



**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS),  
SION (W), MUMBAI -400 022  
NAAC SSR – CYCLE 4 : 2018-2023**

**Metric No. 5: 5.2.1:**

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Academic Year 2020-21**

<b>Sr. no.</b>	<b>Details</b>	<b>Page no.</b>
<b>1</b>	<b>List of Students progressing to higher education / placed</b>	<b>01</b>
<b>2</b>	<b>Sample of transfer certificates</b>	<b>22</b>
<b>3</b>	<b>Appointment letters of Students placed</b>	<b>29</b>

*This is to certify that the attached documents have been verified and found to be true.*

  
**Principal**  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.



**College Seal**

Sr. no.	Name of student placed / enrolling into higher education and contact details	Placement/Progressed to Higher Education	Program graduated from	Name of the employer with contact details (in case of placement) / Name of institution joined (in case of progression to higher education)	Pay package at appointment (In INR per annum) (applicable for students who got placement) / Name of program admitted to (applicable for students who progressed to higher education)
1.	RATI RIYA JITENDRA	Progressed	B.COM	R.A.Podar College of Commerce and Economics	M.COM
2.	GAYATRI MAHALINGAM PILLAI	Progressed	B.COM	R.A.Podar College of Commerce and Economics	M.COM
3.	ANJALI RAMESH YADAV	Progressed	B.COM	R.A.Podar College of Commerce and Economics	M.COM
4.	SIDDHARTH MENON SURESH	Progressed	B.COM	R.A.Podar College of Commerce and Economics	M.COM
5.	IYER SUKANYA KRISHNA	Progressed	BA	St. Xavier's Institute of Education	B.Ed
6.	KADAM SAYALI VASANT	Progressed	B.Sc	Maharshi Dayanand College of Arts, Science and Commerce	M.SC
7.	TIWARI ANURAG VIJAY	Progressed	B.Sc	Department of Computer Science, University of Mumbai	M.SC
8.	LALA FAIZA RIZWAN	Progressed	BMS	Allana Institute of Management Studies (AIAIMS)	MMS
9.	TANNIR SHAI PRASAD VISHNU	Progressed	B.SC	Pillai's Institute of Management studies and research	MMS

10.	CORREIA DEYAN NOEL	Progressed	BA	Department of Philosophy, Univerisity of Mumbai	MA
11.	POOJARI SARAH CHANDRASHEKAR	Progressed	BMS	Vidyalankar Institute of Technology	MCA
12.	DANIEL RIJO RAJU	Progressed	B.SC	Pillai's Institute of Management studies and research	MMS
13.	PARLIKAR KUNAL AJIT	Progressed	BMS	Lala Lajpatrai Institute of Management	MMS
14.	AISHWARYA KARUNAKARAN	Progressed	SY BA	Department of Philosophy, Univerisity of Mumbai	MA
15.	DAGA KRUSHI RASIK	Progressed	B.Sc	Ramnarain Ruia Autonomous College	M.Sc
16.	AGARWAL RITU DILIP	Progressed	B.COM	Durgadevi Saraf Institute of Management Studies and Research	MMS
17.	KALAL ANURADHA ANAND	Progressed	B.COM	Lala Lajpatrai Institute of Management	M.COM
18.	SAYYED MEHBOOB SULEMAN	Progressed	B.SC CS	NCRD's Sterling Institute of Management Studies	MMS
19.	FERNANDES ANDREA MARY DORIS	Progressed	B.COM	Fr. C. Rodrigues Institute of Management Studies	MMS
20.	SAM REBECCA MARY	Progressed	BA	Fr. C. Rodrigues Institute of Management Studies	MMS
21.	MENDONZA BRENDAN PREM MARSHALL	Progressed	B.COM	Fr. C. Rodrigues Institute of Management Studies	MMS
22.	KEDARE RUTAJA SHIREESH	Progressed	BA	V.E.S. College of Arts, Science and Commerce	MA
23.	NADAR SUBHA PERUMAL	Progressed	BA	Institute of Distance and Open Learning	MA
24.	SUMIRUTHI MAHESHKUMAR	Progressed	BA	Institute of Distance and Open Learning	MA
25.	DESHMUKH SABA MEHMOOD	Progressed	BA	Institute of Distance and Open Learning	MA
26.	KADAM MEGHANA MANOHAR	Progressed	BA	Institute of Distance and Open Learning	MA

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44.	SHETTY KARTHIK SADASHIV	Progressed	B.SC	Guru Nanak Khalsa College of Arts, Science and Commerce	M.SC

45.	WAKLE APARNA KISHOR	Progressed	B.SC	Guru Nanak Khalsa College of Arts, Science and Commerce	M.SC
46.	PAWAR RUCHI DEEPAK	Progressed	B.SC	Ramnarain Ruia Autonomous College	M.SC
47.	PAWAR RITU DEEPAK	Progressed	B.SC	Ramnarain Ruia Autonomous College	M.SC
48.	SHRADDHA NARAYAN	Progressed	BA	Garware Institute of Career Education and Development	Master travel & Tourism
49.	JOHN EASO	Progressed	BA	Department of Philosophy, Univerisity of Mumbai	MA
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57.	AGARWAL KOMAL PURUSHOTTAM	Progressed	B.SC	Jamnalal Bajaj Institute of Managent Studies	MMS
58.	BHARATHIDEVI MATHIALAGAN	Progressed	BA	Department of History, Univeristy of Mumbai	MA
59.	SETHI CHARANJIT	Progressed	M.SC	Dnyan Ganga Education Trust's College of Education	B.Ed
60.	PEREIRA SHERYL ANTHONY SANTANINHA	Progressed	B.SC	Gokhale Education Society's College of Education & Research	M.SC
61.	SAMARTH RUCHIKA RAJESH	Progressed	BA	VES College of Law	LLB
62.	KHAN LEHA FATIMA TAHIR ALI	Progressed	B.SC	Chembur Sarvankash Shikshanshastra Mahavidyalaya	B.Ed

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64.	ALISSA ABRA HAM	Progressed	BA	Institute of Distance and Education	MA
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67.	MUDHALIAR DHANALAXMI SUNDERKUMAR	Progressed	SY BA	L.S. Raheja College of Arts and Commerce	M.SC
68.	SHAIKH ALFIA TAHIR	Progressed	B.SC	Department of Life Sciences, Univeristy of Mumbai	M.SC
69.	NANDINI ESSAKIMUTHU	Progressed	B.SC CS	Department Information Technology, University of Mumbai	M.SC IT
70.	GHOTOSKAR SHREYA DATTATRAYA	Progressed	BA	Department of German, University of Mumbai	MA
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114.	MAGAR RUCHIKA RAJENDRA	Progressed	BA	Institute of Distance and Open Learning	MA
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116.	NAIR SHREYA DINESHKUMAR	Progressed	BA	Institute of Distance and Open Learning	MA
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126.	SAWANT POOJA PANDURANG	Progressed	MSc	Institute of Chemical Technology	PhD
127.	DUBEY SNEHA ATMANAND	Progressed	MSc	Saket College of Education-B.Ed.	B.Ed
128.	URADI JYOTI HANUMANTA	Progressed	BSc	Ramniranjan Jhunjhunwala College	MSc
129.	CHORGE KANCHAN ARVIND	Progressed	BSc	Mithibai College of Arts, Chauhan Institute of Science	MSc
130.	SHAIKH HUNAIN MUKHTAR ALAM	Progressed	BSc	Mithibai College of Arts, Chauhan Institute of Science	MSc
131.	SHELINA NAVAMANI ESTHER	Progressed	BSc	Pillai College of Education and Research	B.Ed
132.	ROSY PONRAJ MARIAMMAL	Progressed	BSc	Pillai College of Education and Research	B.Ed
133.	VAIRAVLAKSHMI CHELLIAH VANITHA	Progressed	BSc	Pillai College of Education and Research	B.Ed
134.	GUPTA PARIBHA BADRINARAYAN	Progressed	BSc	Ramnarain Ruia Autonomous College	MSc
135.	JAISWAL MANEESH KUMAR	Progressed	BSc	Ramnarain Ruia Autonomous College	MSc
136.	P PREETIKA PAVITHRAN MEENA	Progressed	BSc	Ramnarain Ruia Autonomous College	MSc
137.	MISTRI SWATHY PREMANAND	Progressed	MSc	Sarada Kurup College of Education and Research	B.Ed
138.	TIWARI PRIYA RAKESH	Progressed	MSc	Sarada Kurup College of Education and Research	B.Ed

139.	GUPTA SATYAM RAMAKANT	Progressed	BSc	Bhavan's College	MSc
140.	THEVAR SHIVANI	Progressed	BSc	Bhavan's College	MSc
141.	TRIPATHI TRIPTI GYANESHKUMAR	Progressed	BSc	Guru Nanak Khalsa College of Arts, Science and Commerce	MSc
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147.	NADAR ANGEL RAJA	Progressed	BA	Pillai College of Education and Research	MA
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153.	KAMAL AFREEN MOHD BASHIR	Progressed	BA	Guru Nanak College of Arts, Science and Commerce	MA
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157.	ARYANKIA SARANYA MURUGAN	Progressed	BSc	Sree Narayan Guru College of Education (B.Ed.)	B.Ed
158.	PANDE SHAMAL PURUSHOTTAM	Progressed	BSc	N.G. Acharya and D.K. Marathe College	MSc
159.	CHOUDHARY RAKA SHRAVANKUMAR	Progressed	BSc	Kirti M. Doongursee College	MSc
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161.	MAHALAXMI ANBALAGAN	Progressed	BSc	Hansraj Jivandas College of Education	B.Ed
162.	NADAR PRAMILA PERUMAL	Progressed	BSc	Pillai College of Education and Research	B.Ed
163.	DIANA ANTHONY PRABHAKAR	Progressed	BSc	Pillai College of Education and Research	B.Ed
164.	SALVIUS MARIA JESU RAJAN	Progressed	BSc	Pillai College of Education and Research	B.Ed
165.	PANICKER REMYA RADHKRISHNAN	Progressed	BSc	Ramniranjan Jhunjunwala College	MSc
166.	NIMBALKAR AVITA ASHOK	Progressed	BSc	Ramniranjan Jhunjunwala College	MSc
167.	KHADE ABHISHEK SANJAY	Progressed	BMS	VES Institute of Management Studies and Research	MMS
168.	THAKUR VAISHNAVI PRAKASH	Progressed	BA	Karmaveer Bhaurao Patil College	MA
169.	ASHTIKAR AFIYA ASLAM	Progressed	BA	K J Somaiya Comprehensive College	MA
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171.	SHAIKH YUSUF AHMED SHAHID IRFAN	Progressed	BA	Barrister A R Antulay College of Law	LLB
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184.	IYER PREM RAMESH	Progressed	BMS	SIES College of Management Studies	MMS
185.	SHETTY PAWAN MOHAN	Progressed	BMS	SIES College of Management Studies	MMS
186.	ANJALI BALASHANMUGHAM	Progressed	BMS	SIES College of Management Studies	MMS
187.	LAVANYA VENKITARAMAN	Progressed	BMS	SIES College of Management Studies	MMS
188.	GUPTA ROHIT TEKCHAND	Progressed	B.Com	VES College of Law	LLB
189.	MEENAKSHI SREENIVASAN	Progressed	BA	VES College of Law	LLB
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191.	PATIL NIHARIKA NAVNEET	Progressed	B.Com	New Law College	LLB
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193.	SINGH SONALI RAVINDRANATH	Progressed	B.Com	Dr. Ambedkar College of Law	LLB
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195.	DAVID MICHELLE LINUS	Progressed	BA	Pillai College of Education and Research	MA

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198.	NADAR SARANYA SUYAMBU DURAI	Progressed	BA	Pillai College of Education and Research	MA
199.	YADAV PRATI KSHA RAMCHANDRA	Progressed	BSc	Ramniranjan Jhunjhunwala College	MSc
200.	HAJARE PRACHI SUNIL	Progressed	BSc	Ramniranjan Jhunjhunwala College	MSc
201.	JAIN PIYUSHI SANJIV	Progressed	BSc	Veer mata Jijabai Technological Institute	MSc
202.	NADAR EPSIA STEPHEN	Progressed	BSc	St. Teresa's Institute of Education	B.Ed
203.	SINGH SHRUTI MANISH KUMAR	Progressed	BSc	Thakur College of Science and Commerce	MSc
204.	LALAN DARSHIKA JITENDRA	Progressed	B.Com	New Law College	LLB
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206.	JAIN LOVELY ASHOK	Progressed	Bcom	VES College of Law	LLB
207.	TAMHANE SUPRIT NANDKISHOR	Progressed	BCom	K.G. Joshi College of Arts	Mcom
208.	KANNADA VARSHAJA BHOJA	Progressed	BSc	S.I.E.S College of Management Studies	MBA
209.	NADAR GOUTHAM RAJENDRAN	Progressed	BSc	S.I.E.S College of Management Studies	MBA
210.	SALIAN TRUSHA RAMESH	Progressed	BSc	S.I.E.S College of Management Studies	MBA
211.	NAIK NITIN LAXMAN	Progressed	BSc	S.I.E.S College of Management Studies	MBA
212.	KHURANA DISHIKA RAVI	Progressed	BMS	R.A.Podar College of Commerce and Economics	MMS
213.	RANE DEVANGI RAJIV	Progressed	BMS	Lala Lajpatrai Institute of Management	MMS
214.	BENCY ANN KURUVILLA	Progressed	BA	Guru Nanak College of Education and Research	MA
215.	MRAR AISHWARYA SUDHEER	Progressed	B.Com	Mulund College of Commerce	M.Com
216.	YADAV RITIKA SHIVCHANDRA	Progressed	B.Com	Mulund College of Commerce	M.Com
217.	CHERAKKAL ELVIN SHAMEJU	Progressed	BMS	Mulund College of Commerce	M.Com

