name in full (in Capital Letters):	UMANG YOGESHBHAI SHARMA	
	Fathers Name (in Capital Letters):	YOGESH HARISHANKAR SHARMA	
	Student's Registration No.	01222015780	
	Residential Address	130, Giriraj Society, Vibhag-2, K.K. Nagar Road, Ghatlodia, Ahmedabad	
	Telephone No.	Mobile No. 9499739580	Email Id: ussharma1995@gmail.com
7.	The period for which the Cost of Management Trainee has been engaged.	From: 10-01-2024 (date) to 10-01-2026	

The Trainee is engaged as per the Standard guidelines issued by the Institute on Practical Training.

Sanjay Borad
Authorized Signatory with name
Designation and Seal
Date: 7/2/2024



Uman
Signature of the Student
Registration. No.: 01222015780

Note: Upload the signed copy of this completely filled form online at www.icmai.in



Hardcastle Restaurants Pvt.Ltd.
1001 - 1002, Tower 3, 10th Floor, Indiabulls
Financial Centre,
Senapathi Bapat Marg, Elphinstone Road,
Mumbai - 400 013

Payslip For : NOV-2024

Amount in

Employee Name	PRIYANSHKUMAR ROOPKISHOR RATHOR	Employee Code	9930029212
Department:	BUSINESS OPERATIONS	Cost Center	AHMEDABAD - VAISHNODEVI MASTER AVENUE
PF A/c No	MHBAN00416180008050945	Location	Ahmedabad
Designation	PART TIME CREW MEMBER	ESI No.	3714900761
Date of Birth	20 Jul 2004	Bank A/c No	3667814148
PAN		Date of Joining	04 Apr 2023
Gender	Male	PF UAN	101936728841

Earnings	Amount	YTD	Deductions	Amount	YTD
BASIC HOURLY	3,683.00	50,845.00	PROVIDENT FUND	818.00	10,597.00
VDA HOURLY	1,387.00	18,261.00	EMPLOYEE STATE INSURANCE	47.00	657.00
TRAVEL HOURLY	748.00		OTHER DEDUCTION PT	560.00	7,640.00
OTHER ALLOW HOURLY	1,002.00	13,206.00			
OTHER EARNINGS PT	164.00	3,299.00			
Total Earnings	6,984.00		Total Deductions	1,425.00	
Net Pay	5,559.00				
In Words	Rupees Five Thousand Five Hundred And Fifty Nine Only				

Atten Days / Total Hours	Arr Paid Days	Days in Month	LOP Days	OT_Hours	NightShift_Days	CompOff_Days	WRKDAYs_PT
103.75	0	30	0.00	1	0	0	14

Days In Month (A)	Arrear Days (B)	LOPR Days(C)	LOP Days (D)	Net Days Worked (E = A + B + C - D)
14	0	0.00	0.00	14.00

** This is a computer generated payslip and does not require signature and stamp.

OFFER LETTER

Dear **Mr. Sharma Raj Suresh Kumar**,

Congratulations!!

With reference to the interview, you had with us, we are pleased to offer you Employment with Sangeetha Mobiles Pvt. Ltd. as **Cashier - Sales - Stores**

Your Annual Fixed Compensation (AFC) will be INR 193092/-

Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

You are required to join on or before **October 07, 2023** at the below-mentioned location. The Offer stands withdrawn thereafter unless the date is extended and communicated explicitly in writing.

On the date of joining, you are requested to report to HR at **10.00 a.m.** to complete the joining formalities at Sangeetha Corporate Office.

Please note that this Offer is subject to your being given a clear reference/background check along with a relieving letter from your current employer at the time of reporting/joining.

Kindly acknowledge acceptance of this Offer within 3 days from the date of offer.

Looking forward to have you on board on or before **October 07, 2023**

The detailed appointment letter will be provided on submission of all the necessary documents and successful completion of joining formalities.

Breakup – Cost to the Company (CTC)

Name	Sharma Raj Suresh Kumar	
Designation	Cashier - Sales - Stores	
Components	Monthly	Annual
Basic	15001	180012
HRA	0	0
Other Earn	0	0
Statutory Bonus	583	6996
Fixed Gross salary	15584	187008
PF employer	0	0
ESI employer	507	6078
Fixed CTC	16091	193092
We Care	100	1200
ESI employee	117	1403
PF employee - EMPPF	0	0
Medicclaim	0	0
PT	200	2400
Life Insurance COMPANY - LIFEINSURANCECOMPANY EMP -	75	900
Total Deduction	0	0
Net Amount	15167	182005

Sincerely Yours,

For Anuradha Mobiles Pvt Ltd



.....
Divaker Pulkuri
Head – Human Resources

I have carefully read the above terms and conditions and accept the same in full. Signature:

Date:



APPOINTMENT AGREEMENT

07 December, 2023.

Sub: Appointment Agreement

Dear Dipak,

On behalf of **Brand Buzz Creative Studio**, I am pleased to appoint you in the position of **Graphic Designer**, starting on **1st January 2024**. In that position, you will report to **Ms. Kinjal Panchal**.

During your employment, you will be paid a base salary of **INR.18,000**. For this position you need to fulfill the **12 months** of bond period and **1 month** of notice period till then your **1 Salary** will be deposited as security that will be paid at end of the year. Your increment is based on your skill and efficiency otherwise, it is on a yearly basis of **10% - 15%**. This position is a full-time position and your regular salary will be prorated based on a [Standard Hours 9:30 AM to 6:30 PM] hour work week.

Terms and Conditions:

Entire Agreement: This employment agreement, along with the Confidentiality Agreement, sets forth the terms and conditions of your employment with the Company, and supersedes any prior representations or agreements concerning your employment with the Company, whether written or oral. You acknowledge and agree that you are not relying on any statements or representations concerning the Company or your employment with the Company except those made in this agreement. This employment agreement may not be modified or amended except by a written agreement signed by you and an authorized officer of the Company.

Mr. Dipak, we are excited by the prospect of you joining the Company.

Sincerely,

Kinjal Panchal
Founder,
Brand Buzz Creative Studio



Dear JAIMIN RAJESHBHAI DAVE,

This refers to Form 103 of WRO0752485 dated 01/02/2024 for registration as an articled assistant. We are pleased to inform you that WRO0752485 has been registered as an articled assistant under PARTH NRUPESHKUMAR SHAH (173468) with effect from 18/Jan/2024 for a period of 2 Years 0 Months 1 Days.

You are requested to maintain a Monthly Practical Training Record (Ref. annexure to the Training Guide) and submit the required facts in the Report of Practical Training printed in Form 109/108 at the time of termination/completion of articles, as the case may be.

Regards,
ICAI

Note - This is a system generated letter and hence no signature is required.

Form "112"

[See Regulations 65 and 78]

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Space for official stamp

To
The Secretary
The Institute of Chartered Accountants of India

Dear Sir,

I beg to apply for permission to study other course/ engage in other business or occupation during the period of my service as an articled / audit assistant. The required particulars are given below :-

1. Name of Articled / Audit Assistant

LUCKY RADHAMOHAN SHARMA

2. Articled / Audit Registration No, If any

WRO0748980

3. Date of commencement of Articled / Audit Service

10/Feb/2023

4. Name of the employer

PATEL RAMUBHAI SHANKERLAL

A. DETAILS OF OTHER COURSE OF STUDY

5. Course for which permission is sought

BACHELOR OF COMMERCE (B.COM)

6. Hours of work in the office of the employer

11:00

To

17:30

7. (a) Whether the course involves attendance of any classes

Yes / No

Y

(b) If yes, please state the college hours

From

07:30

To

10:45

(c) Whether it is a Regular / Correspondence Course / involves Private Studies

REGULAR

8. Date of joining the said course of study

19/Jul/2021

9. Duration of the course

3 YEAR

Years

10. Subjects taken for the said course

ECONOMICS, ACCOUNTS, TAXATION, COSTING, ENGLISH, COMMUNICATION

Date :

Place :

Signature of Articled Assistant

@ (i) CERTIFICATE FROM THE COLLEGE

(applicable to students who have joined the College, prior to joining the C.A. Course)

This is to certify that Shri / Ms

S/o, D/o, W/o Shri

is a bonafide student of the college since

He/She is student of

Course.

The College hours for the aforementioned course are from

To

Date :

Place :

Seal of the College

(Within the frame only)

Stamp of the College

(Within the frame only)

Signature of Principal of the College

(Within the frame only)

Name of the College

Address of the College

Phone with STD Code

(In case the student is pursuing correspondence course, he/she is not required to obtain the said certificate.)

@ (ii) CERTIFICATE FROM THE COLLEGE

(applicable to students who propose joined the College at the time of joining the C.A.Course and/or subsequent to joining the C.A. Course)

We understand that Shri/Ms

S/o, D/o, W/o Shri

intends to join

Course in the college,after obtaining necessary permission from you.

This is Certify that the college house of

course are from

To

Date :

Place :

Seal of the College

(Within the frame only)

Stamp of the College

(Within the frame only)

Signature of Principal of the College

(Within the frame only)

Name of the College

Address of the College

Phone with STD Code

(In case the student is pursuing correspondence course, he/she is not required to obtain the said certificate.)

(In case the student is not in a position to obtain the aforesaid Certificate from the College, he/she can submit

a copy of the prospectus containing details about college hours of the particular course proposed to be pursued.)

RECOMMENDATION OF THE EMPLOYER

I hereby certify that the normal working hours of my office (uniform for all articulated / audit assistants) are from

To

and the hours during which Shri / Ms

is required to attend classes for other course are from

to

I further certify that such attendance does not interfere with his/her training under me.I recommend that he/she may be permitted to attend the classes which are outside my office hours.

(Within the frame only)

Signature of Chartered Accountant

Date :

Membership No.

Place :

@ B. DETAILS OF ENGAGEMENT IN OTHER BUSINESS/OCCUPATION

11. Nature of engagement

12. Date of engagement as such

*13. Whether it involves devotion of any time. If so, give full details viz, number of hours to be devoted

per week and timings

(hours per week)

From

To

**14. Whether it is a family business

Yes / No

**15. Date of inception of business

**16. How has interest been acquired in the business

Date :

Place :

Signature of Articled Assistant

Note : In case the student is / was a sleeping partner, kindly attach certified copy of the Partnership Deed with the application.

RECOMMENDATION OF THE EMPLOYER

I hereby certify that the normal working hours of my office [uniform for all articled / audit assistants] are from

To

and the hours during which Shri / Ms

is required to engage himself/herself as a sleeping partner/ Director/ other occupation in M/s

are from

to

I further certify that such engagement does not interfere with his / her training under me. I recommended that he/she may be permitted engage himself/ herself in other business or occupation which are outside my office hours.



Signature of Chartered
Accountant

(Within the frame only)

Date :

Membership No.

Place :

@ Strike out whichever is not applicable

*** Append necessary certificate from the employer about working hours**

**** Append necessary documentary evidence viz. partnership deed / certificate from the company about being a Director for attending Board Meetings only.**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

INSTRUCTIONS FOR ARTICLED ASSISTANTS INTENDING TO PURSUE OTHER COURSE

Permission for other course

Prior permission of the Council to pursue any course of study either through correspondence, Private or Regular (be it a graduation or post graduation) should be obtained by submitting Form 112 duly filled in and signed by the student his employer and the Principal of the College at the time of joining the articles or during the period of articles if intending to join or joined subsequently.

Before recommending and forwarding application of the articled assistant, the principal must ensure that:

1. The working hours for the articled assistant shall be 35 hours in a week excluding the lunch break.
2. The office hours of the principal for providing articled training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
3. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
4. The working hours for the articled assistant should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
5. In case of the exigencies of work with the principal, an articled assistant may be required to work beyond his / her normal working hours. However under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond

35 hours in a week should not be a practice but only in exceptional circumstances. Further, where the articulated assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he/she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above 35 hours per week.

6. The facility of allowing flexible office hours stands withdrawn
7. During the working hours, the articulated assistant is not permitted to attend college / other institutions for pursuing any course including graduation. Accordingly, college timings of such course should not be such (after taking into account the time required to commute) which clashes with the normal working hours of the article training.
8. The working hours do not clash with the graduation or any other course, if any pursued by the articulated assistant, each articulated assistant registered on or after 1st April, 2008 shall now be required to obtain specific permission from the ICAI for pursuing graduation or other course as permitted under the Chartered Accountants Regulations by submitting Form No. 112, within one month from the date of joining the College or course to the ICAI.
9. The articulated assistant presently registered and undergoing graduation or any other course and who have not obtained specific permission shall be required to obtain the specific permission from the ICAI by submitting Form No. 112 within six months of issue of these guidelines, i.e. by 30th September, 2008 . However those students who have already obtained the specific permission by submitting Form No. 112 need not obtain it again and the permission granted shall continue to be valid.
10. The Certificate in Form No. 112 indicating college timings etc. shall be counter-signed by the concerned principal of the college with the seal and stamp of the college and also indicating the telephone number/s and full address of the college.
11. Leave in connection with the permitted course for the days of the relevant examination may ordinarily be granted by the principal. Any other leave for such course may be granted at the discretion of the principal

Note: In case a student does not comply with the above requirements or violates any of the above guidelines, his /her article ship period shall not be recognised.

1. In case the articulated assistant is pursuing other Course through correspondence / Non-Collegiate, he is required to attach the copy of the registration letter from the University in this regard.
2. The form should be submitted to the office of the Institute within 30 days. In case of delay in filling the form beyond the stipulated period, it has to be accompanied by a request for condonation and appropriate condonation fee as per the following schedule:

(I) Delay upto 30 days beyond the initial period	Rs. 500/-
(ii) Delay between 31 days - 180 days	Rs. 1,000/-
(iii) Delay between 181 days - 365 days	Rs. 2,000/-
(iv) Delay beyond 365 days	Rs. 10,000/-

Private & Confidential

Ref. No:503357WD

09/02/2024
Rohit Gupta
26/2 Ambikadevi Society Gujarat 380013 India

Dear Rohit,

Sub: Articled Assistant

We refer to your application and the subsequent interview with us, we are pleased to inform you that you have been selected for articled training with **Price Waterhouse Chartered Accountants LLP** ("LLP"), under the provisions of the Chartered Accountants Regulations, 1988.

