

Dear Mr. Fayas Nazer

Offer of Appointment

We are pleased to offer you the position of **Junior Accountant** at the **Turkish Hospital**. This offer will be valid only on acceptance within two weeks from offer date and subjected to completion of point 11(b) within 45 days from the date of this letter, failure to comply this will make this offer null and void.

- 1. Joining Date:** The date of joining will be on or before 01/06/2022, (subject to change according to completion of documentation) from which date, your induction will commence. You have to complete all documentation requirements before you travel to Qatar. Please send a scanned copy of your Passport, Degree Certificate (attested by the Ministry of Foreign affairs and Embassy of Qatar in the country of Origin), Police Clearance Certificate (attested by Embassy of Qatar) and medical certificate to arrange Work Visa.
- 2. Salary:** Your total salary will be QR 1,800/- (Qatari Riyals One Thousand Eight Hundred Only) as per the contract. Special allowances are excluded from contract and it is not part of your salary. Salary will be payable only from the date of joining.

Details	QR	Amount in words (QR)
Basic Salary	1,000	One Thousand Only
Service Allowance	500	Five Hundred Only
Special Allowance	1,200	One Thousand Two Hundred Only
Food Allowance	300	Three Hundred Only
Total	3,000	Three Thousand only

*Your Employment Contract will be for QR 1,800/- from your total income of QR 3,000/- specified in this offer of appointment

- 3. Medical Fitness:** You should undertake required medical examinations before applying for visa to confirm medical fitness and to ensure free from any contagious diseases. In case you fail in the medical test in Qatar on account of a communicable or chronic disease, travel expenses and other incidental expenses, including recruitment cost shall be solely met by you.
- 4. Contract Period:** Employment contract is for duration of five (5) years with effect from the date of commencement of duties and renewable based on your performance.
- 5. Accommodation:** Shared room in an apartment or shared room in a villa will be provided to you by the Company (utility charges payable by you) and you have to follow the accommodation rules for in and out. On resignation / termination of the contract, accommodation will be given until the last day of the service.
- 6. Transportation:** Transportation will be available from Company accommodation to office and back.
- 7. Medical Care:** You will get Medical Card from the Hamad Hospital in Qatar, which will entitle you to the free medical services offered by the Government Hospitals in Qatar. All the rules and regulations framed by the Government Authorities from time to time in connection with the Medical Card shall be applicable to you.

The Medical card will be available only after getting your Residence Permit, the cost of the Medical Card will be borne by us. Any other related medical expenses shall be borne by you.

8. **Annual Leave:** Your annual holidays will be 21 days (approximately) on completion of one full calendar year from the date of joining the Company.
9. **Leave travel ticket:** On completion of every Two (2) full calendar years, you will be entitled to 42 days (21days for every completed year of service) paid leave with return ticket to your home country. At the end of your contract, if you are not renewing your contract, Company will provide you with ticket to your home country.

Note: Tickets and fares as mentioned above are of economy class and on the most economic airline selected by the Company to the international airport in your home country from where you have boarded at the time of joining.

10. **Gratuity:** You will be entitled to a gratuity on the Basic salary as per the laws and rules of Qatar on completion of 12 working month's service and payable as per the rule prevails in Qatar.

11. Contract:

- a) In order to arrange your work visa, please send scanned copy of your valid passport, Attested Degree Certificate from the Ministry of Foreign affairs and Embassy of Qatar in the country of Origin, Police Clearance Certificate (attested from Embassy of Qatar) and copy of this offer letter accepted by you and Medical clearance certificate to hospitalrep@turkish-hospital.com
- b) On your arrival, you are required to provide the following documents to the Human Resources Department to process your Residence work permit (RP):
1. Original passport
 2. Original certificate of qualification, mark list & bona fide certificate from the college you have studied to show you were a bona fide & regular student of the institute, attested from the Ministry of Foreign Affairs and Embassy of Qatar of the country of origin.
 3. Experience letters.
 4. Police clearance attested by Embassy of Qatar
 5. 4 passport size photographs with blue background
 6. A copy of this letter signed by you
- c) The passport will be returned after the formalities for the Residence Permit is completed. The other certificates (11 (b) (2)) will be returned to you after confirmation of your contract by the Authorities.
- d) The above documents should be translated into English (if not in English) and Arabic from an authorized agent in Doha if required by the Authorities.
- e) The contract period will be for a minimum period of five calendar years and can be further renewed on mutually agreed terms for another period.
- f) Your appointment will come into effect from the date of your commencing duties.
- g) Your employment will be subject to:

(i) Reference letters provided during the time of processing RP.

(ii) Clearing a pre-employment medical examination in Doha as prescribed by the management and as required by the State.

- h) On arrival, you will be required to sign a detailed contract as prescribed by the Government Authorities, in line with this offer.
- i) Employment contract (as mentioned in (h) above) shall be based on the conditions of this offer.
- j) Failure to sign the contract on arrival can nullify the offer and you will have to reimburse the cost of recruitment, airfare and visa charges to the Company.
- k) All other matters not specified in this offer shall be governed by the laws relating to labor regulation in Qatar and other applicable laws with its modifications and amendments therein from time to time.
- l) You cannot resign during the contract period. Premature resignation will lead to forfeiture of all benefits including air ticket to go home and the person resigning must reimburse all recruitment costs including visa cost and airfare incurred by the Company as per rules prevailing in Qatar. Also to compensate Company for the uncovered portion of your contract period.
- m) Upon cessation / termination of services by either party, you shall not take up any employment or start any business in Qatar that would directly or indirectly conflict with the interest of the Company for a minimum period of Five years from the date of cessation.
- n) Exits are governed and permitted as per Company policies.

12. Residence Permit:

- a) You need to have Residence work permit (RP) to stay and work in Qatar. In order to obtain RP, you should complete the Ministry of Immigration procedures (Medical test and fingerprint) once you reach Qatar.
- b) It will take one to three months to get the Residence Permit (RP) depends on the medical and finger print procedures. During the RP processing time staff cannot exit Qatar. Failure to bring original Police Clearance Certificate and Attested (from Foreign Affairs Ministry and Embassy of Qatar of Country of Origin) certificates will delay in getting RP.
- c) You need RP to open account, transfer money to home country, get driving license, internet/TV connection etc.,
- d) Driving license of certain countries is allowed to use in Qatar for one month from the date of arrival with the permission from the traffic department.
- e) Company will pay RP charges which shall be deducted from the employee's terminal pay in case of premature termination of contract.

13. Probation period: The first six months shall be considered as probation period during which the Company can terminate the contract by notifying the staff three days prior to the date of termination. Company will bear the cost of economy class ticket (as selected by the Company) to the international airport in staff's home country from where you boarded at the time of joining.

14. Reporting arrangements: Reporting structure will be as per the Company rules.

15. Working Hours:- Weekly working hours will be 48 hours (8 hrs per day and six days per week excluding lunch break). Compensatory off will be provided if the weekly working hours exceed the stipulated working hours as per the rules prevailing in Qatar

16. Contact details: You are requested to keep us updated on change of address if any. Please provide your telephone, fax number and e-mail address (if any) to speed up communication.

Any other confidential or personnel details you would like to share with the Management of the Company, may be communicated to prm@turkishhospitals.com

1. **Confidentiality:** You will not use, nor disclose at any time to outsiders, any information pertaining to the Company, available to you by virtue of being in the employment of the Company.

The contents of this letter should be treated as confidential and should not be disclosed under any circumstances by you to anyone except as required by the law or any appropriate authority entitled to receive such information.

Please sign the duplicate of this letter as a token of your acceptance of the offer and the terms and conditions stated above. In order to speed up the processing of your application please fax/email a copy of this letter signed by you along with the required documents to: hospitalrep@turkish-hospital.com Fax:- +974 44992448

This offer supersedes all previous offers if any.

Wishing you all the very best in your tenure with us.

Yours sincerely,

Dr. Volkan Uyguncularlar
CEO/Managing Partner (TH)

Mohammed Taleb M. Al Khauri
Managing Director (TG)

CANDIDATE'S ACCEPTANCE OF OFFER LETTER

This is to certify that I have read, understood and accepted all terms and conditions mentioned in this offer letter. I hereby agree to work with the Company for a minimum period of five (5) years.

Name as per Passport Fayas Nazet	Signature 	Date: 27/05/2022
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