218.	RAJE YUKTA RAJESH	Progressed	B.Com	Mulund College of Commerce	M.Com
219.	BORSE SHWETA KISHOR	Progressed	B.Com	Mulund College of Commerce	M.Com
220.	KADAM SIDDHESH VISHWAS	Progressed	BSc	Ramniranjan Jhunjunwala College	MSc
221.	BAIT POOJA ADINATH	Progressed	BSc	Ramniranjan Jhunjunwala College	MSc
222.	BORWANKAR PRANALI RAVINDRA	Progressed	BMM	Ramniranjan Jhunjunwala College	Masters
223.	ANEESHA SUBRAMANIAN	Progressed	BMM	Deviprasad Goenka Management College of Media Studies	MMS
224.	RAICHEL MARTIN IRENE	Progressed	BMM	Deviprasad Goenka Management College of Media Studies	MMS
225.	SHAH ZEENAT BANO	Progressed	BA	Rizvi Law College	LLB
226.	IYER ANUSHREE KESAVAN	Progressed	BA	Kishinchand Chellaram Law College	LLB
227.	DAS ADITI GAUTAM	Progressed	BA	Kishinchand Chellaram Law College	LLB
228.	KHAN NASEEMA MOHD NAVAS	Progressed	BA	Chembur Sarvankash Shkshanshastra Mahavidyala	MA
229.	NIGREL NEOMI JUDE	Progressed	BA	St. Teresa's Institute of Education	B.Ed
230.	SHAIKH NEELAM MOHDHUSSAIN	Progressed	BA	Pillai College of Education and Research	MA
231.	KADAM OMKAR SATYAWAN	Progressed	BA	Guru Nanak Khalsa College of Arts, Science and Commerce	MA
232.	TINWALA PARAB MURTUZA	Progressed	BA	Guru Nanak Khalsa College of Arts, Science and Commerce	MA
233.	SHAIKH HUMERA BANO HARON	Progressed	BA	Guru Nanak Khalsa College of Arts, Science and Commerce	MA
234.	NAIR KAAVYA RAJEEV	Progressed	BMS	Institute for Technology and Management	MMS
235.	ROSLIN ROY REENA	Progressed	BA	Pillai College of Education and Research	MA
236.	SINGH SHILPA MILENDRA SUMAN	Progressed	BA	Pillai College of Education and Research	MA

237.	D'SOUZA CHRYSLL LAWRENCE	Progressed	BA	Pillai College of Education and Research	MA
238.	VARGHESE SHEBA SHIBU	Progressed	BA	St. Xavier's Institute of Education	B.Ed
239.	WALVATKAR SHIFA ANEES	Progressed	MSC	Gyanodaya B.Ed College	B.Ed
240.	SHINGARE RIDDHI RANJENDRA	Progressed	MSC	Shaheed D.T Kalani College of Education	B.Ed
241.	FAROOQUI SHAZIYA MOHD ARQUM	Progressed	BSc	Sree Narayan Guru College of Education (B.Ed.)	B.Ed
242.	DANI RUCHIKA GANESH MANJULA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
243.	SANDRA BALAKRISHNAN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
244.	SHAIKH AFIFA MOHAMMED ASAD	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
245.	AZIZI UMMUL FAZAL	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
246.	ANSARI NABILA RIZWANUL HAQ	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
247.	MONA DHARMARAJ	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
248.	AALIYA BEGUM SHAIKH NISHAT ALAM	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
249.	DEEPA RAMNARAYAN PANDEY	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
250.	ANOUSHKA DAS	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
251.	ASAWARI NARENDRA JOSHI	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc

252.	FAKIH KHADEEJA KHALID MOHAMMED SALEH RAHAT KAUSER	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
253.	MANALI SUDARSHAN PALAV	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
254.	SHAIKH NASREEN BANU NASIR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
255.	UPADHYE PRANAV PRADEEP	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
256.	ACHARYA PRASIDA SATISH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
257.	CHAUDHARI RUTUJA MANGESH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
258.	SHREYA RAMAKRISHNAN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
259.	KURUP AARATHI MADHUSOODANA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
260.	GALGALI AARTI PRADEEP	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
261.	SALLA HARIKRISHNA RAJENDRA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
262.	NADAR JENNIFER FRANCIS	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
263.	KAUSHAL PRIYAVADAN RAMANI	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
264.	RAWAT MANSI ARJUN SUNITA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc



265.	DABHADE SAYLI KESHAV	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
266.	SHETTY HARSHITHA SUNDAR SHANTHA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
267.	DIAS ANGELICA MARIA JOHN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
268.	ASWANY ANILKUMAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
269.	NADAR BALAJI MUNIASWAMY	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
270.	BARATHAN SELVAN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
271.	SHETTY DISHA SURESH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
272.	ANSARI FARHEEN FATIMA MANSOOR ALAM	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
273.	INBASAGAR MURUGAN SANKARAESHWARI	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
274.	SWAMYA MUKUND NITYANAND	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
275.	PANI PRAVEEN WILFRED	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
276.	SANJEEVANI BANERJEE	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
277.	SNEHA RAJENDRAN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc

278.	SONIA SARAVANAN S	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
279.	NAIR SOUMYA SOMASEKHAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
280.	NADAR ALVIN RAJA NOAH SOROJA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
281.	SHAIKH SOMAIYA MOHAMMED ZAKERIA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
282.	BHOSALE AKSHAYA AJAY	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
283.					
284.	KHAN KULSUM ABUSAAD	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
285.	SHAIKH NUZHAT FATIMA RIYAZUDDIN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
286.	SADIYA KHATOON SHABHULAH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
287.	SARWAT JAHAN ISRAR AHMED ARKUNISSA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
288.	MISRA SHAGUN PRANAVA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
289.	SUNKARA SHRUTI KURMARAO	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
290.	SWETHA SHIVAKUMAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc

291.	PALANDE TANVI PRAKASH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
292.	VANIDA JOSEPH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
293.	BHOIR VIBHAVARI PARSHURAM	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
294.	ADHIARASAN SIVALINGAM	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
295.	AJAY ARAVIND	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
296.	NAIR AKHIL ANILKUMAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
297.	THAYYIL AKUL HAMEED INDIRA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
298.	ARUN MADAKKAVIL BABU	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
299.	PILLAI BALAJI CHANDRABOSE	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
300.	GOWTHEM ASIR MUTHU	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
301.	NADAR JEBASTIN APPOLRAJ	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
302.	KALPESH RAVINDRA PATIL	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
303.	KAMBLE KRIS PRASHANT	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc

304.	AJINKYA KOLEKAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
305.	PRANJAL MILIND HARYAN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
306.	SAWANT PRAVIN VITTHAL	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
307.	SAHAYA AJIT MICHAEL GEORGE VICTORIA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
308.	SINGH SHALU DHURENDRA PRATAP	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
309.	SHIKHA LAXMINARAYAN PAL	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
310.	SUDHANRAJ RAJAN ROSELIN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
311.	ANSARI SHABNOOR NASIR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
312.	KONAR MAGESH MURUGAN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
313.	SUBRAMANI MUTHU	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
314.	VIGNESH SURESH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
315.	THARAKAN ANKITA RAMESH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
316.	NAIR HARITHA RAMESAN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc

317.	MERCY PAKIASELVI CHARLES	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
318.	REVATHI ANIL KUMAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
319.	MHATRE RIDDHI VIKAS	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
320.	GUPTA SHEETAL MAHESH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
321.	JAISWAL SONALI RAJESH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
322.	KHAN AYESHA ABUSAD SHAHEEN	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
323.	NADAR BALAJI SHAKTIVEL	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
324.	SHINGOTE DHANESHA SUNIL CHANDRAKALA	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
325.	SYED MARIYA TABASSUM NAZEER KHALEDA BEGUM	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
326.	SHIVANI KUMARI	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
327.	BHAMBERE SWATI DEVRAM	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
328.	NADAR VASANTH JOSEPH	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
329.	AKASH KUMAR GAUTAM	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc

330.	SURVE ATIYAH LIYAQUAT ALI	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
331.	NADUNKERI LUCY RAVIKUMAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
332.	NADAR SRIGAYATRIDEVI VELUKUMAR	Progressed	BSc	SIES College of Arts, Science & Commerce (Autonomous)	MSc
333.	VAISHNAVI PILLAI	Placement	BMM	Engati Technologies	475000
334.	HARINI BHARATHAMANI	Placement	BA	Anuvaa	132000
335.	ABHISHEK A HEGDE	Placement	BSc IT	Speegile Consultancy	303420
336.	KRISHNAN BALASEKAR	Placement	MSc CS	Accenture	1000000
337.	MAHEK DHARAMSHI	Placement	BMM	Karan Communications	144000
338.	UJWAL V SHETTY	Placement	MSc BT	TATA Memorial Hospital	266000
339.	ABHISHEK ANIL	Placement	BSc CS	LTIMINDTREE	500000
340.	ABHISHEK SAHANI	Placement	MSc DS	Cateina technologies	300000
341.	RAKSHIT SHANBHAG	Placement	BSc	Experience Commerce Cheil India	540000
342.	FATHIMATHUL SIDFA	Placement	MSc	Onelife NutriScience	120000
343.	MADDUR MAMATHA RAMANJINEYULU	Placement	MSc	Homi Bhabha Centre for Science Education, Tata Institute of Fundamental Research	700000
344.	PRAVEEN PRASANTH	Placement	BSc	Discover WNS	480000
345.	POOJARY SAKSHI PURUSHOTHAM	Placement	BSc	Team Rustic Private Limited	409770



**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS),  
SION (W), MUMBAI -400 022  
NAAC SSR – CYCLE 4 : 2018-2023**

**Metric No. 5: 5.2.1:**

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Transfer certificate samples for the year 2020-2021**

*This is to certify that the attached documents have been verified and found to be true.*

  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.



**College Seal**

# SIES COLLEGE OF ARTS, SCIENCE & COMMERCE

SION (WEST) MUMBAI 400 022.

## TRANSFERENCE CERTIFICATE

Date 14-9-2020

CERTIFIED that Shri / Kum. Badeti Vijay Krishna

has been a Student of SIES College of Arts, Science and Commerce :

(a) Since Passing the Third year B.com Examination he / ~~she~~ has kept / kept no terms in this College as under:

June	20	/	to	October	20	/	(Days _____)
November	20	/	to	March	20	/	(Days _____)
June	20	/	to	October	20	/	(Days _____)
November	20	/	to	March	20	/	(Days _____)

(b) His / ~~Her~~ work in the College Examination was as follows :

(c) He / ~~she~~ has passed / ~~failed~~ at the B.com Examination in April / October 20 09 getting exemption in \_\_\_\_\_

(d) He / ~~She~~ would have been in the \_\_\_\_\_ Class if he / ~~she~~ had continued in this College.

(e) He / ~~She~~ has no books belonging to this College in his / her possession.

(f) Nothing is owed by him / her on account of College dues.

(g) His / ~~Her~~ conduct and character are good.

(h) His / ~~Her~~ birth-date as entered in the College Register is 30/10/1988

(i) He / ~~She~~ has attended courses of instruction at his College in Voluntary Subject or Group of Subjects:

Financial Accounting and Auditing

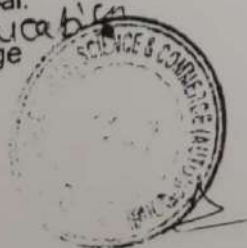
(j) His / Her Special / Principal subject was \_\_\_\_\_ and (Voluntary) / Subsidiary subject was \_\_\_\_\_

(k) He / She has / has not satisfactorily carried out the practical work in Science subjects by performing necessary experiments.

(l) He / She has satisfactorily gone through the course of Physical Training, Prescribed by the University. He / She was exempted from Physical Training on medical grounds / on the ground of his / her being a member of the U.T.C. / N.C.C.

(m) The First / Second / Both term/s kept by him / her at the \_\_\_\_\_ Examination in \_\_\_\_\_ was / were granted / not granted.

Forwarded with compliments to the Director Principal Education Institute of Distance College University of Mumbai Mumbai : 400 098



[Signature]  
Principal  
SIES College of Arts  
Science and Commerce





**S.I.E.S. College of Arts, Science and Commerce**  
 Sion (W), Mumbai, Mumbai City, (Maharashtra), Mumbai - 400022  
**University of Mumbai**  
**Transfer Certificate**



PRN : 2008016400792493	Transfer Certificate Code : AFDKAGKBJJHKBBC	Transfer Certificate Number : 2008162957	
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CERTIFIED that Shri/ Kumari/ Smt. **ALISSA ABRA HAM** has been a student of **S.I.E.S. College of Arts, Science and Commerce**.

• After Passing the **B.A.** Examination in the year **2010-2011** , She has kept terms in the college as under;

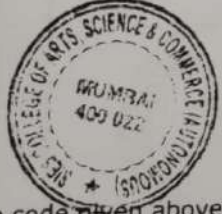
June.....	to October .....	(.....days)
November.....	to March .....	(.....days)
June.....	to October .....	(.....days)
November.....	to March .....	(.....days)

- She would have been in the class if She had continued in this college.
- She Passed/ ~~Failed~~ / ~~ATKT~~ at the **T.Y.B.A. - Regular - Revised Pattern (B.A.)** Examination held in (March/October) **2010-2011** .
- She has no books belonging to this college in Her possession.
- She owe nothing on account of college dues.
- Her conduct and character are good.
- Her Date of Birth in college register is **19 Dec 1990**
- She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-
- She has satisfactorily carried out the practical work in **Faculty of Arts**
- She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.
- She belongs to **Category: Open** as per record.

