



APPOINTMENT LETTER

Ref: METS/HR/ 84/2021

Date: January, 2021

Mr. Jishnu PK

Passport No: T1825626

Pattambi, Kerala, India.

We are pleased to inform you that you are appointed as the **Junior Chemist** for **Middle East Testing Services LLC, Ajman**. You will be working for the company under this position effective from January, 2021 onwards.

1. Job Title: Junior Chemist.

2. Reporting: You will be reporting to **Laboratory Manager, Middle East Testing Services LLC**.

3. Probation: You will be under probation for a period of Three (3) month. If your performance is found unsatisfactory, duration of probation period can be further extended on the sole discretion of the management.

4. Remuneration & Benefits: You will be paid a gross monthly salary of AED 2000.00/- and company will provide the accommodation in its allowed premises. Utility bills are not covered under company's expenditure.

5. Job location: UAE.

6. Job Responsibilities:

- To carry out other duties as is within the scope, spirit and purpose of the job as requested by your Laboratory Manager.
- Management of new tests and/or technologies to ensure that they are delivered to specification, on time and within budget.
- Continually maintain an up-to-date knowledge of new tests and technologies that are of interest to the Laboratory.
- Analysis and assessment of raw materials and compile technical reports on findings.
- Identify and evaluate alternative materials and solutions for cost reduction and perform testing with most economic manner, but strictly as per standard requirements.
- Takes responsibility for all aspects of the lab, including but not limited to: instruments/equipment functioning properly, purchase of chemicals, users of the lab, sample collection and supplies needed to ensure the lab runs smoothly. Maintain all test files including documents proving compliance to external standards.



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- Work with METS technical team to expand the accreditation scope.
- In conjunction with the wider team, develop initiatives and action plans to reduce the level of complaints and non-conformances and complaints if any coordinate with customer and follow correction, root cause analysis, corrective action and preventive actions.
- Support and provide adequate services to all clients even out of office hours or whenever necessary.
- Receive samples, perform tests and release reports on time.
- Communicate any/possible complications regarding the operation of the Laboratory to the Laboratory manager, Middle East Testing Services LLC.

7. Hours of Work: Saturday to Thursday 8 Hours per day (Day Shift / Night Shift).

8. Leave: Thirty days per annum in respect of your period of service exceeds one year.

9. Air Ticket: You are also eligible for up and down Economy class air ticket only to your home country upon completion of every 2 year service.

9. Contract Duration: Initially for a period of two years. Contract can be renewable after the completion contract period.

10. Life/Medical Insurance: You will be covered by Company's group life insurance and free medical insurance policy during the period of employment. As per Article 83 of UAE labour law you will be eligible for the medical leave after the completion of 6 months from the Employment Visa.

11. End of Service Benefits/Gratuity: At the end of your services, you will be entitled End of Service Benefits/Gratuity as per the U.A.E. Labor Law.

12. Terminations and Additional Information: Your employment will be subject to termination/resignation by either party, by giving 90 days notice in writing/ notice pay consisting of forty five (45) days salary in lieu of notice. Indulge in any of the following cases will result you instant dismissal and you shall not be entitled to any sum as compensation or notice period pay against termination/resignation of your service.

12.a.Misconduct and absence without prior information.

12.b.Reporting late for duty and any breach of the company's rules and regulations.

12.c.Physically incapacitated as certified by a registered Medical practitioner.

12.d.Assault or fighting, intimidation, incitement or participation in a strike contrary to the Labor.

12.e.Work directly or indirectly, paid or unpaid for any other company in UAE or anywhere else.

12.f.Not joining on the committed rejoin date on your annual .

12.g.Sharing or transferring company data personally or with another third party.

12.h.Fraud or forgery of any document or information, involve yourself in illegal activities, disobedience, insubordination, failure to carry outstanding instructions, betting or gambling in any form, deliberate damaging of the company's property and possession of or the viewing of pornographic material or



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material that is offensive or discriminatory of nature whether in printed or computer data format or any disloyal and insincere activity that make company suffer and any losses due to your actions, drunkenness, the use of liquor or the taking of narcotics on duty etc.

12.i. Corruption, bribery, including attempts at bribery and acceptance of a bribe, theft, fraud, dishonesty and making confidential information known.

12.j. Making private or confidential information known to a third party without the permission of the employer. Use/attempt to use any information which may injure or cause loss to the company.

12.k. Any misuse such as destroying or deleting computer data without the employer's consent and mismanagement done by you through the company's official channel including but not limited to e mails, faxes, phone calls, meetings with outsiders, correspondence on company letterheads, unauthorized possession of the employer's or anyone else's property, failure to report the overtime (irrespective of an undertaking to work overtime) without a valid reason, inadequate or poor service or sleeping on duty and using insulting and indecent language.

12.l. Attending interview without the prior permission from the METS Management.

13. Leave Policy : Ref attached METS Circular :ADM:HR2020:1, METS:ADM: HR2020:2.

Additional Information:

During the period of your work under this employment, you agree to accept the rules and regulations of the company and amendments thereto, that may be brought into force from time to time. And you will return all papers, documents, materials or equipment, which may be in your possession to the company.

Your appointment is subject to UAE Immigration and Labor Laws granting the release/employment visa.

According to UAE Labor law Article 127, You are not eligible to work in competitive company or with our client for a period of 2 years from cancellation.

Upon acceptance of this Appointment Letter, all previous undertaking and agreement in writing stands VOID. Please sign duplicate copy of this letter as your acceptance to the above terms and conditions of this employment.

Wishing all success for your future in our organization.

For Middle East Testing Services LLC.



Director

Copy: Admin Dept. personal file



Accepted by: Mr. Jishnu PK

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Signature