FIITJEE

To Whom It May Concern

It is to certify that **Mr. Subhash Handa** (Employee code - 13156) has worked on the post of Manager - Admissions & Alliances with FIITJEE Ltd., New Delhi for three years between July 2007 - July 2010. During the job tenure his performance was excellent and he achieved all the assigned duties and tasks in New Delhi and Bahrain. He has also been given recognition by incentives and awards from time to time.

We are sure he can turn any stone for the success and wish him best of luck for future.

Sincerely

Ashish Agarwal
Sr. Manager - HR Policy
FIITJEE Ltd.

FIITJEE
LIMITED

July 12, 2007

Mr. Subhash Handa
A-101, Royal Towers, Sector-61,
Noida-201301.
Phone: 9911600661.

Subject : Asstt. Manager-Alliances
Location: Delhi

Dear **Mr. Subhash,**

We are pleased to inform you that you have been selected for appointment for the above mentioned position. Your appointment will be with **FIITJEE** Limited. The offer has a regular salary and additional performance based significant annual rewards. Your future growth shall be governed by your performance and attitude. **At FIITJEE Limited you can have a very high growth comparable with the best in India based on your expertise.**

Your salary has been decided as per Calculation of Salary attached:

In case you are willing to join you have to report to **Mr. Ashish Kr. Aggarwal, Sr. Manager-HRD**, at **FIITJEE Corporate Office, Vashisht House, 7/2 Begumpur, Opp. Vijay Mandal Enclave, New Delhi-110017**, at **11.00 a.m.** on **July 24, 2007**. You are required to bring the following documents at the time of joining:

1. Manual of Service Rules
2. Pay Allowances & Perquisites Policy
3. Code of Conduct
4. Proof of your present and permanent address
5. Relieving letter from your present employer if any along with last pay drawn certificate
6. Copies of degrees and testimonials
7. Medical fitness certificate from at least a practicing M.B.B.S doctor
8. Proof of date of birth
9. Two character certificates from two different persons of repute.
10. Income Tax Declaration Form
11. Personal Information Proforma.
12. Format for Information of Mediclaim Policy (Please bring photographs of the family).

In case you have any problem you can contact at **011-26525355**.

Wishing you a successful and rewarding career at **FIITJEE**.

Yours sincerely,

(Annu Kundlu)
Authorized Signatory

(Ashish Kr. Aggarwal)
Sr. Manager-HRD

24/7/07