



HEMANT SHAH AND ASSOCIATES LLP

CHARTERED ACCOUNTANTS

AHMEDABAD - CHANDIGARH - DELHI - MUMBAI - PATIALA - PUNE

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HSA/11/14/144

Date:02/05/2019

Miss.POONAM SHRIVAS

Sr NO. 25 MUNJABA VASTI LANE NO. 9

DHANORI PUNE 411015

Dear POONAM,

Further to the interview you had with us, we are pleased to appoint you as 'Trainee' in our organization as per the arrangement made between ICAI Pune Branch and St Mira's College . The terms and conditions governing your training are given below:-

1. Training period: You will be on training for a period of 9 months effective date of starting 02 MAY 2019.
2. Consolidated Stipend: A sum of Rs. 4000/- (Rupees Four Thousand only) per month will be paid to you as stipend which will be calculated on the basis on your timesheet. You will not be entitled to any other benefits, apart from the above.
3. Notice period during training: The Organization reserves the right to terminate services of trainees on grounds of misconduct or violation of any rules and regulations or standing orders of the Organization.
4. You will be required to sign this Appointment Letter
5. This appointment is subject to:
 - a)Your having secured a certificate of completion as declared by your Institution / University.
 - b)You're being examined & found medically fit.
6. Your performance will be reviewed periodically during the training period.
7. You are required to maintain the highest order of discipline and secrecy as regards the work of the organization and in case of any breach of discipline / trust, your services may be terminated by the organization with immediate effect.



8. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the organization as existing now and as may be amended from time to time.

9. This appointment has been made based on the information furnished in your application for trainee. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then you will be terminated without notice.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Hemant Shah & Associates LLP welcomes you to the HSA Group, we wish you good luck and a very bright career with us.

Best Regards,

For Hemant Shah & Associates LLP

Chartered Accountants


CA Hemant Shah



Designated Partner, M. no. 039731.