Date: 6/3/2020

Forward with compliments to the Principal/Registrar

Director  
 Institute of Distance Education  
 University of Mumbai



Principal  
 S.I.E.S. College of Arts, Science and Commerce  
 S I E S College of Arts, Science & Commerce  
 Sion (West), Mumbai - 400 022.

Registered By :-

Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.



**S.I.E.S. College of Arts, Science and Commerce**  
 Sion (W), Mumbai, Mumbai City, (Maharashtra), Mumbai - 400022  
**University of Mumbai**  
**Transfer Certificate**



PRN :  
2016016401867834

Transfer Certificate Code :  
AFDKAGKBJAFKIJGIBBA

Transfer Certificate Number :  
2016163347

*Sheryl*

CERTIFIED that Shri/ Kumari/ Smt. **PEREIRA SHERYL ANTHONY** has been a student of **S.I.E.S. College of Arts, Science and Commerce**.

- After Passing the **B.Sc.** Examination in the year **2018-2019** , She has kept terms in the college as under;
 

June.....	to October .....	(.....days)
November.....	to March .....	(.....days)
June.....	to October .....	(.....days)
November.....	to March .....	(.....days)
- She would have been in the class if She had continued in this college.
- She Passed/ ~~Failed~~/ ~~ATKY~~ at the **T.Y.B.Sc - Regular - Rev16** Examination held in (March/October) **2018-2019** .
- She has no books belonging to this college in Her possession.
- She owe nothing on account of college dues.
- Her conduct and character are good.
- Her Date of Birth in college register is **28 Feb 1998**
- She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-
- She has satisfactorily carried out the practical work in **Faculty of Science**
- She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.
- She belongs to **Category: Open** as per record.

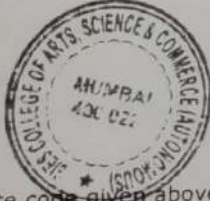
Date: 22/6/2020

Forward with compliments to the Principal/Registrar

*Gokhale Education Society's  
College of Education and Research*

Principal  
S.I.E.S. College of Arts, Science and Commerce  
SIES College of Arts, Science & Commerce  
Checked by: Mumbai - 400 022.

Entered By :- *[Signature]*



Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.



**S.I.E.S. College of Arts, Science and Commerce**  
Sion (W), Mumbai, Mumbai City, (Maharashtra), Mumbai - 400022  
**University of Mumbai**  
**Transfer Certificate**



6016400440616

Transfer Certificate Code :  
AFDKAGKBJAFKIJCHHCD

Transfer Certificate Number :  
2016161673

RTIFIED that Shri/ Kumari/ Smt. **FERNANDES ZICO SALVADOR** has been a student of **S.I.E.S. College of Arts, Science and Commerce**.

- After Passing the **B.Com.** Examination in the year **2018-2019** , He has kept terms in the college as under;
 

June.....	to October .....	(.....days)
November.....	to March .....	(.....days)
June.....	to October .....	(.....days)
November.....	to March .....	(.....days)

• Hewould have been in the class if He had continued in this college.

• HePassed/ ~~Failed~~/ ~~ATKT~~ at the **T.Y. B.Com. - Regular - Rev16** Examination held in (March/October) **2018-2019** .

• He has no books belonging to this college in His possession.

• He owe nothing on account of college dues.

• His conduct and character are good.

• His Date of Birth in college register is **12 Sep 1998**

• He has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-

• He has satisfactorily carried out the practical work in **Faculty of Commerce**

• He has satisfactorily gone through the course of Physical Training prescribed by the University. He was exempted from physical training on medical grounds/ on the ground of His being a member of NCC.

• He belongs to **Category: Open** as per record.

te: 11/2/2020

ward with compliments to the Principal/Registrar Agnel School of Law



Principal

**S.I.E.S. College of Arts, Science and Commerce**

SIES College of Arts, Science & Commerce

Sion (W), Mumbai - 400 022.

Checked by :

tered By :-

te: Transfer Certificate code given above will be required to admit the student in Digital College® software.





**S.I.E.S. College of Arts, Science and Commerce**  
Slon (W), Mumbai, Mumbai City, (Maharashtra), Mumbai - 400022

**University of Mumbai**  
**Transfer Certificate**



PRN :  
2011016400363817

Transfer Certificate Code :  
AFDKAGKBJAAKACED

Transfer Certificate Number :  
2011161167

CERTIFIED that Shri/ Kumari/ Smt. **GALI SNEHA MANOHAR** has been a student of **S.I.E.S. College of Arts, Science and Commerce**.

• After Passing the **B.Com.** Examination in the year **2013-2014**, She has kept terms in the college as under;

June.....	to October .....	(.....days)
November.....	to March .....	(.....days)
June.....	to October .....	(.....days)
November.....	to March .....	(.....days)

• She would have been in the class if She had continued in this college.

• She Passed/ Failed/ ~~ATKT~~ at the **T.Y.B.Com. - Regular - CBSGS** Examination held in (March/October) **2013-2014**.

• She has no books belonging to this college in Her possession.

• She owe nothing on account of college dues.

• Her conduct and character are good.

• Her Date of Birth in college register is **29 Dec 1993**

• She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-

• She has satisfactorily carried out the practical work in **Faculty of Commerce**

• She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.

• She belongs to **Category: Open** as per record.

Date:

Forward with compliments to the Principal/Registrar



Entered By :- ds

*Director*  
Institute of Distance and Open Learning University of Mumbai

Principal

**S.I.E.S. College of Arts, Science and Commerce**  
**SIES College of Arts, Science & Commerce**  
Checked by *[Signature]*, Mumbai - 400 022.

Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.



**S.I.E.S. College of Arts, Science and Commerce**  
Sion (W), Mumbai, Mumbai City, (Maharashtra), Mumbai - 400022

**University of Mumbai**  
**Transfer Certificate**



PRN :  
2016016401868764

Transfer Certificate Code :  
AFDKAGKBJAFKIBEHJHJ

Transfer Certificate Number :  
2016161148

*Rahul Tambe*

CERTIFIED that Shri/ Kumari/ Smt. **TAMBE RAHUL CHANDRAKANT** has been a student of **S.I.E.S. College of Arts, Science and Commerce**.

• After Passing the **B.Sc. (I.T.)** Examination in the year **2018-2019**, He has kept terms in the college as under;

June.....	to October .....	(.....days)
November.....	to March .....	(.....days)
June.....	to October .....	(.....days)
November.....	to March .....	(.....days)

- Hewould have been in the class if He had continued in this college.
- HePassed/ ~~Failed~~/ ~~ATKT~~ at the **T.Y. B.Sc. (I.T.) - Regular - Rev16** Examination held in (March/October) **2018-2019**.
- He has no books belonging to this college in His possession.
- He owe nothing on account of college dues.
- His conduct and character are good.
- His Date of Birth in college register is **21 Oct 1998**
- He has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-
- He has satisfactorily carried out the practical work in **Faculty of Science**
- He has satisfactorily gone through the course of Physical Training prescribed by the University. He was exempted from physical training on medical grounds/ on the ground of His being a member of NCC.
- He belongs to **Category: Open** as per record.

**Date:**

Forward with compliments to the Principal/Registrar Ramnarain Rya Autonomous college

Principal  
S.I.E.S. College of Arts, Science and Commerce  
SIES College of Arts, Science & Commerce  
Checked By: \_\_\_\_\_, Mumbai - 400 022.

Entered By :- *[Signature]*



**Note:** Transfer Certificate code given above will be required to admit the student in Digital College® software.



**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS),  
SION (W), MUMBAI -400 022  
NAAC SSR – CYCLE 4 : 2018-2023**

**Metric No. 5: 5.2.1:**

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Appointment letters of the students placed in the year 2020-2021**

*This is to certify that the attached documents have been verified and found to be true.*

  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.



**College Seal**

**Date : 3<sup>rd</sup> November 2021**

**Name : Vaishnavi Pillai**

Dear **Vaishnavi**,

Engati Technologies Pvt Ltd (“Engati” or “Company”) is pleased to offer you a **Marketing Associate (Probationary)** position with the Company for a period starting from **8<sup>th</sup> November 2021 to 8<sup>th</sup> February 2022**. During your probation, you will be working on the assignment at our Mumbai office and paid a stipend of **INR 22,000/-** per month subjected to taxes.

**This is a probationary offer, which does not imply any commitment by Engati for regular employment. Successful candidates however, based on performance, may be offered full time employment at the end of the probation period at the sole discretion of the Company.**

In case you decide to separate from Engati before completing your probation, you would be required to give One (1) month of notice to the company. The Company may, at its option and discretion, waive all the prescribed notice period or a part thereof in case of a voluntary separation. Company reserves the right of terminating this agreement with immediate effect if your performance is not found satisfactory.

Information pertaining to Engati operations and intellectual property is confidential and upon reporting, you will be required to sign a non-disclosure agreement. You are also expected to adhere to all applicable rules and regulation and business conduct guidelines of Engati and act in accordance with the values and principles of the Company.

To confirm your acceptance of this probation assignment, you are required to:

- Respond via email to [swapna@quinbay.com](mailto:swapna@quinbay.com) to communicate acceptance of the offer and to confirm your joining date.
- Any change of joining date must be sent to [swapna@quinbay.com](mailto:swapna@quinbay.com) at least 7 days prior to your original joining date. The new joining date must be no later than 5 days from the date of joining listed above.
- Report for on-boarding at **9.30 a.m. at #404, Bhaveshwar Arcade Annexe, Opposite Shreyas Cineme, Nityanand Nagar, Ghatkopar West, Mumbai 400086**

On your reporting date, please bring the following mandatory documents and also share the same over email:

- Copy of this letter duly signed and dated by you.
- Your updated resume
- 2 photographs (passport sized, colour photos with a white background).
- 10<sup>th</sup>, 12<sup>th</sup> & Education degree certificate and all year mark sheets for latest graduation or post-graduation. Photocopies should include both front and back sides of the certificate.
- Offer letter and Experience/Relieving letter of last 2 companies (If applicable)
- 3 months pay-slip from immediate company (If applicable)
- Proof of identity. Bring photocopy of any one of the following documents: passport, aadhaar and PAN (**all 3 mandatory**)
- Proof of identity : Aadhaar and PAN are mandatory. If you do not have either, please apply for one immediately and carry the acknowledgement on the day of joining. Also good to have passport.
- Bank Account opening (for stipend payments) get original photo ID proofs and permanent address proof.

Sincerely,

For **Engati** Technologies Pvt Ltd



**Deepak Nachnani**  
Director

**Vaishnavi Pillai**  
Marketing Associate (Probationary)





Date: 16/01/2022

Dear Harini Bharathamani,

We are pleased to offer you the position of **Marketing Executive** based in Mumbai with reference to your application and the subsequent interviews you had with us.

We are enclosing the details of your compensation package of **INR 1,32,000/- in hand** per annum to you. A detailed appointment letter shall be issued to you upon joining us.

This offer is subject to your successful completion of:

1. Employment verification
2. Educational verification
3. Previous salary verification

We would request you to kindly confirm your acceptance by sending across signed copy of this offer letter by no later than 18/01/22. Please also communicate to us the date of joining along with a copy of the acceptance of your resignation letter at the earliest. You are requested to carry a list of documents on your joining day.

1. Photocopies of mark sheets and other qualification (originals to be shown for verification)
2. 1 colored passport size photographs
3. Appointment letter from previous employer
4. Resignation letter of your previous employment
5. Last three months' salary slips from previous employer
6. 1 self-attested copies of PAN card
7. Confirmation letter from previous employer
8. Relieving Letter to be submitted once you have received the same from your company
9. 1 self-attested photocopies of address proof
10. A copy of ID proof (Passport / License / Aadhar Card)



We would require you to join on or before 18/01/2022.

The offer made in this communication is liable to lapse if not accepted by the stipulated date and extension of the offer or its subsequent acceptance, beyond the date stipulated is subject to the sole discretion of the company.

**Annexure – 1  
DETAILED COMPENSATION BREAK UP**

<b>Name</b>	Harini Bharathamani	
<b>Designation</b>	Marketing Executive	
<b>Location</b>	Vashi	
		<b>Annual (INR)</b>
A	Basic Salary	11000
B	10 % TDS will be deducted	1100
	Total Fixed Pay (A-B)	
C	Retail Incentive Pay* (Variable)	
(A-B) + C	Total Cost to Company	11000

Company HR Policies

**Onboard formalities**

Process of Onboarding:

On the formal joining date, the partner will be required to submit the following documents as a part of the On-boarding Check List:

1. Photocopies of mark sheets (originals to be shown for verification)
2. Photocopies of other educational qualifications (Originals to be shown for verification)
3. 3 colored passport size photographs
4. Appointment letter from previous employer

5, Corporate Point, Makwana Road, Near Marol Naka Metro Station, Mumbai 400059  
Contact No. 022-66955827 | 022-41270531 Email : support@anuvaa.com



5. Resignation letter of your previous employment
6. Last three months' salary slips from previous employer
7. 3 self-attested copies of PAN card
8. Confirmation letter from previous employer
9. Increment letter from previous employer
10. Relieving Letter to be submitted once you have received the same from your company
11. 3 self-attested photocopies of address proof
12. A copy of ID proof (Passport / License / Aadhar Card)
13. A cancelled check from your bank

## **Background Check:**

The objective of the background check is to verify records provided by the partner.

