

Date: Mar 09, 2024  
Offer No : QS3267184

**SHAHINA ANJUM SHEIKH SALAM SHE**

**NAGPUR  
MAHARASHTRA**

**FIXED TERM EMPLOYMENT CONTRACT**

Dear **SHAHINA ANJUM SHEIKH SALAM SHE**

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 our Client's 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 MAR 11, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

**TENURE:**

The term of your Contract shall be valid from MAR 11, 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 NAGPUR.

**POSITION:**

You are appointed as OFFICER - BACK OFFICE.

**REMUNERATION:**



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**QUESS Corp Ltd**

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

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

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid till MAR 11, 2025 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 by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**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 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 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.

**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.

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**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.

**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.

**NON-DISCLOSURE:**

You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside the Client's organization and you shall use such confidential Information only in connection with the services provided by you to such Client. Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

**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)



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### Compensation Sheet

Offer No: **QS3267184**      Associate Name: **SHAHINA ANJUM SHEIKH SALAM SHE**  
 Designation: **Officer - Back office**      Location: **NAGPUR**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9475	113700
House Rent Allowance	4738	56856
Advance_statutory_bonus	1128	13536
Leave Travel Concession	1603	19236
<b>Gross Salary</b>	<b>16944</b>	<b>203328</b>

Employer's Contribution		
Employer Provident Fund	1232	14784
Employer_esi	462	5544
Insurance	110	1320
<b>Total Contribution</b>	<b>1804</b>	<b>21648</b>
<b>Cost to Company: (CTC)</b>	<b>18748</b>	<b>224976</b>

Deduction: (Subjected to change)		
Professional Tax	200	2400
Employee Esi	107	1284
Provident Fund	1137	13644
<b>Total Deduction</b>	<b>1444</b>	<b>17328</b>
<b>Net Take Home</b>	<b>15500</b>	<b>186000</b>

**Note:** \*Bonus shall be paid as per payment of bonus act's provisions.

**Additional Insurance Coverage:** We as an your employer will cover only employee with Group Medclaim Insurance Coverage upto Rs. 2 Lakhs, Group Personal Accident Insurance Coverage upto Rs. 2.5 Lakhs and Group Term Life Insurance Coverage upto Rs. 2.5 Lakhs. Over & above this, If Employee wish to cover family members under Insurance Benefit Facilities, Additional Premium will be deducted from Employee Gross Salary Per Month, following is the coverage and Premium: