

# Expertise Contracting Company

**expertise**

Business Unit

Document Ref No.:

Rev. No.

Effective Date

Page No.

President & CEO Office

FM-DIV00-0015

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10<sup>th</sup> January 2022

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## OFFER LETTER

Date: 10/ 01/ 2022

Dear : Mr. Wilfred Marshal Varghese  
Passport No : Z6387067

We are pleased to present to you our offer of employment with the M/s. Expertise Contracting Company Ltd. based on the following employment terms and conditions. Please review this summary of terms and conditions for your anticipated employment with us:

Sl.no	Descriptions	Entitlements
1	Visa Status	Single
2	Position's Title	Trainee Engineer
3	Basic Salary	2000
4	Overtime	Not Applicable
5	Accommodation & Food	Provided by the Company
6	Transportation Facility	Provided by the Company
7	Employment contract duration	1 year (Can be extended)
8	Air Tickets	Round Tickets Provided by Company

### BASIC TERMS:

- All the above subject and terms will be governed as per the company policies time to time implemented.
- The offer is subject to your Short Term work Visit visa endorsement requires approval from the concerned respective state authorities.
- Contract is subject to renewal based on the project requirements and your performance during the period of your deployment
- Upon acceptance of the offer, a formal contract between you and the Company (Expertise Contracting Company Ltd) will be drawn up in accordance with the labor regulations of the Kingdom of Saudi Arabia.
- All other terms and conditions are according to Saudi Labor Law and Board Resolution No. 01, s. 2014 of Expertise Board of Directors.
- You are required to provide us copies of following documents, your Passport, Academic Certificates, relieving letter (if available) on your arrival & joining our company at our HRA
- Should you accept this offer letter, we look forward to having you in our organization and we are confident that this will result in a mutually advantageous relationship. Should you have any queries, please do not hesitate to contact the under-signed.

*S. K. S.*

Human Resources Manager



Vice President (HRA/Ops)

Principal

A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

President

Wilfred Marshal Varghese,  
Employee Name & Surname

*Wilfred*  
Employee Signature

Expected Joining Date