

Date: Jul 04, 2023  
Offer No : QS3157472

**SAMEEM AHAMAD**  
KAITHI ,SONAI,KARCHHANA ,KARCHHANA,ALLAHABAD ,UP-212301  
SANGRUR  
PUNJAB

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **SAMEEM AHAMAD**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to Quess Corp Ltd 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 JUL 15, 2023 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 Contract shall be valid from JUL 15, 2023 to JUN 14, 2024.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

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

#### **POSITION:**

You are appointed as SORTING EXECUTIVE.

#### **REMUNERATION:**

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

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

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid JUN 14, 2024 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

### **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 as per the inputs provided by the relevant attendance monitoring system deployed which needs to be mandatorily sent to the contact person at VENDOR NAME within the cut-off date as mutually agreed for payroll processing.

Working under the influence of alcohol and use of tobacco:

You shall not work / enter the premises under the influence of alcohol, consume or possess any sedative substance and shall restrict from consuming paan, gutka and tobacco in any form. If found consuming or possessing such restrictive items, management shall take necessary disciplinary action which may lead to termination also.

### **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 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 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.

You are bound to abide by and adhere to the policies, rules & regulations enforced by the company from time to time including but not limited to code of conduct, Discipline, Business Ethics and contract of employment. Such policies, rules and regulations may be subject to alternation and amendment from time to time at the sole direction of the company and you shall be covered under them. Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regards to the subject matter

**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.

#### **ID CARD:**

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 Full & Final Settlement.

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

Note:

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**QUESS Corp Ltd**

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

1. It is Employee responsibility to submit the card to COE Centre and also share the Courier Receipt over email [idcards@quesscorp.com](mailto:idcards@quesscorp.com) with subject line OMS ID/Employee ID.
2. In case Employee notify that He / She has lost the Card then they have to mandatorily notify it in written (Email / Letter) to [idcards@quesscorp.com](mailto:idcards@quesscorp.com)

You shall report to work on Jul 15 2023 at the clients place.

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

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.**



**Tej Hans Raj Singh**  
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. 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:.....

### Compensation Sheet

Offer No: **QS3157472**      Associate Name: **SAMEEM AHAMAD**  
 Designation: **SORTING EXECUTIVE**      Location: **SANGRUR**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	11134	133608
<b>Gross Salary</b>	<b>11134</b>	<b>133608</b>
<b>Advance Bonus</b>	<b>500</b>	<b>6000</b>
<b>Total Gross Salary</b>	<b>11634</b>	<b>139608</b>

<b>Employer's Contribution</b>		
Employer_esi	379	4548
Employer Provident Fund	1447	17364
<b>Total Contribution</b>	<b>1826</b>	<b>21912</b>
<b>Cost to Company : (CTC)</b>	<b>13460</b>	<b>161520</b>

<b>Deduction: (Subjected to change)</b>		
Employee Esi	88	1056
Provident Fund	1336	16032
<b>Total Deduction</b>	<b>1424</b>	<b>17088</b>
<b>Net Take Home</b>	<b>10210</b>	<b>122520</b>

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](mailto:help@quesscorp.com).

Please mention your

- Offer No :QS3157472
- Name :SAMEEM AHAMAD
- Mobile No

Link to download WorQ

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

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

## **DISCLAIMER**

**To whomsoever it may Concern**

I, SAMEEM AHAMAD , Offer ID QS3157472, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**