

Date : AUG 01,2025
Quess ID : GS60080986

Krishna Verma

SUB : APPRENTICE LETTER

Dear **Krishna Verma**

We are pleased to offer you the role of **Apprentice** based out of **Ballia** for a duration as per agreed terms from the date of joining.

During this period the apprentice will be paid a Stipend of **Rs 7500** per month. The stipend details follows the scheme annexed hereto as Schedule-I.

1.HOURS OF WORK :

The apprentice shall abide by the working hours, weekly offs and paid holidays of the department, office or establishment where they are posted. The apprentice's hour of work shall coincide with the company's regular business hours, however, if the nature of the apprentice's requires flexibility in the days and hours of work, the company reserves the right to require the apprentice to work during other or further days or hours other than the company's normal business hours.

2.NON DISCLOSURE OF INFORMATION :

2.1. During the continuance of the apprentice's service with the company or any extension thereof and even after the cessation of apprenticeship with the company by any reason whatsoever:

i. The apprentice shall hold and keep in strictest confidence any and all confidential information and shall not disclose such confidential information unless the same is required to be disclosed under any relevant law, regulation or order of court, or under any directives or order of a governmental body.

ii. Apprentice shall not, except in the proper course of apprenticeship, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

The term confidential Information, as used in this paragraph, shall mean any information or trade secrets, patents, intellectual properties, trademarks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known to the apprentice by virtue of

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Krishna Verma

apprenticeship with the company, marketing information or otherwise, including any software, which is confidential or proprietary to the company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or company's having any kind of association or relationship with the company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the company.

2.2. Upon the cessation of apprenticeship with the company, or at any time upon the request of the company, the apprentice shall return and surrender to the company any confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into their possession during the course of apprenticeship with the company and shall not retain any copy thereof in any form whatsoever.

3. COMPANY PROCEDURES:

The apprentice agrees to abide by the company's rules and regulations as specified under the company's code of conduct, handbook, or as otherwise promulgated by the company from time to time.

4. TERMINATION:

4.1. If an apprentice wishes to terminate their apprenticeship, they are required to provide notice period should be as per company policy prior written notice in lieu of notice period. conversely the company may, at its sole and absolute discretion, waive off the notice period or reduce if it considers circumstances so warrant as per the company policy.

4.2. The company reserves the right to terminate apprenticeship immediately if the apprentice Is found to have committed the following acts, namely, criminal offences, gross misconduct, and violations of company policy in the course of apprenticeship.

5. RULES & REGULATIONS:

5.1. The company has established a variety of policies and standards which form part of the handbook that provide for a safe, enjoyable working environment. During the period of apprenticeship with us, the apprentice agrees to be bound by these policies and standards including but not limited to code of conduct, whistle blower, prevention of sexual harassment policy, and any future policies and standards that are reasonably introduced by the company. It is agreed that the introduction and administration of these policies is within the sole discretion of company and that these policies do not form a part of this agreement. Apprentice shall abide by the rules and regulations of the company as communicated by us to apprentice from time to time.

5.2. This appointment and its continuance are subject to apprentice being found and remaining medically (physically & mentally) fit by the company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the company) shall be final in this regard.

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5.3. The apprentice will not enter into any commitment of dealing on behalf of the management of the company for which they have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the company or exceed the authority or discretion vested in them without the prior written sanction of the company or those in authority over them.

5.4. On termination of apprenticeship, the apprentice will return to the company all papers, documents, assets, and other property which belong to the company which may at that time be in their possession, relating to the business or affairs of the company and will not retain any copies or extract any information therefrom.

5.5. The apprentice will keep us informed in writing of any change in their residential address and such other matters.

6. JURISDICTION:

6.1. Any dispute arising out of the apprenticeship will be governed by and construed in accordance with the laws of India and the courts at bangalore shall have the jurisdiction to decide any disputes that may arise hereunder.

7. ID CARD:

7.1. Basis requirement, you will be issued ID card at the time of joining. Displaying your ID card is mandatory during your duty hours. At the time of exit you will be required to submit the ID card to our COE Centre (address given below).

In case, you fail to submit your ID card, you will be liable to pay back Rs.50/- and it will be recovered from your stipend amount.

Quess Corp Limited
COE (Centre Of Experience)
8th Floor, A-19,31 Raghukul Tower,
Sirsi Road, Khatipura (T-Point)
Jaipur, Rajasthan 302021.

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Note:

- 1.It is apprentices responsibility to submit the card to COE Centre and also share the courier receipt over email idcards@quesscorp.com with subject line 'Quess ID / Apprenticeship ID'.
- 2.In case apprentices notify that he / she has lost the card then they have to mandatorily notify it in written (Email / Letter) to idcards@quesscorp.com.

8. SEVERABILITY:

8.1. In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been provided for herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law. The apprentice is requested to confirm this offer along with our joining date. This letter of apprenticeship is valid and open for acceptance for a period of 3 days from the date of issue.

Please maintain strict confidentiality of the terms and conditions of apprenticeship. The company takes a very serious view of such disclosures and apprentice will be liable for disciplinary action in case breach of this condition of service.

We take this opportunity to wish apprentice a long and successful career with us.

**Yours sincerely,
QUESS Corp Limited.**



Nitin Dave
CEO Staffing

Signature Of the Candidate:

Date:

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Stipend Sheet

Quess ID : GS60080986

Designation : Apprentice

Apprentice Name Krishna Verma

Location : Ballia

Work Location : UTTAR PRADESH

Component	Monthly Stipend
Stipend	7500

All apprentices are covered under Employee Compensation Act .

For **Quess Corp Limited.**

Nitin Dave

Nitin Dave
CEO Staffing

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