On the acceptance of the offer letter by the partner, Partner Resources shall initiate background check process which includes the following:

☑ Previous employment

☑ Education

☑ Criminal records

Background check records will remain with Anuvaa, and will only be discussed with the partner in case of any discrepancy. If the information received is not acceptable for any reason, Anuvaa may withdraw the offer of employment with immediate effect. If the offer is withdrawn before the partner commences employment, no notice amount will be payable. If the employment has already commenced, partner will be paid as per the notice period policy.



## **Probation Period :**

6 months.

Please note that the probation period may extend further if the organisation decides that the partner needs some more time to perform his or her duties effectively. A probation extension letter will be provided to the partner for the period of extension. The probation period can be extended upto maximum of 3 months after which the partner should be terminated or confirmed for the services he / she has been hired for.

Please note that the probation period may also be reduced before depending on performance.

## **TIME & ATTENDANCE POLICY**

Time & Attendance Policy Anuvaa covers guidelines for office timings, working days, breaks, weekly offs and overtime.

### **Office Timings:**

Office Timings for all the 3 centers (Andheri, Vashi and Thane) are from 10:00 am to 7:00pm. 45minutes break is provided for lunch.

### **Office Working Days:**

Monday to Saturday. with Alternate Saturdays off.

Incase of 5 Saturdays in a month the 5<sup>th</sup> Saturday will be working for all.



Weekly off: Sundays

**In Case of Centre Managers:**

If they have worked on Sunday they can take a comp. off during the week.

All the Centre managers are expected to stay in the office during the weekday lectures.

**Late Policy :**

Coming Late 3 times in a month will result in 1 holiday.

**Leave Policy**

The Leave Policy outlines the guidelines and process on various leaves partners can avail during their tenure with Anuvaa.

Anuvaa believes that leave is an instrument of work-life balance and the policy has been designed to encourage employees to attend to their personal needs.

**National/ Religious Holidays in a year**

12 days of holiday The public holiday list will be circulated by the Partner Resources before the start of the new year. Partner are not entitled to avail a compensatory off if he/she works on week off/ religious holiday. Partners are not expected to work on National Holidays.



## **Privilege/ Sick leaves**

12 working days every year It is mandatory to consume. If not utilized, these 12 days will be lapsed and will not be carried forward to the following year. Privilege leaves are to be planned in advance and a minimum of 15 days prior intimation is to be given to his or her direct manager. The decision to approve or reject the leave application is up to the manager's discretion. The maximum number of consecutive Privilege Leaves any partner can take is 12. Privilege Leaves are credited in advance on a monthly basis. Partners who join on or before the 15th of the month will receive 1 Privilege Leaves for the month of hire. A Partner joining after the 15th of the month will be eligible for 0 Privilege Leave for the month of Hire. The number of privilege leaves will be calculated on pro-rata basis for new joinees.

Partners who have completed 2 years are entitled for 15 working days leave every year.

Partners who have completed 3 years are entitled for 18 working days leave every year.

## **Process of Leave Approval:**

Leave, be it of any nature, will have to be availed with the prior approval of the direct manager. The partner is required to write an e-mail to his or her manager for approval, prior to taking any leave. However, in extreme situations, where prior approval cannot be obtained, the partner must inform his / her direct manager of his / her absence through telephone within one day. Absence from work without prior approval and / or reasonable justification for the same may lead to loss of pay and / or disciplinary action at the discretion of the management.

## **Calculation & Accumulation of Leaves**

You are entitled for 1 paid leave per month only after the probation period is over. If not availed you can accumulate and carry forward your leave and take all in the month of December. But you cannot use all your paid leave prior to the eligibility month.

For Ex. If you are in the month of August and have not taken any paid leave then you can take 8 paid leaves in the month of August.



However, you cannot take 4 paid leave in the month of February. For the month of February, you are eligible for 2 leaves if you have not taken any leave in the month of January.

Also, if you take 4 leaves in the month of January, only 1 leave will be considered paid leave and the remaining 3 leaves will result in salary deduction. However, if you did not take any other leave till the month of April, you'll be reimbursed the amount that was deducted in January in the month of December.

Please note that this reimbursement will not be considered if the employee leaves before December and the same will not be included in full and final settlement.

## **LEAVING ANUVAA OR FREELANCERS ACADEMY**

The policy outlines the process to be followed in case of partners who decide to leave the company for whatever reason. Eligibility: The policy is applicable to all the partners working at Anuvaa.

The Policy: Resignation: Partner should provide his/her resignation notice to the company according to his/her employment letter. A copy of the resignation notice/ letter should be forwarded to the Partner Resources Team.

### **Notice Period:**

All Partners are required to serve notice period 30days.

- ♣ Notice period will not be reduced and adjusted against accumulated leaves.
- ♣ No leave will be ordinarily permissible during the notice period.

However, where a partner is not able to serve the notice period due to some circumstances, he/she will have to pay the Basic Salary of the remaining Notice period. Any such case requires approval from director- partner resources.



## **Termination:**

In the event of wilful misconduct, unsatisfactory performance, and act of dishonesty, insubordination and negligence or conviction of any court of law for any criminal offence of a partner, Anuvaa reserves the right to terminate the services of the partner with or without prior notice depending on the situation/ sensitivity of the case. Any recovery or payment of notice period in such scenarios will be on the last drawn basic salary of the partner.

### **List of Holidays for 2022:**

1st January, New years

26th January, Republic Day

18th March, Holi

2<sup>nd</sup> April, Gudi Padwa

1st May, Maharashtra Day, Friday

1 Rainy Day holiday

11th August Raksha Bandhan

15th August, Independence Day

19th August, Janmashtami

31st August, Ganesh Chaturti,

Visarjan holiday (either 1.5days, 5days or 10<sup>th</sup> day)

2nd Oct. Gandhi Jayanti

5th Oct. Dussehra





24th Nov.- Diwali

25th Nov.- Diwali

26th Nov- Bhai Dooj

25th Dec- Christmas

-

We look forward to a long and mutually rewarding relationship.

Yours sincerely,  
For **Anuvaa**

**Priti Pase / Swapnil Pase**  
**Partner**  
Encl: As above

I accept your offer and shall join on or before ~~18th Jan 2022~~

---

Signature & Date

17 Aug, 2021

## Internship Offer Letter

Dear Abhishek Hegde,

On behalf of Speegile (hereinafter referred to as “the Company”), I am excited to extend an offer to you for an Internship position (**Power BI Developer**) with us.

### **INTERNSHIP START DATE:**

Your Internship Start Date is **19<sup>th</sup> August, 2021** (Depending upon completion of the Background Verification and related processes).

The terms and conditions of your internship are as under:

### **WORK ALLOCATION:**

As part of your Internship, at the discretion of the Company, you may be given project work at Speegile or at one of our Esteemed Clients. The initial period of deployment will be of minimum of Three months and will be subject to Project needs and your performance.

### **REPORTING LOCATION:**

Reporting Time – 9.00 AM (on Joining Date mentioned above)

Under current circumstances of COVID-19, you will work from home. Once laptop assigned to you is ready, you will have to collect it from Company/ its Client's office in your city (**Mumbai**). Alternatively, you may be provided VDI access to the project environment. However, later, as and when the situation gets normal, depending upon the need of the project, you may be asked to report to any of Company/its Client's offices in **Mumbai**.

### **NO-SHOW:**

Failure to report at the specified office on the Start Date mentioned above, shall be deemed as "No-Show". In such an event, the Internship offer stands revoked.

### **BACKGROUND CHECK:**

The Company reserves the right to verify the information furnished by you in your application for Internship and through other documents. Company may engage an independent agency to do Background Verification. Your acceptance of this letter will indicate your consent for the same. If, at any point during the Internship, if it is found that you have misrepresented any information in your application for Internship or have furnished any false information or have concealed / suppressed any relevant material facts, your Internship is liable to be terminated any time, without any notice or stipend in lieu thereof.

---

**speegile consulting**

7th Floor, 707, Gangadhar Nagar, Shantivan, Borivali (East), Mumbai 400 066  
Contact – 9920930934, p.nivaskar@speegile.com

**MONTHLY STIPEND:**

You will be eligible for an amount of **Rs. 10,000/- (Rupees Ten Thousand Only)** as stipend per month subject to statutory deductions as may be applicable. The Stipend will be processed on the 9th day of the following month. However, if 9th falls on a holiday, It will be processed on the next working day.

**JOB ROLES & RESPONSIBILITIES:**

1. You will devote your full time and attention to your duties as assigned by your Reporting Manager.
2. You shall not carry out any other business or practice or devote any part of your time to any other individual work/firm or for other company for remuneration or otherwise.
3. You shall not engage in any business relationship or activity that will conflict with the interest of Speegile or it's Clients.
4. During your internship with the company, you may have access to trade secrets and confidential or proprietary business information belonging to the company and/or its clients. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of the company. You also agree that, even after completion of the Internship, you will continue to adhere to the data confidentiality clauses in this agreement and any other that you will sign during the course of the internship.
5. You agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.
6. You agree and confirm that all rights and title including intellectual property rights in respect of any work product created by you for Speegile/its Clients shall vest solely and exclusively with the respective company.

**OTHER TERMS AND CONDITIONS:**

1. You will be eligible for leave of three days during the period of Internship i.e. one day leave every month with prior approval and at the sole discretion of the Company. Any absence beyond the leave eligibility or leave availed without prior approval during this period would be treated as loss of stipend for the duration of leave.
2. As an intern, you are not the company's employee; and therefore, will not receive any other leave, health, compensation and related benefits.
3. By accepting this offer, you acknowledge that you understand participation in this internship is not an offer of employment, and successful completion of the internship does not automatically qualify you to an employment offer from the company and/or its clients.
4. At any time during the internship, the company can terminate your internship by giving one day's notice in writing for any reason whatsoever and immediately for reasons including but not limited to wilful negligence towards the duties assigned to you, insubordination, poor performance in spite of reasonable guidance and feedback, project closure by client etc. While the stipend due to you will be paid on a pro-rated basis, the

company also reserves the right to forfeit your stipend fully/partially as may be required in any case of gross indiscipline/misconduct.

5. While the company encourages you to complete the internship, you may also terminate the internship by giving one day's notice in writing and ensuring a proper handover to your reporting Manager. In such an eventuality, the stipend payable to you may be forfeited to cover the loss of reputation and other risks associated with your internship at the Company's sole discretion.
6. You will abide by the rules & regulations and internship conditions that may be in force or are framed from time to time by Speegile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. If you have any questions about this offer, please contact [p.nivaskar@speegile.com](mailto:p.nivaskar@speegile.com).

Please review this letter in full, and sign and return it via email to confirm your acceptance of the internship no later than close of business on 18<sup>th</sup> August, 2021. We look forward to having you on board and wish you a successful internship.

### **Congratulations and Welcome to our team!**

Sincerely,  
Purushottam Nivaskar  
Speegile Consulting

**PURUSHOTTAM  
MANOHAR  
NIVASKAR**

Digitally signed by  
PURUSHOTTAM  
MANOHAR NIVASKAR  
Date: 2021.08.18 13:07:20  
+05'30'

### **Authorised Signatory**

*(This document is electronically signed, does not require physical signature)*

### **ACCEPTANCE BY CANDIDATE:**

I, accept the above offer and will begin the internship position on 19<sup>th</sup> August, 2021.

**Abhishek Hegde**

Name

Signature

Date

**speegile consulting**

7th Floor, 707, Gangadhar Nagar, Shantivan, Borivali (East), Mumbai 400 066  
Contact – 9920930934, [p.nivaskar@speegile.com](mailto:p.nivaskar@speegile.com)

**BE YOURSELF,  
MAKE A DIFFERENCE.**



Strictly Private and Confidential

**27-Oct-2021**

**Krishnan Balasekar  
C9640650  
Mumbai**

**Subject: Offer of Employment ("Offer")**

Dear **Krishnan Balasekar**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an Offer to join Accenture Solutions Private Limited (hereafter referred to as 'Company') in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile- **Application Development Analyst**

Management Level- **11**

Job Family Group-**Software Engineering**

Your joining location would be **Mumbai**

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Terms of Employment, Compensation Plan and Car Lease Scheme (Car lease would NOT be applicable for Management Level 10, 11, 12 & 13)

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

27-Oct-2021

1

Candidate's Signature \_\_\_\_\_

## Acceptance and Commencement

Based on discussions so far you have confirmed that you will be able to join the Company on **17-Nov-2021**. To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 07 days (seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 07 days (seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure 2 along with the signed copy of this offer letter and Terms of Employment.

By accepting this Offer, you expressly agree that you will join on the aforementioned date, unless otherwise agreed to in writing with the Company.

Any request for change in date of joining must be sent to **sandeep.b.sing@accenture.com** at least 5 days prior to your date of joining as provided earlier. Please contact us immediately if you require an alternate joining date.

You are required to submit on the day of your joining, a signed copy of this letter along with copies of the following annexures:

- Annexure 1 (Compensation and Benefits)
- Annexure 2 (Documents at time of joining)
- Annexure 3 (Declaration)
- Annexure 4 (Terms of Employment), with your original signature on each page of these documents.

