

Offer Date : 25 July 2020

To,  
The Placement Officer,  
J.S. University, Shikohabad,

**Firozabad-283135**

**PLACEMENT LETTER**

Dear Sir/Madam ,

We are happy to notify you that, as a result of our most recent campus placement drive, which took place at J. S. University, Shikohabad on 11 July 2020, you have been chosen for the role of "Sales Executive" at "QUESS Corp Ltd." We are thrilled about the potential you bring to our team, and we were really impressed with your performance during the selection process. COTERMINOUS:

Not with standing 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.

<b>Roll. No</b>	<b>Student Name</b>
171100002088	MOHD ZEESHAN
171100002131	SAURAV KUMAR
171100002155	VEDANSH MITTAL
171100002143	SHUBHAM YADAV
171100002178	MAJID HASAN
171100002073	LAXMAN SINGH CHAUHAN
171100002098	NIDHI YADAV
171100002031	BIPAN KUMAR
171100002191	TEJVEER PARASHAR
171100002153	SYED MUSHAHID
171100002141	SHIVAM YADAV
171100002055	HIMANSHI THAPA
171100002041	DEEPIKA YADAV
171100002146	SNEHA YADAV
171100002139	SHIVAM SHARMA



**LOCATION:**

You are required to work at client's location at **Delhi** .

A handwritten signature in black ink, appearing to read "Riya", with a horizontal line underneath.

RIYA TOMAR  
SENIOR HR

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



**POSITION:**

You are appointed as **Home Delivery Dss - Pt .**

**REMUNERATION:**

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

**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 Qess 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, Qess or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. Qess reserves all such right to withheld full or a portion of your salary during such suspension period.

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**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 7 days' notice in writing. The Contract can be terminated at the discretion of Quess / Client subject to 7 days' 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 with immediate effect.

**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.

**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.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of Quess (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Not with standing 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.

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You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 Passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card
10. Complete Application Form with Bio Data/Resume

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With Warm Regards,  
For **Quess Corp Limited**.



RIYA TOMAR  
SENIOR HR

**Compensation Sheet**

**Associate Name :** Govind Pachauri

**Designation :** Home Delivery Dss - Pt

**Location :** Delhi

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	10608	127296
Statutory Bonus	884	10608
<b>Gross Salary</b>	<b>11492</b>	<b>137904</b>

<b>Employer's Contribution</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Employer Esi	374	4488
Employer Pf	1379	16548
Insurance	150	1800
<b>Total Contribution</b>	<b>1903</b>	<b>22836</b>
<b>Cost To Company: (Ctc)</b>	<b>13395</b>	<b>160740</b>

<b>Deduction: (Subjected to change)</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Employee Esi	87	1044
Provident Fund	1273	15276
<b>Total Deduction</b>	<b>1360</b>	<b>16320</b>
<b>Net Take Home</b>	<b>10132</b>	<b>121584</b>

For **Quess Corp Limited.**



RIYA TOMAR  
SENIOR HR



Dear Associate,

Please download the **WorQ App** on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Market to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by **SMS** to your registered mobile No.

For any issues in login to WorQ app, please email to **help@quesscorp.com**.

Please mention your

- Offer No : GS10193059
- Name : Govind Pachauri
- Mobile No : 8979161955

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>