

16-03-2022
ARSHANA E T
KUTTICHIRA KANNIMEL PUTHAN VEEDU

OFFER LETTER

Dear ARSHANA E T,

With reference to your application and interview, we are pleased to offer you the position of Designation at School Name, Dubai - U.A.E. on a monthly salary of AED. /-. (AED. ----- Dirhams only) from the date of joining, on the basis of this employment contract as undertaken by both the parties, School Name, Dubai - U.A.E (First Party, 'School') and Employee Name (Second Party, 'Employee')

1. Your appointment will be subject to your getting approval from the Ministry of labour in the U.A.E. You will be on probation for a period not exceeding a maximum of Six (6) months. Your employment could be confirmed anytime during the first Six working months of your employment, based on the recommendations of your Line Manager. On the successful evaluation of your Performance which would be for a maximum duration of 6 working months excluding the summer break of July and August. Details of salary and benefits are as hereunder.

2. A labour contract for 2 years will be initially signed upon the approval of your appointment and likely to be renewed further by mutual agreement. The Terms and Conditions of employment will be as per the rules set by the Government of U.A.E. You will take up the responsibilities of -----in consultation with your Line Manager and the -----.

2. TERMINATION

This Agreement may be terminated under any of the following circumstances:

- By either Party at any time during the duration of the probation without notice or compensation to the other.
- By the School, at any time after completion of the probationary period for reasons assigned under Article 120 of the UAE Labour Law including but not limited to:-
- The employees refusal or failure to observe any of the terms of this Agreement.
- If the employee willfully neglects the Schools interests.
- If the employee, becomes, in the opinion of the School, incompetent to perform his/her duties.
- If the employee is incapacitated from performing his duties to the schools satisfaction for reasons entirely attributable to the Employee.
- If the employee fails to comply with local customs and/or the laws and edicts of the United Arab Emirates or of the Emirate of Dubai or that of any Emirates where the Employee represents the school in any capacity.
- If the employee commits any act of gross misconduct whether in relation to the Schools affairs or otherwise.
- If the employee commits any act in accordance with Article 120 of the U.A.E. Federal Labour Law.
- By the Employee, at any time after completion of the probationary period for reasons assigned under Article 121 of the UAE Labour Law.
- On termination of service, other than by reasons of summary dismissal by the School, the Employee will

be entitled to a Service Indemnity calculated in accordance with the provisions of the prevailing U.A.E. Labour Law.

- Termination of this employment contract by either party after the completion of the probation period and for reasons outside of article.120 would be with a notice period of 2 months, as per the guidelines of MOE.
- The employee also agrees, that he/she shall not resign from his/her employment for reasons outside of article 121, during the period from May to October, even with a 2 months' notice period, unless approved by the Dean and Principal of the school.

3. PERSONAL CONDUCT

The Employee is expected to conduct in the best and appropriate manner whether in the public domain, or at work or while representing the School in any capacity whatsoever within and outside the U.A.E. The Employee is expected to dress in a manner consistent with the nature of work performed and the status of the Employee. The employee must follow Schools dress code where defined.

4.GOVERNING LAW

This Agreement shall be interpreted, construed and governed by the prevailing UAE Federal Labour Law.

4.SUPERSESION

This Agreement embodies the whole understanding between the parties in relation to the employment envisaged herein and supersedes all previous oral and written representation or agreements of any kind and nature.

You are required to sign and submit a copy of the Offer Letter to confirm your acceptance of the above Terms and Conditions. The management, in turn, will arrange to initiate rest of the procedures to enable your joining. Further, you must submit all the attested documents as soon as possible from the date of signing this letter, failing which the offer will stand nullified.

Sincerely,

HR THE NEW INDIAN MODEL SCHOOL

Signature

Name

Date