Your joining the Company will be subject to submission of all of the above along with the mandatory documents listed in Annexure 2.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

**Important to note:** You are required to carry **two** hard copies of this Offer and Terms of Employment on the date of joining. One signed copy will be retained by the Company and the other will be returned to you.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique Candidate ID Number (i.e., 8 character alpha numeric number mentioned between your Full Name and Address at the top of this page):

**Primary Point of Contact:**

• **Sandeep Singh**

- Email Address - sandeep.b.sing@accenture.com
- Mobile Number -

Alternately, if your query remains unanswered, feel free to contact any of the following individuals by mail / phone, mentioning your Full Name & unique CID number.

**Recruitment team:**

• **Anubha Vaidya**

- Email Address - anubha.vaidya@accenture.com

• **deepa chandrasekhar**

- Email Address - deepa.chandrasekhar@accenture.com

After accepting this Offer, we encourage you visit Countdown to Accenture

<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>. This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at the Company. It will also provide an interesting overview of Company history – as well as tips on how to develop yourself (and your career) in the future.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

\_\_\_\_\_  
**Krishnan Balasekar**

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

## **ANNEXURE 1**

### **COMPENSATION & BENEFITS**

Annual compensation structure as per the Company guidelines are:

<b>Total Cash Compensation Elements*</b>		
	Annual (Rs)	
(A) Annual Fixed Compensation	INR 810000/-	
(B) Local Variable Bonus (LVB) earning potential	Min.	Max.
	0%	21.00%
Annual Total earning potential (A+B)	Min.	Max.
	INR 810000/-	INR 980100/-

#### **\*Total Cash Compensation Elements**

##### **Annual Fixed Compensation\*\***

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document which elaborates the guidelines applicable to structure your Fixed Compensation.

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

#### **Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

\*As defined by applicable law from time to time.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.



## **ANNEXURE 1 (continued)**

### **Local Variable Bonus (LVB)**

You will be eligible to participate in the FY22 (September 2021 to August 2022) Local Variable Bonus programme (LVB). Your indicative pay-out can range from **0%** to **21.00%** of the prorated fixed pay in the FY, subject to the overall terms and conditions of the LVB, including but not limited to your performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines. The LVB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said financial year.

### **Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

1. Effective your date of joining, Medical Insurance for self, spouse and 2 dependent children up to **INR 300000/-** per annum. Premium for this will be paid by the company.
  - a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to INR 500000 per annum. The entire premium for this will have to be borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claims for self, spouse and 2 dependent children
    - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage for self up to three times your gross annual fixed compensation
3. Life Insurance coverage equivalent to your annual fixed compensation with minimum cover of **INR 500000/-**
4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

**Joining Bonus:** We are pleased to inform you that you will be paid a joining bonus of Rs. 64800 subject to you joining on or before 11/17/2021. The joining bonus is a one-time payment that will be paid with the first month's salary.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the joining bonus will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take the first dose of the vaccine before onboarding and be prepared to take the second dose within 90 days from the date of onboarding.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

**ANNEXURE 2**  
**On boarding details**

REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
- PAN card copy (mandatory to be submitted on day 1)
- Signed hard copy of the offer letter (mandatory to be submitted on day 1)
- Signed hard copy of the Terms of Employment (mandatory to be submitted on day 1)
- Document/s containing start date and end date of the last two employers
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from previous employer
- Experience Certificate from 2 previous employers (if relieving letters not submitted)
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

**ANNEXURE 3**

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

---

**Krishnan Balasekar**

Date: Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

17<sup>th</sup> Sept, 2021  
Mahek Dharamshi  
Place: Mumbai

**SUBJECT: OFFER LETTER**

Dear Mahek,

We are pleased to offer you the position of **Client Servicing Executive** in our organization, to be based at Bhandup.

Your salary and other benefits will be as per the attached compensation summary.

A Detailed Appointment Letter will be released to you when you join the company. There will be a probation period of 6 months, which may further be extended by an additional 3 months, subject to review of your performance.

The appointment is subject to successful completion of background verification undertaken by the company.

You are expected to join us on **20<sup>th</sup> Sept 2021**

We look forward to your joining the Design Basket family and contributing to the achievements of the Company's goals.

Sincerely,

Signed & accepted

Alvina Dias  
(Executive HR)  
Karan Communications

Mahek Dharamshi

## COMPENSATION SUMMARY

**Name:** Mahek Dharamshi  
**Client Servicing Executive**  
Working Days – Monday to Saturday  
Work Timings – 10 am to 6.30 pm

<b>Components of Compensation</b>	<b>Monthly (Rs./per month)</b>	<b>Yearly (Rs./per annum)</b>
<b>Gross Salary</b>		
Basic	4800	57600
HRA	1920	23040
Conveyance	1600	19200
Medical Allowance	1250	15000
Special Allowance	2430	29160
<b>Total Gross Salary (A)</b>	<b>12000</b>	<b>144000</b>

Sincerely,

Alvina Dias  
(Executive HR)  
Karan Communications

Signed & accepted

Mahek Dharamshi



## PRINCIPLE SECURITY AND ALLIED SERVICES PVT. LTD.

Date: 07-12-2021

To,  
Name: Mr Ujwal Vasu Shetty  
Add: RB-1/248/15, Central Railway  
Colony, Parel, Mumbai.-400012  
Emp ID 54281

### Fixed Term Period Appointment Letter

Dear Mr Ujwal Vasu Shetty,

With reference to your application and subsequent interview we had with you, we are pleased to inform you that M/s. Principle Security And Allied Services Pvt. Ltd. (PSAS) has decided to appoint you as "Scientific Assistant" and has deputed you for our fixed term period project with our client Tata Memorial Centre (Client) at deputed location TMH - Mumbai. You will be working with us for a fixed term period from 07-12-2021 to 31-03-2022 subject to the following terms and conditions and Schedule "A":

- 1 Your contract will commence from 07-12-2021 and expire on 31-03-2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on date of 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.
- 2 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 PSAS.
  - (iv) Not receive any payments of any nature directly or indirectly from the Client unless agreed to by PSAS.
  - (v) Neither directly nor indirectly offer you for employment with the Client or its affiliates during the period of the work assignment without prior permission of PSAS.

Regd. & Head Office: 707, Hubtown Viva, Shankarwadi, Western Express High Way, Jogeshwari (East), Mumbai-40006 Maharashtra, Tel.: 022-61473232/65/68/69, Email: [coordinator@psas.in](mailto:coordinator@psas.in), Website: [www.psas.in](http://www.psas.in)  
Corporate Office: -H-12, Green Park Extension, New Delhi-110016 CIN-U93000MH2009PTC197825



## PRINCIPLE SECURITY AND ALLIED SERVICES PVT. LTD.

- (i) 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.
  - (ii) 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.
  - (iii) Comply with the safety, health and other rules and regulations of PSAS and the PSAS Client that you have been made aware of.
  - (iv) During the course of your contract, you can be transferred to a location within the territory of India as and when required by PSAS for executing the services provided herein.
- 3 Should you be selected to perform the Work Assignment, the nature of your relationship with PSAS will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with PSAS nor do you become an employee of PSAS. Upon expiry or termination of the Work Assignment, your engagement with PSAS shall stand terminated forthwith.
  - 4 Either party may terminate this Work Assignment Letter by issuing 30 days' notice in writing or payment thereof.
  - 5 For any service of notice or communication of whatever kind, you will be informed by courier or ordinary post at the address given by you at the time of your employment. In case of any change in your address, surname after marriage in case of female or any other change, you will inform the management in writing to this effect within one week of such change and get new address recorded in your personal record.
  - 6 In the event of any discovery of information made known to or available with PSAS with reference to any fraud, MIS-statement, incorrect particulars or misinformation or suppression of any detail or material fact on any account leading to the mistaken offer of fixed term contract of service having been made / acted upon by PSAS the Contract of Temporary Service shall stand automatically terminated with you without any reference or notice to Temporary Staff with retrospective effect from the date of offer and making Temporary Staff liable to make good all losses, expenses, damages caused to PSAS apart from Temporary compensating the actual loss suffered by them on account of such act/s.
  - 7 You will keep confidential and will not at any time divulge to any person, nor use for his own or a third party's benefit, any information of whatever nature including but not limited to employment, business affairs, transactions or finances in relation to PSAS or Client.





## PRINCIPLE SECURITY AND ALLIED SERVICES PVT. LTD.

1. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and PSAS shall promptly settle all your dues after making the applicable deductions.
2. You agree to defend, indemnify and hold PSAS or the Client harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
3. Any dispute between you and PSAS shall be referred to a sole arbitrator appointed by PSAS. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Mumbai, Maharashtra, India. This Engagement Letter shall be governed by the laws of India.
4. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize PSAS to make all salary payments required to be made to you by PSAS including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
5. The salary payout will be made latest by 10th of the following month.
6. You will be entitled to an employer's contribution of Provident fund to the extent as per rule and applicable ESI contribution. It is hereby clarified that if you fail to submit the ESIC, PF, forms together with any other document as required under the applicable labour legislations, PSAS shall not incur any liability with regards to any Claims under the said applicable labour legislations.
7. In addition to the terms contained herein, your relationship with PSAS may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by PSAS and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
8. Upon expiry of the said period your contract is eligible for extension, depending upon your performance and availability of the requirement /position with the client.

Regd. & Head Office: 707, Hubtown Viva, Shankarwadi, Western Express High Way, Jogeshwari (East), Mumbai-400060  
Maharashtra, Tel.: 022-61473232/65/68/69, Email: [coordinator@psas.in](mailto:coordinator@psas.in), Website: [www.psas.in](http://www.psas.in)  
Corporate Office: -H-12, Green Park Extension, New Delhi-110016 CIN-U93000MH2009PTC197825





# PRINCIPLE SECURITY AND ALLIED SERVICES PVT. LTD.

1. Your compensation will be aligned with minimum wages and it shall be revised accordingly.
2. You will be entitled for 21 days leaves during the year on pro data basis.
3. In case, you wish to avail any kind of leave/leave's you will have to apply for the same in writing and take prior approval before proceeding on leave from PSAS Supervisor.

We at PSAS would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process.

Please return the copy of the Appointment Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at PSAS with the acceptance of your first salary from PSAS will be conclusive proof of your acceptance in accordance of terms and conditions.

## ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For PRINCIPLE SECURITY AND ALLIED SERVICES PVT. LTD.



Authorised Signatory

Accepted and Agreed

Signature and date



# PRINCIPLE SECURITY AND ALLIED SERVICES PVT. LTD.

## Annexure I

Name : Mr Ujwal Vasu Shetty  
Designation : Scientific Assistant  
Client Name : Tata Memorial Centre (Client)  
Client Location : TMH - Mumbai

### Salary Break – Up Details

Particulars	Per Month (Rs.)
Gross Salary	22200
PF Employer	0
ESIC Employer	0
CTC	22200
Rupees Twenty Two Thousand Two Hundred Only	

- Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.
- Your Salary is strictly confidential.
- Above mentioned provident fund deduction and contribution is subject to change in lieu of recent Supreme Court clarification on definition of "Basic Wage".

For Principle Security and Allied Services Pvt. Ltd.

Authorized Signatory

Regd. & Head Office: 707, Hubtown Viva, Shankarwadi, Western Express High Way, Jogeshwari (East), Mumbai-400060  
Maharashtra, Tel.: 022-61473232/65/68/69, Email: coordinator@psas.in, Website: [www.psas.in](http://www.psas.in)  
Corporate Office: -H-12, Green Park Extension, New Delhi-110016 CIN-U93000MH2009PTC197825

August 26, 2021  
Ref: LTI/HR/NE1/T0033291

Mr. Abhishek Anil

301/C Wing, Nutan Shree Samarth C.H.S., Hanuman Nagar, Katemanivali P.o., Kalyan East, Opp. Lotus C.H.S.,  
Kalyan-421306  
Maharashtra, India  
Tel: 9653677835

Dear Mr. Abhishek Anil,

### **LETTER OF APPOINTMENT AS ASSOCIATE TRAINEE**

With reference to the interview you had with us, we have pleasure in appointing you as a Associate Trainee on the following terms and conditions:-

#### **1. MEDICAL FITNESS AND OTHER REQUIREMENTS**

- a) Being found medically fit by our authorized doctor.
- b) Conforming to the eligibility criteria mentioned in the offer of employment issued to you.
- c) Signing Letter of Undertaking with the company and /or Bank Guarantee as per the specified format.
- d) Clear scan copy of mandatory documents to be uploaded within one week in the portal.

#### **2. PROBATION**

You will be on probation for one year from the day you report for training. During the period you will be given an on the job training for various assignments and knowledge transfer process, the contents of which are Company's/Clients proprietary information and confidential information.

#### **3. SALARY & ALLOWANCES**

Your Basic Salary during probation will be Rs. 15,000/- pm. and allowances as per details in the Annexure enclosed. In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

#### **4. ABSORPTION**

On successful completion of the said one year training, of which the Company shall be the sole judge, the Company or any of the 'Larsen & Toubro Group of Companies' will consider offering you employment in a suitable grade in the Company and will be based at any of our proposed SEZ sites across India.



