



المتميز للتجهيزات الصناعية والفنية ش م م  
EXCEL TECHNICAL & INDUSTRIAL SUPPLIES LLC

## LETTER OF APPOINTMENT

21<sup>ST</sup> Jan 2021  
Muscat, Oman

To,  
**Mr. Pradyumna Lokineni**  
**Passport No: N 4082904**

Reference to the Interview conducted with you on 19<sup>th</sup> Jan 2021 at PDPU Campus, we are happy to offer you the Job as **Sales Engineer**.

As discussed, after your Final Exams we will process your VISIT VISA for 15 days to see our company, understand the working culture and responsibilities. After 15 days of your stay in our company we will have final meeting to process your permanent Employment VISA upon mutual acceptance.

As informed we will process your VISIT VISA, Accommodation, Food, and Transportation during your 15 days visit. Air tickets to be borne by you. (Ahmedabad-Muscat - Ahmedabad)

This facility we are providing as a special case to you to avoid any further confusion after joining to our company as permanent employee.

On permanent Employment Joining we will provide your VISA, Air Tickets as per the following Terms.

Please go through all the terms and conditions, if you are satisfied please send the scan copy by mail after your signature.

In case of any doubts, you can send your mail to [recruitment@exceltechoman.com](mailto:recruitment@exceltechoman.com)

C.R.No.: 1084770  
P.O. Box 326, P.C. 122  
Al Maabala, Sultanate of Oman  
Tel.: 24450107, 24450197  
Fax: 24450282, 24450198

E-mail: [info@exceltechoman.com](mailto:info@exceltechoman.com) [www.exceltechoman.com](http://www.exceltechoman.com)

س.ت. ١٠٨٤٧٧٠  
ص.ب ٣٢٦، الرمز البريدي: ١٢٢  
المعبلة، سلطنة عمان  
هاتف: ٢٤٤٥٠١٩٧، ٢٤٤٥٠١٠٧  
فاكس: ٢٤٤٥٠١٩٨، ٢٤٤٥٠٢٨٢

انقسامات: حلول هندسية (الميكانيكية، الكهربائية والمواد الكيميائية)، مواد البناء، الهندسة الكهربائية والميكانيكية للمقاولات  
DIVISIONS: ENGINEERING SOLUTIONS (Mechanical, Electrical & Chemicals), BUILDING MATERIALS, MEP CONTRACTING



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Please find below our offer details with Terms and Conditions:

1	Salary	Basic	OMR 180.000
		HRA Allowances	OMR 50.000
		Other Allowances	OMR 30.000
		Total	OMR 260.00
		Total Salary in words: Two Hundred and sixty Oman Riyals only. Present currency rate 1.000 OMR = INR 194.00, and your Salary in Indian Currency is Rs 50,000.00.	
2	Period of Contract	3 Years as per Mutually agreed Service Bond	
3	Passage	The Company Agree to pay economy class air ticket for the sectors Ahmedabad- Muscat at the time of Joining and for the sector Muscat - Ahmedabad - Muscat after 2 Years	
4	Leave	You are entitled to 60 days paid leave once after completion of 24 Months of service for the First two Years. After Two Years' Service you will get 30 days leave for every year.	
5	Accommodation	The Company Agree to Provide a Bachelor Sharing Furnished Accommodation to you with water and Electricity.	
6	GSM	The Company will provide the SIM for the office usage and Mobile Instrument is from your end.	
7	Medical	For Self Only (This does not include Optical, Dental and any Chronic Diseases)	
8	Probation Period	Your Probation Period is 6 Months form the date of Joining. After success full completion of your probation period, Company will issue a letter for confirmation of your job and designation. With the following Increment.	

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8	Salary after Probation period.	Basic	OMR 180.000
		HRA Allowances	OMR 50.000
		Other Allowances	OMR 55.000
		Total	OMR 285.000
9	Notice Period for Exit	You Shall Provide and Serve a Notice Period of 60 working days before you leave the company upon Resignation. In case of Company Terminates against nonperformance you will not eligible for any notice period salary and other as per labor law benefits for the first 3 years.	
10	Driving License	All the Expenditure Incurred for the Driving License will be borne by you, During the Driving License Training and Testing company will not pay any salary.	
11	Emergency Leave	Incase if you're going for emergency vacation in between 3 years and your security deposit less than OMR 700.000, you need to pay remaining Balance and avail the emergency leave.	
12	Benefits	In case if your leaving before 3 years company will not pay any benefits like Gratuity, Air Ticket and Leave Salary. Eligibility of Benefits will be only after completion of 3 Years.	
13	Date of VISIT	Within 10 days from the date of Completion of your Final Exams	
14	Location	Oman / Dubai After completion of the Training Management will decide your location Either in Oman or Dubai.	

I hereby confirm that I have gone through all the offer details with terms and conditions and discussed with my Parents. Now I am accepting all the conditions and ready to join your organization.

Signature of Employee *Pradyumna*

Mr. Pradyumna Lokineni

For Excel Technical & Industrial Supplies LLC

Mohammed Amin Vhora  
Managing Director

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## Mutual Agreement on the Employment Contract

This Mutual agreement made between the following.

1. Name of the Candidate: Mr. Pradyumna Lokineni  
And
2. Excel Technical & Industrial Supplies LLC

With reference to the Interviews and discussions. Mr. Pradyumna Lokineni  
Passport Number: N 4082904 is selected as Sales Engineer.

Apart from the offer Letter both the parties agreed on the following terms:

1. Mr. Pradyumna Lokineni agreed to work with Excel Technical & Industrial Supplies for Minimum period of 3 years, for the same he agreed to keep OMR 700.000 as security deposit for 3 years, in case candidate is leaving before 3 Years period, he will not paid back OMR 700.000 and adjusted against his VISA Charges, Training Expenditure, Travel Expenditures and other expenses.  
On Completion of 3 Years, Excel Technical will release the Security Deposit OMR 700.000 to the candidate.
2. The amount of OMR 700.000 will be collected from monthly Salary OMR 100.000/ month until the recovery of Security Deposit of OMR 700.000.
3. In case of Emergency leave, the Management will sanction the permission after the recovery of OMR 700.000. (any short fall need to pay the candidate and same will return after the resuming the duty)
4. The candidate is leaving before 3 Years will not eligible for any benefits like Gratuity, Leave Salary, Air Tickets etc.

All the Above terms agreed by both the parties:

1. Name and Signature: Pradyumna Lokineni

2. Excel Technical & Industrial Supplies LLC:  
Mohammed Amin Vhora  
Managing Director

Signature:

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