

Salve Maria International
Santhom Complex
Kottaramattom, Pala-686575

Date 07/06/2019

To,

Name: Henry Vincent

Address: Chowalloor(H)

Thamarayoor P.O

Kaveed

Guruvayoor

Job Offer letter

Dear Mr Henry,

Further to the recent meetings and discussions you had with us, we are pleased to offer you an appointment with Salve Maria International (the "Company") at our Thrissur Office as **Assistant Manager** on the terms and conditions set out herein after:

TERMS OF EMPLOYMENT:

- **TITLE & REPORTING**

Your title will be **Assistant Manager** and you will be reporting to the managing partner of the company. In additions to the primary duties to be performed by you in this position, you will also be required to perform such additional duties as may be determined and assigned from time to time by the Company.

- **LOCATION OF EMPLOYMENT**

Your employment will be at the Thrissur Branch of the company located at Above Kotak Mahindra Bank, RC Bishop House Rd, opp. Marthoma Syrian Ebenezer Church, East Fort, Kerala 680306

- **COMPENSATION PACKAGE**

Your monthly salary will be Rs. 15,100/- [Fifteen Thousand One Hundred only]. If any revision happens to this during your tenure with us, that will be informed to you in writing.

- **DATE OF JOINING:**

Your date of joining shall be on or before 10/07/2019

- **TERMS AND CONDITIONS**

This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and subject to the company's employment rules. . We expect you to keep the salary details confidential at all times.

In addition to the terms contained herein, you will at all times during your employment with the company be bound by the policies/rules/regulations of the company.

- **NATURE OF EMPLOYMENT**

This offer is made on the clear understanding that your employment is on whole time basis and that you will not undertake any other part time/full time work/or independent assignments, without the written consent of the company.

- **BACKGROUND CHECK**

The company might conduct background checks of its candidates/employees by an authorized agency as a normal procedure. By accepting this offer, you acknowledge that you have no objection in the company conducting such background checks. Further this offer is valid subject to successful completion of background check and reference check, if any.

- **TAX IMPLICATIONS**

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

- **TRANSFER**

Your services are transferable to any of the other offices/ branches/ subsidiaries/ affiliates should the need arise. You will abide by the company's rules and regulations as may be in effect from time to time with respect to your function, grade or location where you work in.

- **CODE OF CONDUCT AND DISCIPLINARY ACTION PROCEDURE**

Salve Maria International has a code of conduct, confidentiality and non-compete/ non-disclosure agreements, primarily to address working standards and business interests of the company and its clients. You are expected to sign your acceptance and adhere to these norms once you join the company.

- **SECRECY AND CONFIDENTIALITY**

All information disclosed to you by the Company (whether in writing, verbally or by any other means, whether directly or indirectly) during the course of your employment shall not be used by you or permitted to be used by anyone else, for any purpose other than the performance of your obligations under the job offer letter. You shall not at any time disclose such information to any person except with the prior written consent of the Company. This clause shall survive the cessation of your employment with the Company and shall be effective indefinitely.

You acknowledge that all and any Company Property including confidential property of the Company's clients will be received by you in trust and will be used strictly for the purpose for which it is meant. You agree that any violation of the confidentiality and independence obligations by you shall amount to breach of trust, for which the Company may obtain any civil or tort or criminal remedies, as it may deem fit.

- **NON COMPETE**

While you are employed by the Company, you will devote your entire business time and efforts towards the Company's business and interests and you will apply your best degree of professional, technical and administrative skills and experience and work diligently.

- **NO CONFLICTING OBLIGATIONS**

You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained written authorization for its possession and use.

You also agree that, during your employment by the Company, you shall abide by any confidentiality or obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any or former employers or other parties.

- **VOLUNTARY ABANDONMENT SERVICE**

If you abscond from duties or remain absent without leave or permission for five (5) consecutive working days it will be deemed that you have voluntarily resigned from the services of the company. In such a case you acknowledge that the company may remove your name from the muster roll of the company without assigning any reason whatsoever.

- **ARBITRATION**

The interpretation, performance and enforcement of the terms and conditions herein shall be governed and constructed in accordance with the laws of India.

In the event of there being any dispute under this employment contract the same may be referred to arbitration of by a sole arbitrator (appointed by the company) being a person knowledgeable in the overseas education consultancy field or any advocate to be specified at the sole discretion of the company. The arbitration shall be at Kottayam

- **ENFORCEMENT**

You acknowledge and agree that the provisions set forth herein were a material inducement to the company to make you an offer of employment. You agree that the restrictions contained herein are necessary for the protection of the business and goodwill of the company and you consider them to be reasonable for such purpose.

You agree that any breach or threatened breach of any provision of this agreement will cause the company substantial and irrevocable damage and monetary damages would be inadequate to compensate the company. Therefore, the company shall be entitled to seek an injunction and all other available equitable relief to enforce the terms contained herein.

Each provision herein shall be treated as a separate and independent clause, and the unenforceability of any one clause shall in no way impair the enforceability of any of the other clauses herein. If any provision shall for any reason be held to be excessively broad as to length of time, scope, range of activities, geographic area or otherwise so as to be unenforceable at law, such provision(s) shall be reformed and constructed by the appropriate judicial body to the fullest extent enforceable and the remaining provisions herein will not be affected.

- **VALIDITY OF THE JOB OFFER LETTER**

This letter is valid for a period of ten days from the date mentioned in this offer. You are requested to sign the enclosed copy and submit to us before the end - date as token of acceptance of the offer.

We are confident that you will advance professionally and financially with Salve Maria International, through your diligence and professionalism. We would appreciate you acknowledging the receipt of this letter and acceptance of this offer within ten days from the date mentioned in this letter, failing which the job offer letter stands void.

- **NOTICE PERIOD FOR RESIGNATION**

Notice period for resignation is 45 days. You should inform the firm before 45 days of your resignation. Otherwise firm will not issue the Experience certificate.

- **NOTIFICATION TO NEW EMPLOYER**

In the event that you leave the employment of the company, you hereby consent to the notification to your new employer of your rights and obligations hereunder.

In addition to the terms contained herein, your appointment and employment with the company may be subject to such other additional terms and conditions as may be communicated to you from time to time. Notice of these additional terms and conditions may be conveyed to you either orally or in writing.

- **SUBMISSION OF DOCUMENTS**

You are requested to submit the following documents to us immediately on receipt of the offer:

- Two Photocopies of your Educational Certificates (10th Passing Certificate, 12th Passing Certificate, Graduation Passing Certificate , Post Graduation Passing Certificate)
- Two Photocopies of your Relieving Letter from the Present Employer (on the day of the joining)
- Two Photocopies of the last 3 months Salary Slip of Present Employer
- Two Photocopies of all Experience Letter from previous companies
- Passport size photographs – 2

Please sign and return the duplicate copy of this letter for our records.

We wish you a long and a happy association with our company.

Yours Sincerely,

For Salve Maria International

Signature:



Name:

Rajesh K

Designation:

Manager

SALVE MARIA INTERNATIONAL
Above Kotak Mahindra Bank
Bishop Palace Road
East Fort, Thrissur - 680 005
Ph : 8139001488