



LETTER OF OFFER AND EMPLOYMENT CONTRACT

Date: July 27, 2024

TO : MR. ANSARI ABUZAR GUFRAN.
FROM : HR DEPARTMENT
SUBJECT : JOB OFFER LETTER

We are pleased to offer you a formal full-time employment at **Emdad Technical Services company**. Please find the following terms and conditions:

- Job Location : **Saudi Arabia, Dammam**
- Job Title : **Hose Assembling Technician**
- Division / Department : **Hydraulic Division**
- Commencement of Employment: Your employment will commence from the date of your joining.
- Probation Period : You will be on probation for three (3) months from the commencement date. The company may extend the probation period at its sole discretion.
- Job Description/Work Scope: see enclosed annexure

7. Gross monthly emoluments (CTC):

Total monthly salary	SAR 3000
➤ Basic	SAR 2000
➤ Allowance	SAR 1000

8. Other Terms & Benefits:

Band /Grade	B1
Accommodation	Bachelor sharing accommodation
Transportation	Company will provide in the route of transportation network (*For business activities and to commute between the workplace and home only; does not apply outside of business working hours and personal use)
Medical	Medical Insurance will be provided as per company standard
Annual leave	(*Employees will be eligible for earned leave only after completion of 2 years)
Air ticket entitlement	Air ticket will be provided after completion of 2 years
Working hours/Days, Week off	9) Hours a day; (6) days a week with Friday weekly off
Duration of contract	One year (1 year) (*Standard Company Policy Framework and other terms & conditions of employment will be presented during the orientation of a new employee)



I have read and do hereby accept the job offer terms and conditions as outlined above, as well as the work scope / job responsibilities.

PRINTED NAME: _____

DATE : _____

SIGNATURE : _____

ANNEXURE:

WORK SCOPE:

Job Responsibilities:

Work Scope:

To work as a Hose Assembling Technician for the Fluids Division and report to Dept. in charge.

- Fabrication of all types of Hydraulic hose assemblies, hose cutting, Assembling & crimping.
- Should identify correct fittings & hose by inspecting the sample.
- Should visit the site & jobs to be executed at the site.
- Should maintain proper records such as crimping registers etc.
- Should maintain the inventory.
- Should assist other colleagues & work as team member
- Should fabricate the piping, such as bending & cutting, squeezing etc.
- Should maintain cleanliness in the workshop.
- Should properly maintain the machinery such as crimping, cutting etc.
- Should prepare the Delivery & Invoices.
- Must be conversant with the Quality/HSE systems & Procedures
- Prepare proper reports and perform other special tasks as assigned/instructed by the Supervisor

Gratuity

As per Saudi Arabia Labor Law (starts from the date of Labor Contract)

Based on your performance your services will be confirmed with the company in writing after the probationary period. Please note that sick leave does not apply to employees who are on a probationary period. If sick leave taken during the probation shall be considered unpaid leave. Following this initial probationary period, a progression and performance review will be conducted every quarter to assess performance to-date and to clarify or modify this arrangement, as the need may arise.

In case the company requires you to be sent for advance training, a special interim contract should be mutually signed before attending such training programs with the agreed terms & conditions:

- All expenses for the training will be provided by the company on the strict understanding that you will serve with this company till the validity of each training certificate.
- In case you decide to resign or discontinue the employment contract before the expiry of the training certificate, the company will deduct the expenses of training from you & will hold as per the prevailing regulation law.

On these terms, the additional conditions shall not breach the labour contract or the agreement stipulated in this Job Offer. In case you breach the contract, you shall pay all costs and expenses against the visa, air fare and other costs incurred by the company.

In case of terminating the contract executed under this Offer and/or Labour contract, you may terminate the contract during the renewal period, provided that you will notify the company of such desire within (3 months) before the date of termination. If you fail to give the company notice following the agreement or reduce the period of such notice, you shall be required to compensate the company for such failure or reduction, such compensation being equal to the remuneration in respect of the entire period of notice or the time by which it was reduced.

To accept this offer, please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance along with your passport copy, photo and attested qualification certificates within five (5) business days. We will contact you once we have received your acceptance and we will provide you with the necessary paperwork and instructions as to your start date.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Regards,
for **Emdad Technical services company**

CC: Managing Director

Munira Dossary
HR/Admin Manager



ACCEPTANCE SIGNATURE PAGE: