

Date: Mar 30, 2022
Offer No : QS2524722

JEYASEKARAN .
6/28, ARAMANERI NADARKUDIERUPPU,
TIRUNELVELLI 627355
TAMIL NADU

APPOINTMENT LETTER

We are pleased to offer you employment at QUESS Corp Limited as per the following terms:

DEPUTATION:

You are deputed to our clients sites under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from APR 04, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

TENURE:

The term of your employment shall be valid from APR 04, 2022.

LOCATION:

You are required to work at client's location at CHENNAI.

POSITION:

You are appointed as ASSOCIATE ENGINEER.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

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

CODE OF CONDUCT:

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

HOLIDAYS:

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

ADDRESS FOR COMMUNICATION:

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

for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

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

ABSENTEEISM:

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

RULES AND REGULATIONS:

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

OTHER TERMS OF CONTRACT:

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

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

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

You shall report to work on Apr 04 2022 at the clients place.

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

Quess Confidential
This is a system generated letter

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QUESS Corp Limited

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

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited**.



Arjun Ramaraju

CEO-Qtek Systems & Quess GTS

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

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

Name:.....

Signature:.....

Place:.....

Date:.....

Annexure A

Compensation Sheet


Offer No: **QS2524722** Associate Name: **JEYASEKARAN .**

Designation: **Associate Engineer** Location: **CHENNAI**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9881	118572
House Rent Allowance	4941	59292
City Compensatory Allowance	9072	108864
Statutory_bonus	823	9876
Gross Salary	24717	296604

Employer's Contribution		
Employer Provident Fund	1950	23400
Total Contribution	1950	23400
Cost to Company: (CTC)	26667	320004

Deduction: (Subjected to change)		
Provident Fund	1800	21600
Professional Tax	208	2496
Insurance Deduction	212	2544
Total Deduction	2220	26640
Net Take Home	22497	269964


Arjun Ramaraju
 CEO-Qtek Systems & Quess GTS

Dear Associate,

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

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

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

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

Please mention your

- Offer No :QS2524722
- Name :JEYASEKARAN .
- Mobile No

Link to download WorQ

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

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