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## 5. TERMINATION

- 1) During the period of training, LTI alone has the right to terminate contract of appointment by giving:
  - a) One week's notice to that effect in writing or basic salary in lieu thereof within 90 days of joining the company.
  - b) One month's notice to that effect in writing or basic salary in lieu thereof if the event for termination occurs beyond 90 days of joining the company.
- 2) After completion of the said training and confirmation thereof, LTI has the right to terminate the contract of employment by giving three month's notice to that effect in writing or basic salary in lieu thereof.
- 3) The right to terminate the contract of employment can be exercised by you upon giving at least three month's notice to that effect in writing. For avoidance of doubt such a right cannot be exercised before the expiry of the 2 years period as stipulated in the Letter of Undertaking. However, if you terminate the contract of employment before the expiry of 2 years, the Company is entitled to receive the sum of Liquidated Damages as stipulated in the Letter of Undertaking executed by you.
- 4) The Company shall have the right to terminate this agreement forthwith, without any notice, in the event of any of the following:
  - a) Breach of any of the conditions of this agreement; and any other rules made applicable to you in respect of your employment with us.
  - b) Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of joining the Company.
  - c) Any misconduct on your part;
  - d) Failure to carry out any of your duties and obligations.

## 6. TRANSFER

You are liable to be transferred to any of our establishments as and when required by the management.

## 7. CONDUCT

During the course of your training, you will diligently and faithfully carry out directions & instructions issued to you by the Company, its officers and representatives. The course and manner of your training will be decided solely by the Company at its discretion. Based on organizational requirements, you may be required to work as part of training in any department/ development centre of the Company and /or in any of the "Larsen & Toubro Group of Companies".

You shall not at any time engage in or be concerned with or be interested, directly or indirectly in any business, work or activity other than that of the Company or commit any act prejudicial to the interest of the Company and/or its business (The Company being the sole judge thereof).

You hereby agree that for the period of deputation at an onsite location, you will abide by the laws of the country of your deputation and for the duration of assignment in India, you will comply with the terms and conditions of your appointment letter.

You will be governed by all rules, regulations and policies of the Company.



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## 8. HOURS OF WORK AND PAID HOLIDAYS

You will observe the working hours and holidays as followed by the department and location to which you are assigned.

You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.

## 9. LEAVE

No leave of any kind is permissible during the class room training of your training.

A credit of 2 working days will be made for every completed month, except for the month June and December, where only 1 working day will be credited. The credit will happen on the 1st of every month for the previous month.

New joinees, with date of joining between 1st to 15th of a month, will get an earned leave credit of 2 working days on completion of the month except if the joining month is June or December, in which case the earned leave credit will be 1 day and new joinees with date of joining between 16th to end of a month, will get an earned leave credit of only 1 working day on completion of the month.

Employees can avail 5 days advance earned leave, provided the earned leave is zero.

You will be permitted to carry forward a maximum of only 11 Earned Leaves during the year, with an option to carry forward up to a maximum of 60 days.

All weekly Offs, Special Days Off and Paid Holidays falling in between your Leave Period will not be counted as leave.

## 10. UNAUTHORIZED ABSENCE

Your unauthorized absence from work for a continuous period of more than 3 days will be treated as absconding from duty, and in the event of your not reporting for work within 10 days from the date of absence, the same would be treated as "absconding from work" and it shall be deemed that you are no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly.

You will keep us informed about your local / contact details directly in HR systems whenever there is any change.

## 11. TRADE SECRETS AND CONFIDENTIAL INFORMATION

During the term of your training and your employment, you may have access to and become familiar with various trade secrets and confidential information belonging to the Company, its affiliates and its customers. You shall acknowledge that such confidential information and trade secrets are owned and shall continue to be owned solely by the Company, its affiliates and its customers, as the case may be. You shall agree not to use, communicate, reveal or otherwise make available such information for any purpose whatsoever or to divulge such information to any person, partnership, corporation or entity other than those expressly designated by the Company unless such employee is compelled to disclose it by judicial process.

## 12. RESTRICTIVE COVENANT

The Company is in the business of providing various services in the area of Information Technology. You will acknowledge that:



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- a) Company's services are highly specialized;
- b) The identity and particular needs of the Company's customers are not generally known by the industry;
- c) Company has a proprietary interest in its customer list and relationships;
- d) Documents & other information regarding Company's services, pricing & costs, as well as information pertaining to Company's customers including but not limited to identity, location, service requirements & charges to the customers are highly confidential and constitute trade secrets.

**You will agree that:**

You will not directly or indirectly solicit, take up employment or transact any sort of business directly or indirectly with any person, company, firm, or corporation which is or was the customer of the Company on behalf of yourself or any other person, firm, company or corporation, for a period of two years after this training has been terminated for any reason, regardless of whether the termination is initiated by the Company or yourself.

**13. DISPUTE**

Any dispute between yourself and the company concerning with or relating to or arising out of this contract shall be subject to jurisdiction of and be determined by court of competent jurisdiction in Greater Mumbai only.

**14. PRE EMPLOYMENT VERIFICATION**

The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational / professional credentials and other background checks.

15. You are requested to report on Aug 31, 2021 at 8:30 AM at the following address:

**Navi Mumbai Dev Ctr, Block I, TTC Electronic Zone, Plot EL-200 (Part), Shil Mahape Road, Navi Mumbai, 13, 400701**

It is essential that you join on the date mentioned as above. After accepting our offer, if you do not report on the stipulated date, this offer of appointment will stand withdrawn.

16. Please bring along with you the following documents in original and one copy of the same.

- Duly acknowledged copy of the appointment letter.
- Duly executed Letter of Undertaking along with duly filled Guarantor page.
- Non-Disclosure Agreement.
- Relieving certificate, pay slip / salary certificate from your last employer, if you were employed prior to joining us.
- Two copies of your recent passport size photograph with white background.

**Attested copies of the following**



26/08/2021

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- Proof of age.
- SSC/HSC or equivalent examination mark sheets.
- Diploma / Degree mark sheets for all the Semesters/Years.
- Passport first & last page.
- Four wheeler Driving License.
- Pan card.
- Aadhar card.

You are requested to note that our offer is subject to submitting the above documents.

## 17. PASSPORT AND AADHAR CARD

It would be to your advantage and in view of the business of LTI, all trainees are required to possess a valid passport and an Aadhar Card. In case you do not already have one, you are required to obtain/produce a proof of having applied for the same at your own expense, and intimate the same to the GOHR at your location, within three months of joining.

These above details need to be updated through HR Systems portal.

According to the standard practice of our Company, you will treat the above terms of this agreement as confidential.

We welcome you to our company and look forward to a long and fruitful association with you.

Yours faithfully,

for Larsen & Toubro Infotech Ltd.



Nikhil Govekar  
Director - Campus Recruitment, Learning & OD

I have read the letter and accept the same. I will report for training  
at \_\_\_\_\_ on: 31/08/2021



26/08/2021

Signature and Date  
Mr. Abhishek

## ANNEXURE



26/08/2021

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<b>Name</b> : Mr. Abhishek		<b>Date</b> : August 26, 2021	
<b>Salary Grade</b> : AT1			
<b>COMPONENTS</b>	<b>Rs. (P. A.)</b>	<b>Rs. (P. M.)</b>	
<b><u>MONTHLY REMUNERATION</u></b>			
Basic		15,000	
Bouquet of Benefits		3,000	
<b>A. Base Salary (PA)</b>		<b>216,000</b>	<b>18,000</b>
Annual Incentive	10,000		
<b>B. Total Variable (PA)</b>		<b>10,000</b>	
<b>C. Total Target Cash (A+B)</b>		<b>226,000</b>	
Provident Fund (PF)	21,600	1,800	
Gratuity	8,664	722	
Medicclaim Premium	6,773		
<b>D. Retirals &amp; Other Benefits</b>		<b>37,037</b>	
<b>Cost to Company (CTC) C+D</b>		<b>263,037</b>	

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*Abhishek*

26/08/2021



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**Medical Insurance Premium:**

The Group Medclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances.

**Notes:**

- 1) Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- 2) H.R.A. will be deducted for accommodation (if any) provided by the Company.
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution.
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company.
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same.
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

Components	Limits	Remarks
House Rent Allowance (PM)	10% - 50% of basic	Mandatory
Medical Allowance (PM)	Rs. 1,250/-	Optional
Conveyance Allowance (PM)	Rs. 1,600/-	Optional
Meal Allowance (PM)	Rs. 1,100/- OR Rs. 2,200/-	Optional

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable.

-You are required to declare your options under BoB in the SSC Portal.The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



26/08/2021

LTI-Confidential



A Larsen & Toubro  
Group Company



**Abhishek Sahani**

11/302,  
Yashomati Bldg,  
Shell Colony Road,  
Near Tilak Nagar Stn,  
Chembur,  
Mumbai - 400071

**Subject:** Appointment Letter

Dear **Abhishek**,

With reference to the rounds of interviews and based on your expertise as reflected in your profile, **Cateina Technologies Private Ltd (Cateina Technologies)** agrees to employ you on the terms and conditions as contained herein.

You are requested to report on duty to Nitish Sinha at our **Vikhroli** Office.

Kindly sign and return the duplicate of this letter as a token of your acceptance of the below terms and conditions.

## 1. Employment

1.1 Subject to the terms and conditions contained herein and the representations made by you, Cateina Technologies agrees to employ you during the term hereof. Your employee code is **148** and the designation is **Junior Software Engineer**. Your scope of work and services shall be as may be delegated to you from time to time. The place of work shall be as may be intimated to you from time to time and you would have no objection to the location of the place of work, whether within the city or country of your first appointment or otherwise.

1.2 You have represented and agreed to accept the employment with Cateina Technologies commencing from the date of this letter and have represented and agreed to honestly and diligently devote your full working time and efforts to the performance of the services, duties, and responsibilities in connection therewith and to the best of your ability, experience, and talent. You have further represented and agreed to perform such duties and exercise such powers as may be delegated to you from time to time on such terms and conditions and subject to such restrictions as may reasonably from time to time be imposed. As you are required to devote all your working time and efforts to rendering services as may be required by Cateina Technologies, you shall not take on any other gainful or commercial employment, engage in any business or profession, or render any services to any other person during the term of your employment.

1.3 You shall adhere to Cateina Technologies' code of conduct, and all the rules and regulations prescribed by Cateina Technologies and at no point in time conduct yourself in a manner that would be detrimental to the interests of Cateina Technologies.

## 2. Term of Employment

2.1 You have agreed to render the services to Cateina Technologies in accordance with the terms and conditions as contained herein commencing from the date of this letter. The first SIX months shall be the probation period.

Cateina Technologies Private Limited

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2.2 Notwithstanding as contained in the above clause, Cateina Technologies may terminate your employment by giving you a written notice of 90 days (Notice period by Employer) by or in lieu of notice period, by making payment of basic salary of 90 days provided that if Cateina Technologies terminates your employment not within the probation period or at the end of the probation period, and a written notice of 5 working days instead of written notice of 90 days shall be sufficient during the probation period.

2.3 Notwithstanding what is contained in the above 2 clauses, in the event of any breach of the terms and conditions contained herein by you, Cateina Technologies would be entitled to terminate your services forthwith and without the grant of any prior notice.

2.4 Notwithstanding as contained in clause 2.1 above, you shall be entitled to terminate the employment by giving Cateina Technologies a written notice of 90 days (Notice period by Employee) provided that the employee shall prior to the termination of the employment discharge all the obligations accrued during the course of the employment and adhere to all the formalities prescribed under the Cateina Technologies code of conduct and all the rules and regulations made there under. In case the employee fails to give the required notice period the employee would be liable to pay Cateina Technologies a proportionate salary in lieu of the notice period. No letter of relieving or experience shall be issued to him/her under any circumstance in case the employee does not provide the required notice period.

2.5 You have agreed to work at any location within or outside India as may be assigned to you from time to time.

### **3. Compensation**

3.1 You shall be paid compensation as detailed out in Annexure A hereto, which shall be payable to you in accordance with the normal payroll practices of Cateina Technologies, but in no event less often than monthly.

### **4. Medical Fitness**

4.1 Your appointment and continuation in employment will be subject to your physical and medical fitness, which if required by Cateina Technologies may be checked by Cateina Technologies' medical consultant from time to time and accordingly certified by him or be checked and certified by such other medical consultant as may be approved by Cateina Technologies.

### **5. Non-compete and Non-solicitation**

5.1 You acknowledge that Cateina Technologies would be spending substantial technical, training, and financial resources on you. Subject to Term of Employment, in the event, you leave, abandon, resign, or are dismissed from Cateina Technologies before the expiry of one year, you shall not directly or indirectly engage in or carry on of your own accord or in partnership with others the business at present being carried on by Cateina Technologies and you shall not serve in any capacity, whatsoever or be associated with any person, firm or company carrying on such business for the remainder of the one year and in addition be liable to pay to Cateina Technologies as liquidated damages an amount of Rs. 1.5 Lakh.

5.2 You hereby acknowledge that during your employment, you may be placed with other third parties and organizations and may be required to render your services at the offices of such third parties and organizations. You hereby agree that you shall not solicit a job with, or offer, or agree to offer your services to, whether directly or indirectly, or advise such organization to terminate their relationship with Cateina Technologies, or accept employment with such third parties and organizations, both during the period that you may be placed with such third parties and organizations or thereafter. Further, on termination of your employment with Cateina Technologies you will not (a) solicit the services of any other employee of Cateina Technologies; or (b) offer or agree to offer employment to any other employee of Cateina Technologies, whether directly or indirectly; or (c) advise any other employee of Cateina Technologies to terminate his or her contract or relationship with Cateina Technologies; or (d) advise any employee of Cateina Technologies to accept any contract (directly or indirectly) or other arrangements for providing services to any person or organization other than Cateina Technologies. Without prejudice to the other rights and remedies of Cateina Technologies on

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breach of this clause, you shall be liable to pay Cateina Technologies a sum of Rs. 1.50 Lakhs (Rupees One Lakh Fifty Thousand only) within 10 days of the breach (along with interest at the rate of 18% per annum in the event of any delays).

## **6. Non-disclosure of Confidential Information**

6.1 You shall not during or after the termination of your employment with Cateina Technologies, without the prior written consent of Cateina Technologies, use, divulge, disclose or make accessible to any other person, firm, partnership, corporation or other entity any Confidential Information (as herein defined) which is a trade secret pertaining to the business of Cateina Technologies, except in the following circumstances

6.1.1 While employed by Cateina Technologies the confidential information could be used to the extent necessary for the business of and for the benefit of Cateina Technologies, or

6.1.2 When required to do so by the direction of a court of competent jurisdiction, by any governmental agency, or by any administrative body or legislative body (including a committee thereof) with jurisdiction to order you to divulge, disclose or make accessible such information.

6.2 "Confidential Information" shall mean non-public information concerning the financial data, software programs, source code, object code, software contracts, software development guidelines, manuals and procedures, strategic business plans, client lists, prospective customers, details of remuneration (including terms and conditions applicable to your remuneration), the terms and conditions governing the relationship between you and Cateina Technologies, technical knowledge, skills, expertise, training methods, knowledge systems, fee structures with prospective customers, other instrument and document that might come or be brought to your knowledge during your employment with Cateina Technologies, other non-public, proprietary and confidential information of Cateina Technologies, which is not otherwise available to the public, or of its subsidiaries, or of their respective affiliates.

## **7. Intellectual Property Rights**

7.1 You acknowledge and agree that all intellectual property rights and any other rights, including any rights in business processes, in respect of the business carried out by Cateina Technologies including but not limited to the Business in respect of which you are employed or arising in the course of setting up, operating, marketing or managing the business in respect of which you are employed and the employment of the employee by Cateina Technologies or in any other work undertaken by the employee for Cateina Technologies shall vest wholly in Cateina Technologies and Cateina Technologies shall be the first and only owner of all such rights. You shall not claim any ownership or any other rights to any such intellectual property.

7.2 Subject to the aforesaid clause, in the event you being entitled to be the first owner of any such rights under the provisions of any applicable law, you hereby assign to Cateina Technologies by way of present and/or future assignment all copyrights or other intellectual property rights, and/or any other rights in such an event. Such assignment shall take place immediately on the coming into existence of such rights, and shall be without any limitation, in perpetuity and/or for the complete unexpired term of such rights under the law. All or any of the intellectual property rights assigned in the manner provided above may be used by Cateina Technologies in any territory in the world or where such rights are recognized. Whilst no additional documents would be required to convey such rights to Cateina Technologies, in the event of any additional document being required by any authority, or registration personnel, you shall forthwith execute any additional document being required for the assignment of all such rights. Without prejudice to the above, you also hereby irrevocably empower Cateina Technologies as its power of attorney holder to execute any such documents as may be required. It is hereby clarified that the above assignment shall be royalty-free and in consideration of the employment herein.

7.3 Such assignment shall not lapse or have deemed to lapse for any reason whatsoever.

7.4 You shall forthwith communicate to Cateina Technologies any ideas, writings, practices, procedures, processes, formats, designs, or other matters potentially the subject of intellectual property rights and

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at the request of Cateina Technologies deliver to Cateina Technologies any and all documents, drawings, samples, or evidence of such intellectual property rights or which relate to such rights.

7.5 You will do nothing (whether by omission or commission) during your employment or at any time thereafter to affect or imperil the validity of any intellectual property rights obtained, applied for, or to be applied for by Cateina Technologies.

## **8. Physical Injury**

8.1 During the course of your employment with Cateina Technologies, you may be required to work not only on Cateina Technologies' various premises (whether owned or otherwise) but also at the office and other premises of various third parties including the clients of Cateina Technologies. As a part of the terms of your employment, and, by executing the letter of employment, you confirm that you shall discharge your duty in terms of the employment with Cateina Technologies, at several locations as may be required by Cateina Technologies or required by any other person whom Cateina Technologies may nominate.

8.2 During the course of your employment with Cateina Technologies, you may, while you are physically present either at Cateina Technologies' premises or at a third party's premises, suffer (God forbid) physical injury (fatal or otherwise) for any reasons unknown at present. You have confirmed that you or your direct or indirect family members shall not directly or indirectly hold Cateina Technologies responsible or liable for any costs, charges, damages, losses, and the like, which you or your family members may suffer or incur due to the physical injury – including death (God forbid).

## **9. Withholding**

9.1 Cateina Technologies shall be entitled to withhold from payment of salary any amount of withholding required by law, including tax to be deducted at source.

## **10. Reference check**

10.1 Your employment in Cateina Technologies is subject to a positive report of background verification which includes but is not limited to police verification, educational verification, and past employment verification.

## **11. Disciplinary process**

11.1 You must abide by the code of conduct as mentioned in the company policy. In case you fail to abide by the code of conduct you shall be subject to a disciplinary process as mentioned in the company policy.

## **12. Notice**

12.1 All notices or communications hereunder shall be in writing, addressed as follows.

To Cateina Technologies

Registered Office address

To Employee, The address shown at the top of this appointment letter

12.2 Any such notice or communication shall be delivered by hand, by telecopy/fax (with machine confirmation), or by courier or sent certified or registered mail, return receipt requested, postage prepaid, addressed as above (or to such other address as either may communicate in a notice duly delivered as described above). In case of a notice sent by hand, telecopy/fax, or by courier, the notice shall be deemed to be delivered on the date of actual receipt. In case of a notice sent by certified or registered mail, return receipt requested, postage prepaid, it shall be deemed to have been delivered on the third business day after the actual date of mailing.

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12.3 You are requested to go through the contents of this appointment letter before signing it.

12.4 After you have gone through this appointment letter, please sign the duplicate copy (bottom of every page except when specific space is provided for a signature on the page) and return to us in person as a token of your confirmation of the representation made by you and acceptance of the Appointment and Terms & Conditions mentioned in it.

12.5 Variable component comprises Individual Performance Linked Compensation (IPLC) and Company Performance Linked Compensation (CPLC). Both IPLC and CPLC will be paid out monthly. IPLC and CPLC will be based on project allocation /KRA's and paid to employees who are working on active projects/KRA achievement. Project allocation will in turn be based on course completion from Coursera which will be assigned to you by reporting managers. Employees on the bench will not be entitled to receive IPLC and CPLC. Variable pay will not be paid during the notice period. In the event of termination or resignation, variable pay will not be disbursed. Only applicable if a variable component is part of your compensation.

12.6 Employees on the bench will not be entitled to receive IPLC and CPLC. Employees on the bench for 3 months will be relieved of their duties and the notice period will be waived off.

12.7 It is the employee's responsibility to keep their assigned laptop secure and protected at all times. Any laptop repair/faulty parts replacement charges not covered by the hardware leasing vendor will have to be borne by you. It will be the discretion of the vendor to determine whether the damages/repair are covered under warranty/insurance.

12.8 NDA You are requested to sign the soft copy of the NDA provided by HR and submit it along with the appointment letter.

12.9 Remote Working

While working remotely,

You will:

- remain accessible during the remote work schedule.
- check-in with the reporting manager/client to discuss the status and open issues.
- be available for video/teleconferences, scheduled on an as-needed basis.
- be available to physically attend scheduled work meetings in Mumbai or client location as requested or required by the Project Manager.

Yours Sincerely,

**For Cateina Technologies Private Limited**

**Accepted By**



Rajish Rajan  
Chief Executive Officer

Abhishek Sahani  
Jr. Software Engineer

Cateina Technologies Private Limited

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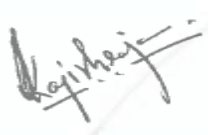
**Annexure – A  
Salary Details**

**Name** Abhishek Sahani  
**Designation** Junior Software Engineer  
**Date of joining** 02 May 2022

	<u>Monthly</u>	<u>Annually</u>
<b>Cost to the Company</b>	<b><u>25,000</u></b>	<b><u>300,000</u></b>
Employer PF	1,800	21,600
<b><u>Gross Earnings</u></b>	23,200	278,400
Basic	5,568	66,816
HRA	2,784	33,408
Conveyance	800	9,600
Special Allowance	14,048	168,576
<b>Net Salary</b>	<b><u>21,200</u></b>	<b><u>254,300</u></b>
<b><u>Deductions</u></b>		
Employee Provident Fund	1,800	21,600
Professional Tax	200	2,500
<b>Total Deductions</b>	<b><u>2,000</u></b>	<b><u>24,100</u></b>

For Cateina Technologies Private Limited

Accepted by


  
 \_\_\_\_\_  
 Rajish Rajan  
 Chief Executive Officer

 \_\_\_\_\_  
 Abhishek Sahani  
 Jr. Software Engineer

9<sup>th</sup> May 2022

*Rakshit Shanbhag,*  
C-21, Room no 8, Municipal  
Colony near Sai Baba  
Mandir, Vikhroli Parksite  
West Mumbai

Dear Rakshit,

Welcome to Experience Commerce Software Pvt. Ltd. ("**Company**").

The Company takes pleasure in appointing you as Project Management Executive for its Mumbai office.

This **Employment Letter** read together with the Employee Handbook of the Company set out the terms and conditions governing your employment with the Company ("**Terms of Employment**"). The Terms of Employment are subject to change in accordance with the Company policy.

## 1. Term of Appointment and Probationary Period

1.1. Your employment with the Company is effective from 1<sup>st</sup> May 2022 ("**Effective Date**") and, subject to clause 1.2 below, shall continue until termination in accordance with the provisions of clause 9 (*Termination of Employment*) below.

1.2. You will be on probation with the Company for 6 (six) months from the Effective Date [or such extended period as may be determined by the Company] ("**Probation Period**"). The Company may, at its discretion, hold one or more review meeting(s) with you during the Probation Period to discuss your progress.

1.3. Prior to expiry of the Probation Period, the Company may hold a final review meeting to determine your suitability for employment with the Company. If in the opinion of the Company you are found suitable for employment with the Company, then upon completion



of the Probation Period your appointment will be confirmed in writing by the Company.

## 2. Scope of Employment

2.1 During your employment with the Company you shall perform the duties and responsibilities normally associated with the post of Project Management Executive and such other duties and responsibilities as may be assigned to you by the Company from time to time.

2.2 You shall report to, and be subject to the supervision of, *Mr Yogesh Kanse*.

2.3 You will be based out of the Mumbai office of the Company. However, depending on the requirements of the Company, the Company may from time to time at its discretion second or depute you to any other office/ operation under the management of the Company, its subsidiaries or affiliates, whether in India or overseas.

### **3. Remuneration/ Salary**

3.1 Your total cost to the Company in the first year of your employment will be *INR 2,76,000/- (Rupees Two Lakhs and Seventy Six Thousand only )* p.a.

3.2 Your remuneration will be reviewed periodically, as per Company policy.

3.3 Remuneration will be paid to you subject to tax deduction at source (TDS) and other deductions (set-offs, PF, ESIC, taxes, levies or otherwise), as applicable. The Company shall duly provide you the certificate of tax deduction at source. Except the obligation to withhold TDS from your remuneration, the Company assumes no responsibility for payment of your personal tax liabilities.

### **4. Leave**

4.1. You will be subject to the leave policy specified in the Employee Handbook.

4.2. You will also be entitled to a set of 12 (twelve) public holidays each calendar year, determined by the Company. The list of declared public holidays will be circulated by the Company at the start of each calendar year.

## 5. Representations and Warranties

You represent, warrant and covenant as under:

- 5.1. You have not entered into any agreement or arrangement which may conflict with your Terms of Employment, or preclude you from performing your services to the Company as contemplated under this Employment Letter;
- 5.2. You are free to accept your employment with the Company in terms of this Employment Letter, without contractual restrictions, express or implied, with respect to any of your prior employers and/ or any third party;
- 5.3. You are not in breach of confidentiality agreements or undertakings with respect to your prior employers and have not misappropriated confidential or proprietary information belonging to any prior employer and/ or other third party. You shall not use or cause the use of any confidential or proprietary information belonging to any of your prior employers or third party in any manner whatsoever in connection with your employment with the Company; and
- 5.4. You are not a party to and do not reasonably anticipate litigation with any former employer or business associate or other third party.

## **6. Confidentiality**

6.1. During your employment with the Company you may acquire or be exposed to confidential Information relating to the Company, its business, clients, practice, assets, properties, plans, vendors and suppliers. Except for the purpose of performing your duties pursuant to your employment with the Company, you shall keep and hold the Confidential Information in confidence and shall not at any time disclose to, or use for the benefit of, any person or entity, any or all Confidential Information, unless such Confidential Information:

- a. is or becomes generally available to the public other than as a result of your breach of this Employment Letter;
- b. is permitted or required, in writing, by the Company to be disclosed by you; or

- c. is required to be disclosed in response to a valid order of a court or governmental authority or other legal process, provided that you shall give the Company prior written notice of your legal requirement

to disclose the Confidential Information, so that the Company may obtain an injunctive order or other relief as the Company may think fit.

6.1.1 For the purposes of this Employment Letter, **Confidential Information** includes without limitation, data, know how, methodologies, processes, creative, designs, photographs, drawings, specifications, programs, software, samples, trade secrets and intellectual property, and all confidential or proprietary information (contained in files, books, records, documents, power-point presentations, accounts, returns or otherwise howsoever) concerning or relating to the Company, its business, clients, practice, assets, properties, plans, or otherwise concerning the Company.

