



Offer of Employment

October 21, 2022

QI-HR909118/2022

Ms. Detty Stanly,
Njarakkattu House
Chemperi P O Puranjan

Dear Detty

Congratulations! After speaking with numerous applicants for this role, we are truly pleased to offer the position to you. Your selection is based on your accomplishments, experience and skills you possess that we value and embrace. We hope that you are equally pleased by this news and eager to get started on your new career at Quest Global, where we work every day to make the impossible possible. Your journey to becoming an integral part of our aspirational team begins today. Welcome!

1. Designation

Trainee Engineer

2. Band

1E

3. Reporting Structure

You will be reporting to the **Senior Officer**.

4. Emoluments & Leave

Your annual Total Gross Salary (TGS) would be **INR 300000/- (Rupees Three Lakhs Only)**. The details of your remuneration are as detailed in Annexure – I. Your annual emolument will be inclusive of Employer's Contribution to Provident Fund. The above emolument may, however, be split up into Basic Salary, and other allowances later, without adversely affecting your total consolidated emoluments. Quest Global will deduct from your total emoluments such amounts as are required to be deducted at source under the Income Tax Act or any other applicable law for the time being in force in India

Leave

As per the rules of Quest Global in force from time to time.

Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

Reg. off. Address: AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245 IN CIN:

Communication address: QuEST Towers, Plot No. 73 and 74, Technopark campus, Thiruvanthapuram, Kerala- 695581Ph: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

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5. Medical Benefits

You will be entitled to medical insurance coverage as per the rules of Quest Global, in force from time to time.

6. Duties

You shall perform such duties and conform to such directions and instructions as may be assigned to you by Quest Global or by such officers who are placed in authority over you. The Management will be within its rights to allot you additional jobs within your department or in any other department. You will be responsible in developing a team and the business too.

7. Transfer

You will initially be posted at **Trivandrum**. However, you may be transferred at any time from one job to another, from one post to another, from one Department/Section to another, from one Establishment to another, owned, operated or managed by Quest Global, or any of its associated Companies in India or abroad. On such transfer you will be governed by the terms and conditions of service applicable to your category of employees in the Establishment to which you are transferred.

8. Exclusiveness

You will be in the exclusive employment of Quest Global and will not engage yourself alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of Quest Global in any manner.

9. Address for Communication

You have stated your residential address to be:
Njarakkattu House

In the event of a change in the address or contact details given by you, you shall immediately and in writing, inform the Management of the Establishment where you are posted of such change. Any communication or notice required to be forwarded to you by Quest Global shall, if such communication or notice is forwarded by post to your last residential address as per Quest Global's records and notwithstanding the return thereof by the postal authorities for any reason whatsoever, be deemed to be complete compliance by Quest Global of the requirement, if any, of so forwarding to you the said communication or notice.

10. Duty Hours

You would be required to work in shifts as advised by the Management from time to time.

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11. Superannuation

Unless terminated earlier for any reason, you will retire from the services of Quest Global on attaining 58 years of age and for this purpose the official record, of your date of birth, available with Quest Global will be treated as conclusive proof of your age.

12. Transport Service

You can choose to avail transport facility provided by Quest Global based on the availability of seats and the standard routes that have been fixed. The transport cost and the routes would be as per Quest Global's policy.

13. Probation and Confirmation

You will be on probation for a period of Six (6) months from the actual date of your joining Quest Global and will continue to be so unless and until you are expressly confirmed in the regular service of the Company in writing. The Company reserves the right to curtail or extend the probationary period at its sole discretion. Continuance of your service on the permanent rolls of Quest Global is contingent upon successful completion of your graduation, submission of degree certificates on or before the end of 6 months from the date of joining and successful completion of training and other formalities as per the company policy. Probation confirmation shall not automatically entitle you to an increase in your remuneration.

14. Termination of Service

During your probation, your service can be terminated without assigning any reasons whatsoever by serving one (1) month notice or one month Basic salary thereof, on either side. After confirmation you will be required to serve three (3) months' prior notice or pay three months Basic Salary in lieu thereof, in case you decide to leave the services of the company. In the event of incomplete assignment, Quest Global reserves the right to mandate serving of complete notice period. Similarly the company can terminate your services by serving three months' notice or Basic salary thereof, without assigning any reason. Quest Global reserves the right, however to terminate your employment for disciplinary reasons at any time without notice or payment in lieu thereof.

15. Service Conditions

You will be assigned with training for initial two months on Quest Global prescribed curriculum. This offer of employment is contingent upon you successfully completing the training curriculum. If you withdraw or fail to complete the training curriculum as prescribed, by meeting the minimum criteria set by the company, the offer shall be rescinded without any further notice.

At all times, you shall be governed by such service conditions of Quest Global Engineering Services Private Limited, as may be in force from time to time. You will also carry out and abide by Quest Global's code of

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conduct and any instructions, house rules, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

Your continuation in service will also be subject to

- Satisfactory background verification of your credentials, testimonials, etc. and the details given by you in your application form as per the declaration solemnly affirmed by you therein.
- Successful completion of the qualifying academic program (Diploma, NTTF, BE/B.Tech, M.Tech/ MS as applicable) with the required level of % or GPA as defined in the organization policy

Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have furnished any false details to Quest Global.

