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AUGUST 17, 2022

REF NO : JEC/HAF/PRT/731-374

Name: **Mr. PRABHAKARA REDDY TELUGUNTLA**
Passport No: **U0408362**
Address: KOTANEMALIPURI
RAJUPALEM MANDAL, GUNTUR
ANDHRA PRADESH
(INDIA) - 522413

SUB: OFFER LETTER

Following your recent interview, we are pleased to confirm our offer of employment to you in the post of "CHEMIST" our JABCO ENGINEERING COMPANY, SINGAPORE or any other place in the Company's zone of operation on the following terms and conditions and subject of the Company policy.

REMUNERATION

: Designation	: CHEMIST
: Salary	: 2180 SGD
: Contract type	: Permanent
: Duty Hours	: 8 Hours + 2 Hours OT (Singapore Law)
: Food & Accommodation	: Provide by the company
: Visa & Ticket	: Provide by the company
: Transportation	: Provide by the company
: Annual Leave	: Provide by the company
: Location of work	: Singapore
: Probation Period	: 2 months
: Other	: As per Company & Singapore Law

Accepting to the offer you hereby have to abide to the below mentioned terms and conditions.

GOVERNING LAW:

The employment contract and the Employment shall be governed by the construed in accordance with the Singapore Federal Labor Law for the private sector, in the absence of prescribed rules under the said Law, the Company rules will prevail and be binding on you.
The offer letter is subject to your satisfactory passing a medical examination. It is also subject to our receiving satisfactory references and in this connection please provides the names and addresses of referees. The personal History from maybe returned to us as soon as possible together with a copy your relevant educational qualification certificate.

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JOINING DATE:

Once Visa is ready.

VALIDITY OFFER:

Six days from the date of receipt of this offer.

PERFORMANCE REVIEW:

Your Performance will be reviewed after 30 Days from the commencement of Training Program. Next review to be conducted after 2 Months and on each subsequent there after.

DEPOSITION OF SALARY:

You are hereby informed that Amount of 10 days salary will be deducted from your first month salary as a deposit amount by the company. This Amount will be transferred to your account at the time when you give the proper notice/resignation to the company.



**JABCO ENGINEERING
COMPANY**

PUBLIC HOLIDAYS:

As per Singapore public holidays declaration.

SHIFTS SCHEDULES & BREAK TIMINGS:

As you will be working for a Multi National Corporation (MNC), you will be working in Fixed Shift. The Shift will Be of 8 Hrs excluding 1 Hour Break. But You Should is Flexible for any time as in the future the company may extend/change the shift or may involve into new process or Technologies. You'll be informed about the change in your shift timings as per the Business Requirements.

BENEFITS:

As an employee of **JABCO ENGINEERING COMPANY , SINGAPORE**. Furnished Accommodation will be provided to all the workers, Food is provided by the company management. One way air ticket will be provided to report to duty and contract can be extended based on your performance.

MISCELLANEOUS INFORMATION:

You may avail leave earned with the prior information/permission and approval of senior management. That you shall strictly abide by the rules, regulations, office order and instructions issued by Senior Management from time to time. That you shall carry out duties as assigned to you during such hours including split duty hours as may be directed by senior management and your superiors from time to time who in the event of your refusal will amount to gross misconduct.

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SUSS
SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES



EXTRA REMUNERATION:

For any day you work on a Public Holiday you will be paid extra above your normal wage rates. The Employee is not entitled to payment if the public holiday falls on a day they do not normally work.

EXPENSES:

JABCO ENGINEERING COMPANY, SINGAPORE will reimburse to you such traveling, hotel and other out-of-pocket expenses, if it is reasonable and properly incurred by you in the course of your employment and work permit processing, subject to you complying with such guidelines issued by the company management.

TERMINATION:

During Probation / Confirmation, if you wish to resign from the company, you may do so by giving 30 days notice in writing or 30 days wages in lieu of the notice. You shall not be entitled to any compensation or benefits. WITHOUT prejudice to the resignation from the management, the management shall be competent to accept your resignation and relieve you from the service with immediate effect. Your Resignation shall be effective only if it is accepted by the management. Any full and final Settlement will be cleared by the company within 30 days of the resignation or Termination date. And in case if you are terminated by the company against your malafide intention, the company will hold all your dues and payment regarding your employment. And company has the right to take Legal Action against the loss occurred due to your negligence or Malafide Intentions.

PUNCTUALITY & REGULARITY:

The Punctuality and Regularity in attending to work and devotion to Duty is a normal expectation, which you will always adhere to and set good example for others to follow. During your employment with us, you shall not engage directly or indirectly in any trade, business, or occupation without the prior written permission/consent of the company.

DEROGATORY STATEMENT:

In the event of you making derogatory or Defamatory Statements regarding the Company, and member or staff or Any Clients of the Company, while in the service of the company, Disciplinary Actions will be taken for gross misconduct. Any Such statement made after terminating your employment with the company may result in further Legal Action.

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YOUR OBLIGATIONS TO THE EMPLOYER:

- Arrive at Work on time.
- Work to the Best of your Ability.
- Always is Soft Spoken.
- Respect your Employer, Colleagues and Clients.
- Take Care of your Employer's Property.
- Follow your Employer's Reasonable and Lawful Instruction.
- Obey Safety Rules.
- Not discriminate or harass others in the work place.
- If you face any difficulty, Contact the Manager or Sr. Staff of your Team.
- After Shift Completion, Don't leave premises without hand over & sending daily report to Supervisor/ Manager.
- Use of Mobile in the Office is prohibited (Except for Official Purpose).

In after reading this offer letter you accept the terms specified herein, please sign this offer letter signifying that you have understood and accepted the terms stated herein after we will issue the offer letter to our Company head where both parties sign.



JABCO ENGINEERING COMPANY

We would like to take this opportunity of welcoming you to **JABCO ENGINEERING COMPANY, SINGAPORE** and hope that your career with us will be mutually rewarding.

Yours sincerely,
Alexander Brown
HR Manager,
Mail : info@jabcoengineeringcompany.com

Please confirm your acceptance of this offer by signing and returning this letter.


Alexander Brown
HR Manager (Sign)




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Candidates Signature

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