You are being appointed as Articled Assistant at the Management Level of **Intern/Trainee** in our **Ahmedabad** office and will report for the training on **18/03/2024**. Please get yourself registered on this date with the Institute of Chartered Accountants, hereinafter referred to as the "ICAI".

We are also pleased to inform you that you will be paid a stipend of Rs. **15,000/- (Fifteen Thousand)** per month, subject to tax deduction, as applicable.

During your training period, you as an Articled Assistant covenant that;

1. You have passed the necessary examination/s and / or eligible to appear in the examination/s conducted by the ICAI, and are fully competent to undergo the Articled Training.
2. You have completed all necessary registration formalities and submitted all requisite documents with the ICAI under the Chartered Accountants Regulations, 1988, and its amendments thereof and that you shall always remain bound by the same. You shall also be bound by the Code of Ethics of the ICAI, as amended from time to time.
3. You have no legal impediments of any nature whatsoever in your commencement of training with the LLP and that you shall keep the LLP indemnified on this account at all times.
4. Your training in the LLP is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials and obtaining satisfactory responses from the references mentioned by you in the application. The LLP reserves the right to get a background check (including criminal history record search, education and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that any such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the LLP or in the declarations made by you, your Articleship with the LLP is liable to be terminated forthwith without any notice or compensation.
5. You shall at all times have an obligation to maintain confidentiality and this shall be a precondition to your training. Information and materials relating to the LLP, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your training duties with the LLP. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Confidential Information includes, but is not limited to, the LLP's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology



Initial of Employee

systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans. Because Confidential Information is extremely valuable, the LLP takes measures to maintain its confidentiality and guard its secrecy. Confidential Information may be copied, disclosed or used by you during your training with the LLP only as necessary to carry out LLP business and, where applicable, only as required or authorized under the terms of any agreements between the LLP and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the LLP. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the LLP.

6. You shall upon termination of your tenure with the LLP, immediately surrender to the LLP, all files, books, magazines, reports, documents, manuals, audio and video tapes, compact discs and any other knowledge databases entrusted to you in the course of your tenure with the LLP. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise, any copyrighted material which is the property of the LLP, for your own benefit or for the benefit of any third party, either during the course of your training with the organization or after your separation.

7. You agree to sign confidentiality / non-disclosure agreements, if required by the LLP, clients or third parties and shall remain personally liable to the LLP, clients and third parties for any breach.

8. You shall be prohibited from using or sharing information, not publicly disclosed, which you obtain during the course of your work for the LLP, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. This restriction applies to such information related to any company, not just the LLP's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the LLP must maintain independence.

9. You shall be personally responsible to safeguard and return to the LLP assets like laptop / portable computer, access card etc provided to you for your business use.

10. You consent to the LLP, PwC network firms, agents, contractors or sub-contractors to collect, hold, store, transfer and process by whatever way, all the personal information it collects or has collected in relation to you and belonging to you in the course of your training in the LLP for the purposes of management and administration of its employees, business or for compliance with applicable procedures, laws and regulations. The conditions contained herein above are indicative only and during the training period you shall be governed by all the extant policies of the LLP including, but not limited, to the policies relating to Human Capital, Independence, Code of Conduct, Risk Management and Disciplinary etc. You shall also remain bound by the Office procedures and the rules and regulations that may be in force from time to time.

Please sign the duplicate of this letter and the attached Declaration and return a copy of this to us. We take this opportunity of wishing you every success in your future career with us.

Thanking You
Yours Sincerely

For Price Waterhouse Chartered Accountants LLP,
Ahmedabad



Initial of Employee

Arun Ramdas
Partner

I hereby accept the aforesaid position and the terms and conditions mentioned.

R Gupta
13/2

Name/ Signature/ Date

Rohit Gupta

Declaration

I, Rohit Gupta hereby declare that during my Article ship Training with Price Waterhouse Chartered Accountants LLP, will abide by the Firm's policy for availing leaves including for examinations for the course as declared by me in Form 112. I shall abide by the Firm's policies, ICAI Code of Ethics and Regulations, as amended from time to time, and maintain strict confidentiality of the stipend that I receive. I shall also have no objection to travelling to locations outside my place of posting on clients visits. In case I fail to abide by the aforesaid, the Firm is within its rights to cancel my training and I would not have any claim against the Firm, Partner/s or any employee whatsoever.

R Gupta
13/2

Name /Signature/ Date

Rohit Gupta

R Gupta

Initial of Employee