If you are absent from duties for 10 or more working days continuously without leave/authorization from Quest Global and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in Quest Global and your name stands removed from the payrolls / other records of Quest Global from the start date of your absence.

Upon joining us, you are required to sign Quest Global's standard agreements including Non-competition and Non-disclosure agreement, along with 2 Years' Service Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with Quest Global, shall have more obligations to maintain Quest Global information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep Quest Global informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@Quest-global.com.

While reporting for duty, you must produce the originals along with certified copies of the following:

- a) Educational certificates/mark sheets* (X, XII, Diploma, Degree, post-Graduation)
- b) Passport photo copy
- c) Three passport size latest photographs
- d) Service Certificate, if any.
- e) Relieving letter from your present employer.
- f) Pan card & Aadhar submission is mandatory
- g) ID proof containing your signature viz., Driving License, Passport, PAN Card etc.

*In the case of candidates joining the organization before the publication of the results of their qualifying academic program, the required certificates must be submitted within 3 months of the joining date.

In the event of issues found in Background Verification Check or non-obtaining the level of % mentioned hereinabove during final results of relevant specific program, Quest Global shall be at liberty revoke this Offer of employment with immediate effect.

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If the above conditions are acceptable to you, please note that this offer is effective from **October 31, 2022**. Kindly confirm acceptance by signing and returning the duplicate of this letter.

This offer to join Quest Global will expire if offer acceptance is not confirmed in writing within two (2) working days of offer release and/or in case of not reporting on the offer effective date.

This job offer is contingent upon successful completion of training assigned to you prior to the joining date and successful completion of background verification conducted by Quest Global (at its sole discretion) subsequent to your joining.

We extend our warm welcome and look forward to a long and successful association between you and Quest Global Engineering Services Private Limited.

For Quest Global Engineering Services Private Limited,

Jagadish Kadagatti
Manager - Talent Acquisition

I confirm and accept the above terms and conditions.

Name :

Place :

Signature :

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Annexure - I
Compensation & Benefit Details

Employee Name : Detty Stanly

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	15000	180000
(B) House Rent Allowance (HRA)	2250	27000
(C) Conveyance Allowance (CA)	0	0
(D) Leave Travel Allowance (LTA)	0	0
(E) Food Coupon	0	0
(F) Telephone / Internet Allowance	0	0
(G) Other Allowance [^]	3155	37860
(H) GROSS SALARY(H=A+B+C+D+E+F+G)	20405	244860
(I) Employer Contribution to Provident Fund (PF)	1800	21600
(J) Employer Contribution to Gratuity	722	8664
(K) RETIREMENT BENEFITS : (K=I+J)	2522	30264
(L) Employer Contribution to Medical Insurance Premium *	673	8076
(M) Bonus / Ex-Gratia	1400	16800
(N) FIXED GROSS SALARY(FGS):(N= H+K+L+M)	25000	300000
TOTAL COST TO COMPANY (TCC) :		300000

A one-time year end completion bonus of INR 25,000 shall be paid upon successful completion of one year service with Quest Global.

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^Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

*Your monthly deduction from salary towards Medical Insurance premium would be INR **625**. This is as per your current Band. The amount will change in case of Band change.

You are eligible for benefits coverage as per Quest Global Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000/-**
- Group Personal Accident Insurance cover of INR **2000000/-**
- Group Term Life Insurance cover of INR **2500000/-**
- Employee Deposit Linked Insurance covers as per statutory requirements

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of Quest Global policies provided in this document are intended to provide indicative details. For Policy details, please refer to Quest Global QMS on intranet. The ownership and right for implementation of these policies rests with Quest Global alone. Quest Global reserves the right to amend/modify the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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Annexure

We are excited to welcome you to Quest Global fraternity where a bundle of opportunities are waiting for you.

As you are identified for our elite customer, we wish to inform you that completing Background Verification is a mandatory pre-requisite for us to onboard you at Quest Global.

Listed below are some simple actions which can expedite your joining at Quest Global:

- Check your inbox or spam folder if you have not received any email in your inbox from one of our authorized background screening vendors.
- Login to their portal and follow the guidelines to provide all information & documents, within 1 working day.
- Make sure all information is accurate and up-to-date (Past-employment period, CTC, etc.)
- Do ensure that details filled in the background verification form is matching with the documents submitted, else it is likely that the application for the verification will be rejected.
- Contact details provided for every check should be correct and active (past employer/reference check/address check)
- Inform all the referee's to be prepared for a verification call/email/visit from the BGC vendor.
- If any additional information is required by the screening vendor, please provide the same within 1 working day.
- The offer letter should be accepted in the iTracQ tool within seven (7) working days upon receipt of the letter, failing which the offer stands cancelled.

The above-mentioned screening process has to be completed within fifteen working days of this offer release, so please begin today. A delay in uploading documents may delay your start date.

Your support in completing the background verification is appreciated. Should you have any questions or need clarification on any points, feel free to reach out to us for assistance. We'd be happy to help. In the meantime, please once again accept our congratulations and a hearty welcome. We look forward to you joining the Quest Global team soon!

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