

بالمزلوري (الإمارات العربية المتحدة)

شركة ذات مسؤولية محدودة

**Balmer Lawrie (UAE)**  
Limited Liability Company

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6/Oct/2021

Ms. NISHA CHHETRI

PP No: -

Dear Madam,

Kindly refer to your application for the position of **Receptionist**. Further to our interview with you on 18/Sep/2021 and discussion on 6<sup>th</sup> October 2021, we are pleased to appoint you as a "Receptionist" in our manufacturing facility at Dubai/DIP, United Arab Emirates. We look forward to this being the start of a long lasting relationship.

Your employment will be based on the following terms and conditions:

1. **Period of Contract**

The period of this Contract / appointment is four years commencing from the date you report for work in our office. There will be a biennial review and an appropriate increment shall be decided by the Management based on your performance. The company at its discretion would consider to extend your contract for a further period of 2 years based on your performance. Generally based on the performance, behavior, attitude, attendance and discipline contracts are extended till physical fitness /retirement etc.,

Your appointment is subject to a probation period of 6 months. You will be considered for confirmation at the end of the probation period subject to successful completion of the pre-confirmation performance review process.

2. **Work Location and Transportation**

Your role may require to perform in various sections and in various locations within UAE as advised by the company. You are entitled for a free pick-up and drop by Company vehicle from the nearest metro station of the office location. You will be paid transport allowance of AED 500/- p.m as local conveyance from residence to nearest metro station of the office location and vice versa.

3. **Pay**

You will be paid a Basic Salary of AED 1300/-p.m in the scale of 1300-75-2500 (Grade C). You will be also entitled for AED.150/- p.m as Special Allowance and AED 734/- p.m as Additional Allowance .

4. **Accommodation**

You will be paid House Rent Allowance (HRA) of AED 500/- p.m. in lieu of accommodation.

5. **Leave Travel Allowance (LTA)**

You will be paid a Leave Travel Allowance of AED 103.33 (India-East Zone) per month in lieu of return travel ticket to your home town.

6. **Other Benefits**

You will be covered by the company sponsored and administered Employee Benefit Programmes for employees of your Grade, comprising of Medical Insurance schemes (in line with the rules of Dubai Health Authority) and Terminal Benefits.

7. **Hours of Working and Overtime**

You shall be required to work for 9 ½ hours on a normal working day excluding a lunch break of 30 minutes. The Additional Allowance is inclusive of a fixed overtime of 1 ½ hours extra your work each day. However, in the event of any exigency where your presence is mandated above the mentioned work time, you shall be paid an overtime allowance at the rate of AED 6.77 per hour. In the event of working on a holiday ( weekly holiday / declared holiday) , the overtime shall be paid at the rate of AED 8.13 per hour.

8. **Annual Leave**

- a. Earned Leave - You will be entitled to 30 days earned leave for every completed year of service
- b. Sick leave - You will be entitled to 10 days sick leave for every completed year of service.

9. **Duty**

You will perform such duties as are assigned to you by the Company from time to time relating to the position to which you are now appointed and / or to which you may be transferred / deputed / seconded / promoted in future. You shall comply with all reasonable orders of your superiors and attend to your duties punctually at such place / places, as may be required at the relevant time.

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business of the company. You shall not take up any other work for remuneration (part-time or otherwise), or work in advisory capacity or be interested directly or indirectly in any other trade or business, during the employment with the company.

You shall be required to observe work discipline and follow the Company's operating instructions / practices and safety procedures.

10. This appointment is subject to you passing a medical examination by a medical officer / clinic nominated by us.

11. **Confidential Information**

You will not at any time, without the consent of the company, disclose or divulge or make public any information regarding the company's affairs or administration whether the same may be confided to you or become known to you in course of your services or otherwise.

12. You shall endeavor to uphold the good image of the company and shall not by your conduct , affect the reputation of the company and bring disrepute to the company in any manner whatsoever.

13. You shall not, under any circumstances either directly or indirectly, receive or accept for your own benefit any favor in cash or kind from any person or company having business transaction with the company.

14. You shall subject to all the rules, regulations and policies of the company, which may be in force from time to time. You will not indulge in any activity which may be subversive or which may be against the Laws of Dubai / UAE. Should you do so, disciplinary action will be taken against you.

15. Notice Period

On confirmation of the employment, the contract of employment is terminable by either party giving one-month (30 days) notice. Either party is not bound to give any reason thereof.

16. Retirement

You will normally retire at the end of the month in which you complete 62 years of age. The company at its discretion may extend your retirement age. The company may also decide to end the contract based on the grounds of medical fitness. The age recorded with the company at the time of appointment shall be considered as final and conclusive for the purpose of determining the age.

17. You confirm that you are free from any contractual restrictions pertaining to your previous employment, preventing you from accepting this offer or starting work on the joining date. This document supersedes all previous agreement (s) and / or arrangements relating to employment with Balmer Lawrie (UAE) LLC. Any amendment or modification to this document shall be made in writing and signed by both the parties.

Please return the duplicate of this letter, duly signed, in token of your acceptance of the above mentioned terms and condition of employment.

We wish you a long and fruitful career with us.

With regards,

Sincerely

for BALMER LAWRIE (UAE) L.L.C.



V S Kumar

Associate Vice President (PR, Admin & HSE)

