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Date : 27 Aug 2018
Reference no : 21115
Name : Venkata Ramana Madepalli
Contact No :
Email ID : pramod.shenoy@prolifics.com

Sub: Offer Letter

Dear **Venkata**,

Congratulations! We are pleased to inform you that subsequent to your interview with us you have been selected for the position of **Software Engineer**.

You will be working for TASC Labour Services LLC (“TASC”) and you will be deputed with our client **Prolifics LTD**. You will initially be based in **AE02 - Dubai** however TASC reserves the right to transfer you to any of our other clients or any location within the UAE as per the client requirement on similar terms and conditions.

Projected Date of Joining: **09 Sep 2018**.


TASC will be responsible to provide you with “employee care”, visa & payroll services. Your day to day responsibilities will be assigned and supervised by the client directly. You will be required to follow all rules and regulations of the client.

Your employment will be based on the following terms and conditions in addition to those stated in your Labour contract:

1. Remuneration

During your employment will be paid a salary of **AED 1500.00** per month with the following break up:

a. Basic Salary	:	AED 525.00
b. HRA	:	AED 375.00
c. Transport	:	AED 300.00
d. Utilities	:	AED 300.00
Total	:	AED 1500.00

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The salary will be calculated on the basis of approved timesheets received by TASC from the client.

In addition to the above, any incentives or bonus may be paid as per client's discretion or if agreed to separately in the annexure.

The details of your remuneration and benefits are to be kept confidential

2. Benefits:


- a. Medical Insurance for “**SELF**” only under company's Group Insurance Policy which will be applied after your Medical test is completed. If you will be on our labour card then insurance will be applied after labour approval is received.
- b. Gratuity as per UAE Labour Law.
- c. **30 calendar days** calendar days paid leave as per UAE Labour Law.
- d. Economy air ticket to home country once every **Not Applicable** limited to a maximum amount of AED **0.00**
- e. You will be entitled to sick leaves as per UAE Labour law.

3. Probation

You will be on probation for a period of **3** months from the date of joining. Any leaves taken during the Probation Period shall be unpaid leaves.

4. Notice Period and Termination:

- a. During the probation period, TASC may terminate your services with or without cause by giving one days' notice. After probation period; TASC may terminate your services by giving one month notice.
- b. You may terminate your services with TASC by giving one month notice applicable during and after probation period. In case you terminate your employment without giving notice, TASC may in certain cases at its own discretion accept equivalent salary in lieu of notice period.
- c. Since TASC is required to incur certain expenses to facilitate your training and you are also desirous of undergoing such training to enhance your career growth, if you resign or terminate your employment with TASC in less than one year, TASC will recover training and onboarding expenses from your full and final settlement. This will be limited to one month's salary.

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- d. In case of any allegation of misconduct, fraud, gross negligence or any criminal act, or act of disobedience, insobriety, insubordination, or in case it is found that any information/academic qualification provided by you is false or misleading, your employment will be terminated with immediate effect by TASC, in writing, without notice or end of service benefits.
- e. If you absent yourself for 7 consecutive or 20 non-consecutive days without prior written permission; your employment shall be terminated without any notice.
- f. You must return all materials and properties including but not limited to documents, notes, memoranda, records, list of customers, suppliers and employees, correspondences, documents, computer and other CDs, data, discs codes, designs and drawings and other documents whatsoever (whether made or created by you) belonging to or relating to the client and TASC on your resignation or termination or pay damages in lieu thereof.

5. Leaves

Any leaves including any paid leaves which are accumulated and not utilized can be encashed as per policy. In case of sick leave availed for more than 1 day, you will need to provide a medical certificate by the relevant government authority.

6. General Conditions

- a) Your employment as aforesaid will become operative only when you first report to the client office.
- b) This offer is subject to successful processing of your visa and legal entry permits by the UAE Ministry of Labour and immigration authorities. This offer is also subject to obtaining a Medical Fitness Certificate, Background Screening, police clearance certificate issued from your country of residence or nationality. This offer letter is further subject to a successful CID clearance in case the same is requested by the Client. In case any of these requirements are not met or the entry permit or visa or CID clearance is rejected for any reason what so ever, this offer letter will be construed as null and void. This offer letter is also subject to receipt of at least two satisfactory reference checks, the verification of the Educational Certificate and credentials submitted to


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TASC and may be revoked if the aforesaid is not received and all expenses incurred by TASC will be payable by you.

- c) The ‘Offer of Employment’ and this ‘Offer letter’ are subject to TASC being in receipt of an offer for services from the client. Should the contract be withdrawn at any point by the client and it is deemed as being beyond the control of TASC, then TASC reserves the right to withdraw the offer to the candidate at any time prior to the due on boarding date with no reason being offered. No financial recompense will be paid by TASC to you.
- d) In the event of your appearance at, or summons to appear at any criminal court, or in the event of any criminal conviction or civil order being made against you, either during the period of your employment with TASC or prior to joining TASC you must inform TASC as soon as possible and must on request give full details to TASC.
- e) You accept and acknowledge that your personal information including but not limited to your passport, visa etc. (“**Personal Information**”) shall be stored by TASC on cloud based business application and you hereby agree that TASC shall not be liable in the event that such Personal Information is accessed, retrieved, distributed or used with or without authorization by TASC. You hereby fully indemnify and hold TASC harmless from any liability arising from any and all claims, requests, debts, expenses, losses and actions in relation to any authorized or unauthorized access, retrieval, distribution or usage of your Personal Information.
- f) It is recommended that you take travel insurance for yourself (If you are currently outside UAE) or continue your existing insurance (if you are inside UAE) until your insurance is applied by TASC.

7. Confidential information

By accepting this offer of employment, you irrevocably agree to keep information related to TASC and its client confidential and private and not to communicate the same to any person including without limitation, information regarding the business and finances of the client or of TASC. A separate non-disclosure agreement shall be signed by you in this regard. This confidentiality clause will be binding on you even after your employment ends with TASC for any reason whatsoever.

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8. Prohibition to take up employment

In the event of your resignation, you will not undertake to seek employment in the field of a competitor in the United Arab Emirates for two years, according to Article 127 of the law from the date of resignation without prior approval of TASC.

9. Outside Occupation

You are prohibited from working for any other employers, paid or unpaid without a written consent of TASC during your employment with TASC.

Acknowledgement and Declaration:

By signing a copy of this offer letter; I agree, acknowledge and confirm that:

1. I have no criminal records in the country of my origin or the UAE.
2. I am liable to inform TASC of my change in social status.
3. I will keep TASC and TASC's client's information confidential at all times including the terms and conditions of this offer letter.
4. I agree to abide by all the terms and conditions specified in this offer letter and acknowledge that these conditions are in addition to those generally specified in the UAE Labour contract.
5. I will be responsible for breach of any of these conditions.
6. This offer of employment may be revoked at TASC's discretion at any time.
7. I am legally entitled to work, without any legal restriction imposed on me by a current or former employer.

For TASC Labour Services LLC

Accepted and Agreed

Manal Al Balooshi



Manal Yousuf Al Balooshi
Senior Manager HR OPs

Name : Venkata Ramana Madepalli
Designation : Software Engineer
Date :