



AD/JO/3222/22

Date: 01/02/2024

Mr. Sai Vignesh Kotha,  
Passport No: ,

Dear Mr. Sai Vignesh Kotha,

**Congratulations!**

We are pleased to offer you an employment as **Assistant Data Entry in Grade S3** with Adeeb Group LLC in UAE.

This appointment will start on the date you take on your new assignment and subject to the condition that we receive approval of your work permit from the MOHRE, UAE.

**Terms and Conditions of Employment**

**Clause: 1 Compensation**

You will be paid a Gross monthly remuneration of AED 2000/- complied as under:

Basic Salary	: AED	1200/-
Housing Allowance	: AED	400/-
Transportation Allowance	: AED	350/-
Telephone Allowance	: AED	50/-
<b>Total</b>	<b>: AED</b>	<b>2000/-</b>

\*Transport allowance includes Fuel, Parking, Toll, and other vehicle related expenses.

Telephone allowance not applicable if the facility provides by the company.

As mutually agreed and aforesaid Gross is subject to statutory deductions as whenever imposed by the applicable Labor law.

**Clause: 2 Term**

This contract shall be valid for 2 years effective from the date of joining of employee and is renewable for a similar period unless it is terminated in accordance with clause.8 of this contract.

**Clause: 3 Probation**

3.1 You will be on probation on first Six months of your services. During this period, your services may be terminated, without notice in case of unsatisfactory work or behavior or for any reason whatsoever.

3.2 Should you decide to resign during the probation period, you will be required to give one (1) month notice from the date of your resignation. However, the company reserves the right to relieve you any time on receipt of your resignation and you will be paid salary only till last day of work.

**Clause: 4 Recruitment Cost**

Work permit arrangements will be done by the Company subject to you providing the required documents and approval by UAE Government Authorities. Any Ban / Transfer charges, if applicable will be borne by you. The company shall bear the Labour card and Visa process expenses.

**Clause: 5 Working Hours**

The working hours will be 8 hours per day, Monday to Saturday inclusive. You may be required to work beyond the Company's normal working hours per day and on weekly holidays / public holidays if instructed by your Superiors / Managers.

**Clause: 6 Insurance**

The company shall provide medical insurance coverage if you are not having any other medical insurance coverages. (Self)

**Clause: 7 Annual Leave and Air Ticket Allowance**

7.1 You are entitled annual Leave as per the UAE Labour Law and the policy of the Company as amended from time to time.

7.2 Company will provide airfare of AED 1,500/- At the time of annual leave for you. (Self)

Adeeb Electrical & Electronics Services Co. L.L.C  
Adeeb Facilities Management L.L.C

Adeeb Electrical & Electronics Services Co. L.L.C- Br. Dubai  
Adeeb Electrical & Electronics Services Co. L.L.C- Br. Al Ain

Facilities Management		MEP Contracting		ELV Services		Soft Services		Fit-Out Services						
Abu Dhabi	Al Ain	WR	Dubai	Sharjah	Ajman	RAK								

E-mail: post@adeebgroup.com

*[Signature]*  
**PRINCIPAL**  
 INTERNATIONAL SCHOOL OF MANAGEMENT EXCELLENCE  
 Sy. No.88, Chembanahalli, Near Dommasanadra Circle,  
 Sarjapur Road, Bangalore 562 125 INDIA

*[Signature]*

website: www.adeebgroup.com  
 Bangalore

*[Signature]*



**Adeeb Group** L.L.C.

مجموعة اديب ذ.م.م

(Member of Sultan Bin Rashed Group | عضو في مجموعة سلطان بن راشد)

**Clause: 8 Termination and Notice Period**

- 8.1 Company reserves the right to terminate your services at any time by providing you one (1) month notice or salary in lieu of notice. Should you decide to resign from the services of the Company, you will be required to give Three (3) months' notice, however the Company reserves the right to relieve you anytime on receipt of your resignation and you will be paid till the last day of work.
- 8.2 Employment contract can be terminated without notice should any fraud or deception or forgery is discovered in your qualification and experience certificates at any stage of your employment. In such cases the repatriation cost should be borne by the employee.
- 8.3 On termination of your services for whatever reason, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites, which have accrued as per the UAE Labour Law and the Company's policies prior to the effective date of termination of your employment/services.

**Clause: 9 Covenants**

- 9.1 You hereby agree not to use, disclose or communicate, in any manner, proprietary information about Company, its operations, clientele, or any other proprietary information, that relate to the business of Company. You understand that any breach of this provision, or of any other Confidentiality and Non-Disclosure Agreement, is a material breach of the agreed terms.
- 9.2 You hereby agree that for a period of two (2) years following cessation / termination of your employment, for any reason whatsoever, you will not solicit customers or clients with whom you have dealings in the course of your employment.
- 9.3 You hereby agree to adhere by all the policies, procedures, rules and regulations set forth by the Company time to time. These policies, procedures, rules and regulations include, but are not limited to, those set forth within the HR Policy, any summary benefit plan descriptions, or any other personnel practices or policies of Company.
- 9.4 You hereby agree to abide by the legal Company's other rules, regulations, policies and procedures. The Company intends to comply in full with all governmental laws and regulations.
- 9.5 You hereby agree and stipulate that any remedies you may have for the breach of any employment related obligation, whether under law or by way of contract, shall be limited to the equivalent of your three (3) months base compensation where allowed by law. This limitation is inclusive of any claims for special damages, general damages, and compensatory damage, loss of income, emotional damage, or punitive damages.

Please confirm your formal acceptance of the offer letter within 7 working days, else the offer stands null and void. This offer is valid for 30 days from the date of your acceptance. Should you fail to join within 30 days, this offer stands withdrawn.

**For Adeeb Group LLC**

**Dr. Ansari**

**Group Chief Executive Officer**

I have understood, agreed and accept the above terms and conditions and confirm that I shall abide by this contract, the rules and regulations of UAE government and that of Adeeb Group LLC. Upon confirmation of employment, I also assure to continue working in the Company for a minimum period of two Visa terms from the date of confirmation.

Signature: *K. Sai Vignesh*

Date:



Adeeb Electrical & Electronics Services Co. L.L.C

Adeeb Electrical & Electronics Services Co. L.L.C- Br. Dubai

Adeeb Facilities Management L.L.C

Adeeb Electrical & Electronics Services Co. L.L.C- Br. Al Ain

Facilities Management		MEP Contracting		ELV Services		Soft Services		Fit-Out Services						
Abu Dhabi	Al Ain	WR	Dubai	Sharjah	Ajman	RAK								
ISO 9001	ISO 14001	OHSAS 18001	ISO 41001	ISO 20001	ICV	IAM	MEFMA	EGBC	BICCC	WFM	NFPA	SKEA	FBI AWARD	TOMAWARD