## **7 Intellectual Property**

7.1.1 All ideas, inventions, design, software and all other intellectual property that may be developed by you or in development of which you have played any role while you are in employment of the company will solely and absolutely belong to the company. You shall not be entitled to claim ownership of any rights on the same.

### **7.2 Non-Compete and Non-solicitation**

7.2.1 During the term of your employment with the Company you will devote your full working time to the business of the Company and will not, directly or indirectly, carry on or be engaged in any other employment, business or business activities (including free lancing jobs or activities). You will carry out your duties diligently and in the best interests of the Company, and will not do or permit to be done anything that causes prejudice, loss or injury to the Company.

#### **7.2.2 You shall not, directly or indirectly:**

- a. Induce, influence, solicit, hire or engage any existing or past client, customer, vendor or agent of the Company for a Competing Business;
- b. have any engagement in any form with any of the existing or past client of

Experience Commerce;

- c. Induce, influence, solicit, hire, entice or engage in negotiations with, make an offer of employment or engagement (including retainership or consultancy), employ, engage or assist anyone else to employ or engage any person who is or was at any time six months prior thereto employed in a

managerial, professional, supervisory, creative, technical, sales or administrative capacity with the Company;

- d. persuade or attempt to persuade any employee or consultant of the Company or any person associated with the Company to terminate his or her employment or association with the Company;
- e. employ or attempt to employ or assist anyone else to employ or engage in a Competing Business any consultant who is or was at any time during the preceding six months engaged by or associated with the Company.

7.2.3 The provisions of clauses 7.2.1, 7.2.2 shall remain in force until the expiry of twelve-months after you cease to be employed by the Company.

## 8 Termination of employment

8.1 During the Probation Period, the Company shall be entitled to terminate this Employment Letter by giving you not less than 30 (Thirty) days prior written notice. Similarly, during the Probation Period, you shall be entitled to terminate this Employment Letter by giving the Company not less than 30 (Thirty) days prior written notice

8.2 In addition to what is specified in clause 8.1 above:

- (a) The Company shall be entitled to terminate your services at any time, without assigning any reason, by giving you not less than 30 (Thirty) days' prior written notice of its intention to terminate your services (or by paying you salary in lieu of notice period); and
- (b) You shall be entitled to resign from the Company at any time, without assigning any reason, by giving the Company not less than 60 (Sixty) days' prior written notice of your intention to leave the service of the Company.

8.3 The Company may require you not to perform your duties or attend your workplace or may require you to perform different duties during the notice period specified in Clause 8.2 (a) and (b) above ("**Garden Leave**"). You shall not communicate with any employees, customers, clients, suppliers and vendors of the Company during the period of Garden Leave. However,



you shall remain an employee of the Company and shall be bound by the terms of your employment during the period of Garden Leave.

8.4 You will be entitled to receive your salary and all contractual benefits during any Garden Leave Period as agreed. All duties of your employment (expressed and implied) will continue.

8.5 Notwithstanding the above, the Company shall be entitled to terminate your employment with immediate effect in the following circumstances:

- (a) Commission of a criminal offence (other than parking ticket);
- (b) Commission of any fraud, tampering with documents, gross indiscipline, theft, fraud, misconduct (including indecent behavior, sexual harassment, racial slur) or gross negligence in connection with the discharge of your duties as an employee of the Company;
- (c) Commission of any act which brings the Company into disrepute or detrimentally affects the Company

## 9 Restrictions after Termination of Employment

9.1 For a period of twelve months after the termination of employment you will not either alone or via a third party or on your own or another's behalf, canvass, solicit or otherwise in any way seek to procure the business of any customer/client of the company where the business competed in any way with that of the company whose products and services you sold and where the customer is a customer immediately preceding the termination of your employment and one with whom you have sought to do business and /or canvassed at any time within the twelve  
-month period preceding the termination of your employment.

9.2 For the period of twelve months after the termination of your employment, you will not (either on your own behalf or for or with any other person), seek to entice away from the Company, an employee in Creative, Technology, Development, Account Management or strategic role where you had worked closely with that person at any time in the twelve-month period preceding the termination of your employment.

## 10 Governing Law, Jurisdiction and Dispute Resolution

10.1 This Employment Letter shall be governed by and construed in accordance with the substantive laws of the Republic of India.

10.2 The courts at Mumbai shall have exclusive jurisdiction on matters arising from or in connection with your Terms of Employment, including this Employment Letter.

## 11 Miscellaneous

11.1 You confirm that you have been emailed the Employee Handbook of the Company and have read, understood and accepted the general terms and conditions of employment with the Company set out therein. The Company may revise, modify and update the Employee Handbook from time to time and shall furnish or otherwise make available to you a copy of such revised/ modified/ updated Employee Handbook, and you will remain bound by the terms of the Employee Handbook, as updated from time to time.

11.2 This Employment Letter sets out provisions which are specific to your employment with the Company, and is to be read together with the Employee Handbook which applies to all employees of the Company. The provisions of the Employee Handbook are accordingly in addition to the provisions of this Employment Letter and are to be read harmoniously with the provisions of this Employment Letter to the extent possible. However, in the event of inconsistency between this Employment Letter and the Employee Handbook, the provisions of this Employment Letter shall prevail.

11.3 You acknowledge that the types and periods of restrictions imposed herein are fair and reasonable and are reasonably required for the protection of the Company. You acknowledge that the Company will suffer irreparable harm if you breach your Terms of Employment and that monetary damages may not be adequate compensation for such breach. Accordingly, in the event of any breach or anticipated breach of your Terms of Employment (including this Employment Letter) the Company shall be entitled to seek and obtain injunctive relief, in addition to all other remedies (including without limitation equitable relief) available to it in respect of such breach.

11.4 If any provision of this Employment Letter is construed to be invalid or unenforceable, this shall not affect the remaining provisions of this Employment Letter and this Employment Letter shall be read and construed without reference to such invalid or unenforceable provision.

11.5 The failure by the Company to insist on performance of any of your Terms of Employment

is not a waiver of its right at any later time to insist on performance of that or any other provision of your Terms of Employment.

11.6 This Employment Letter has been issued by the Company in two counter-parts, and you are requested to sign and return to the Company one counter-part in confirmation of your acknowledgement, agreement and acceptance of the terms and conditions set out herein.

11.7 Any amendments to the terms and conditions of your employment with the Company shall be effective only if reduced to writing and signed by or on behalf of yourself and the Company.

The Company looks forward to a long and successful association with you.

Yours truly,

For **EXPERIENCE COMMERCE SOFTWARE PVT. LTD** I acknowledge, agree, and confirm:



Riya Pascal  
HR Manager



Rakshit Shanbhag

5:06

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Offer\_Letter Inbox



Prashant She... 27 Jul 2021  
to me, Vinay, Suhani, Gaurav ▾



**Hello Sidfa,**

Hope you are doing well!

I really appreciate your time and consideration today by coming to our office and taking time out for us.

We are happy to offer you the role of Customer Support Executive- Nutrition Advisory at our organisation.

Request you to please find attached your offer letter, please acknowledge this email as an e-confirmation.

**Date of Joining:** 29-07-2021

**Time:** 10: a.m. reporting time.

**Regards,**

**PRASHANT SHETTY**  
HR & Admin Executive  
+91-90829 33161  
hr@onelifelifeindia.in

ONELIFE NUTRISCIENCE PVT. LTD.  
B, New Jagruti, 227, S. V. Road,  
Bandra (West), Mumbai - 400050.  
Toll Free : 1800-222-355 | M : 91360523569  
Customer care : customercare@onelifelifeindia.in  
W : www.onelifelifeindia.in

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**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

V.N. PURAV MARG, MANKHURD, MUMBAI – 400088

+91-22- 25072300 / 25072304

<http://www.hbcse.tifr.res.in>

होमी भाभा विज्ञान शिक्षा केन्द्र  
टाटा मूलभूत अनुसंधान संस्थान  
वी.एन. पूरव मार्ग, मानखुर्द, मुम्बई-400088  
@HBCSE\_TIFR

Ref.: HBC/EST/PSA-B/ 168

March 24, 2022

Dear Ms. Mamatha,

I am pleased to inform you that, on the basis of your test/interview dated 16/03/2022, it has been decided to offer you an appointment as a **Project Scientific Assistant- B (UR Category)** on a fixed honorarium of **Rs. 48,500/- per month (Rupees Fourty Eight Thousand Five Hundred Only)** (incl. of HRA Rs. 7,600/-) subject to tax.

Your appointment will be temporary for a period of one year from the date of your joining. Your service will be governed by the Rules and Bye-laws of the Institute as modified and applicable from time to time.

**The offer of appointment is subject to your acceptance of the following terms and conditions:**

1. Your appointment will be subject to your medical fitness as certified by the Institute's Medical Officer.
2. Your appointment will be provisional and will be subject to the police verification of your character and antecedents by the competent authority.
3. Your service can be terminated any time by giving 30 days' notice without assigning any reason. If you intend to resign, you will be required to give 30 days' notice of your intension to do so or by payment of 30 days' emoluments in lieu thereof.
4. It is mandatory for you to become a member of the Graded Insurance Scheme offered by the Institute.
5. You must bring the following documents at the time of joining:  
1) All original documents for verification 2) If employed, relieving order from the present employer. 3) Three passport and one stamp size colour photographs. 4) Copy of your PAN card and 5) Copy of your Aadhaar card.

You are entitled for leaves as per Institute leave rules for Project and Temporary Staff.

In case, you are willing to accept the above offer, your acceptance may please be communicated by returning the duplicate copy of this appointment offer letter duly signed, dated and addressed to the In-Charge, Establishment Section after the receipt of this letter. You are required to join immediately. In case no confirmation is received within 15 days of the issue of this letter, it will be presumed that you are not interested in this offer and this offer will stand withdrawn.

Yours sincerely,

(V. P. Raul)

Head Admn. and Finance

*Ms. Maddur Mamatha Ramanjineyulu*  
Room no. D/5, Chawl no. 28,  
Kamraj Nagar, Ghatkopar (E),  
Mumbai- 400 077





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Yours sincerely,

(V. P. Raul)

Head Admn. and Finance

*Ms. Maddur Mamatha Ramanjineyulu  
Room no. D/5, Chawl no. 28,  
Kamraj Nagar, Ghatkopar (E),  
Mumbai- 400 077*

**Acceptance**

I hereby accept the above offer of appointment on the stipulated terms and conditions.

Signature: \_\_\_\_\_



## WNS FAMILY WELCOMES YOU!



Dear **Praveen Prasanth**,

It's great to have you on board!

As it is your first day, you might be eager to know more and would want to **DISCOVER WNS** in your own way. To familiarize you with the organization, we have planned a schedule with informative activities.

To begin these activities, you will need to complete 2 steps:

### Step 1: Setting your Password

**Your User ID:** u443351

**Password:** To set your password, you will have to follow these steps:

- Please reach out to **WNS** EIT Support on Whatsapp Text Message +91-8657915235 OR
- Please call the **WNS** EIT Support Helpline on +91-8657915235 or +91-8068356600
- Follow the instructions given by the support team
- Please inform the team that you would like to set a password of your choice

### Step 2: Log onto GLINT to complete your induction

- You can log onto <https://glint.edcast.com> using a desktop, laptop or your smartphone
- For your smartphone, you can go to the Google Play Store or App Store to download the "EdCast – Knowledge Sharing" app
- The steps further:
  1. Click on **WNS Global** Services Pvt Ltd
  2. **Username:** Type username in the following format as per your domain. For example: **Domain\ulID**
    - wind\u443351 OR
    - sharedservices\u443351 OR
    - healthhelp\u443351
  3. **Password:** Type the password you have set

Once you log onto GLINT, please click on 'Discover **WNS**' and follow the instructions to complete your induction journey.

We are also sharing an employee handbook for your reference so you can familiarize yourself with all the information about the organization. Please [click here](#) to download the handbook.

From here on, the **WNS** world is your oyster

Happy Reading!

**Note:** Please remember your user ID and password as you will require it to log into the **WNS** systems in the future.

Warm Regards,  
**WNS** Family

#WNSTRONGERTOGETHER  
#WNSPIRIT

**WNS**



Wednesday, June 01, 2022

**Ms. Sakshi Purushotham Poojary**  
Room No-G-1, Plot No. 229, Sector – 26/A,  
Pandurang Prasad Society, Kopari Gaon,  
Vashi, Navi Mumbai - 400703

**Offer Letter**

**Dear Sakshi,**

**Congratulations!!**

This has reference to the various discussions you had with us, we are pleased to offer you the position of **Management Trainee – Human Resource** at **Team Rustic Pvt. Ltd.**

Your annual salary is **Rs. 2,58,173/- (Rupees Two lakh fifty eight thousand one hundred seventy three only) per annum.** As per the enclosed Annexure – A, tax deduction will be governed by the prevailing Income Tax Rules.

You are requested to bring with you the following documents at the time of joining. (Original & photocopy): -

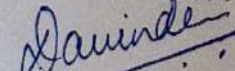
- 1) Two passport size photographs.
- 2) Educational/Professional qualification certificates
- 3) Appointment, Appraisal, relieving letters from past organizations.
- 4) Adhaar Card
- 5) Pan Card

Your formal appointment letter will be handed over to you post completion of your employment verification.

You may give your acceptance of this offer and join services on or before **June 01, 2022** failing which this offer stands withdrawn.

We welcome you and are delighted that you have chosen to be part of the TRPL family. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

For Team Rustic Pvt. Ltd.

  
Davinder Kaur

Senior Manager Human Resources



Kindly sign a copy of this letter as a token of your acceptance of this offer.