Muthukrishnan

Email: muthukrishnan.350937@2freemail.com

 **DATED: 13.3.2017**

 **EMPLOYEE**: **MUTHUKRISHNAN**

**EXECUTIVE SUMMARY**

We have in file, your Resume, Job Application and other important data. After the evaluation of these documents, we found you qualified to work with our Team. Hence **Victoria Oil & Gas Plc** seek to employ your services as an expatriate for the provision of expatriate services on the above subject matter, **Victoria Oil & Gas Plc** management hereby congratulates you on your successful emergence based on detailed recruitment by our recruitment agency **Victoria Recruitment** Further details are as follows:

You shall also be expected to meet/liaise with the entire management board of **UK Victoria Oil & Gas Plc** For overview and updates bi-monthly.

**DESIGNATION:** **Maintenance Engineer**

**MONTHLY SALARY:** **GBP 7500 ( Seven Thousand Five Hundred.GBP)** monthly/take-home after tax deduction, USD, Pounds Sterling, Euros or Indian Rupees equivalent depending on home country and currency preference.

Victoria Oil & Gas Plc, Hatfield House 52-54 Stamford Street London SE1 9LX United Kingdom. www.victoriaoilngas.com/uk

# WORK TIMING:

Employee hours of work are based on the normal operating hours of the Company and are expected to be 7 hours daily (Included with meal time) from Monday to Sunday (9:30 a.m. to 4:30 p.m) two days off in a week.

# BENEFITS:

You will also receive standard employee benefits package including health insurance for you and your family (if Any) , and will be subject to vacation policy as such package and policy are in effect from time to time.

**JOB LOCATION:**Hatfield House 52-54 Stamford London, United Kingdom.

**STARTUP DATE:** 12TH APRIL 2017 FLEXIBLE CAN BE EXTENDED ONAPPLICATION

**DURATION OF CONTRACT:** 2YRS CONTRACT–RENEWABLE.

ALLOWANCES/ ENTITLEMENTS:

Car Maintenance: GBP 1000 (Monthly) House & Furnishings: GBP 1500 (Yearly)

Entertainment & Recreation: GBP 1000 (Monthly) Travel & Events: GBP 3500

# PAID LEAVE PERIOD/ TRAVEL:

All Employees are entitled to 2months Paid Leave yearly which can be taken once at a time or two times.

Employer for each Inter-continental trip shall be paid GBP3500 flat rate travel/entertainment allowance to employee. Travel shall be by business class/first class flight, or otherwise if necessary.

However for the purpose of commencement, the cost of travel ticket shall be paid in addition to travel/entertainment allowance.

Cost shall be substantiated and shall be the rate charged at the Period/time of purchase. Employer shall also take care of employees' travel ticket including that of employees' family

Only on employees' early notification to employer and as shall be requested by employee

# EXPENSES BEFORE TRAVEL BY EMPLOYEES:

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Expenses made/incurred by the employee related to job before commencement of duties or Expenses made during Travel Plans, Processing of Travel Particulars ETC will be substantiated with receipts and Employer will reimburse the Employee not later than Five (5) working days after submission of Employee's expense Report and Receipts as proofs of such Expenses.

Employer however agrees to reimburse fully all Travel costs and Expenses made by Employee.

The agreement hereby binds Employer and Employee in that re-imbursements will be made fully to Employees upon presentation of Expense Reports and Receipts of Expenses.

# NON-UK RESIDENTS:

It is our official policy that our employees must pay for their work permit processing fees, as we have promised free visa to all employees and as a proof of the readiness to join our team, they have to contact the HAYS TRAVELING AND TOURS UNITED KINGDOM. Note we shall reimburse any expenses that occur during the process of your traveling documents with substance receipt.

# UPFRONT PAYMENT OF SALARIES:

The two monthly salaries shall be paid in advance before Candidates embark on journey to resume duty. This is to enable candidates settle all domestic needs before travel. As such no excuses will be entertained on assumption of duty relating to default.

Employees (Expatriates) are to note that 2-month upfront salaries are paid as soon as Employees procure and process the relevant Resident/ Work Permit Documents from the **Hays** Traveling& Tours /Federal Ministry of Internal Affairs of UK), it shall also be accompanied with re-imbursement.and submit it to the Human Resources Department for **Verification.**

All payment of Salary after assumption of duty in UK shall be 75% paid into an offshore account to be provided by employee with the remaining 25% paid locally in UNITED KINGDOM, if accepted by the employee for local expenses.

# ACCOMODATION/FEEDING:

All Employees are expected to reside at the Company's Staff estate.

There are 3 Bedroom Flat Duplex, Brand New car, for employees use during contract. Dietary options, Customized cooks and Dieticians are available options.

In case of local dishes, we have Chefs from various countries to handle such.

# OFFICE ASSETS TO BE PROVIDED BY EMPLOYER:

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Laptop Computer/Desk Top with Full time Internet access is also made available Phone Employer will provide each employee with one (1) landline and one (1) mobile telephone, this shall have a reasonable credit limit application per month.

# TERMINATION:

Termination without Cause. Either party may terminate this agreement without cause upon ninety (90) days prior written notice to the other.

Termination for Cause. Either party may terminate this Agreement for cause if the other party materially or repeatedly defaults in the performance of its obligations and has not cured such default within 30 days of receipt of a default notice specifying the default and the intention to terminate.

# FORCE MAJEURE:

Neither party shall be responsible for any damages, delay in performance or failure to perform by Employee or Practice, if caused by any act or occurrence beyond its reasonable control such as embargoes, changes in government regulations or requirements (executive, legislative, judicial, military or otherwise), acts of war or terrorism, power failure, electrical surges or current fluctuations, lightning, earthquake, flood, the elements or other forces of nature, delays or failures of transportation, or acts or omissions of telecommunications common carriers. In particular, without limitation, neither employee nor Practice shall be responsible for any interruption in Services caused by an interruption in or failure of Internet services. Employee recognizes that any such Internet or network outage if lasting more than a single 10 hour work shift may, if Practice scheduling allows, be credited against Employee's vacation time or may otherwise result in a prorated reduction in the contract minimum cash payment to the Employee.

# CONSEQUENCES OF TERMINATION:

Return of Property and Confidential Information In the event of termination for any reason, Employee shall return to Practice all property and Confidential Information (as defined in Section 15) received from Practice, Employee shall immediately cease using any passwords or other information provided by Practice for access to Practice's or Practice Client's information systems, and Employee shall return to Practice at Employee's own expense the Workstation and any other equipment or software provided to Employee by Practice.

# AMENDMENT:

This Agreement may be amended only by a writing that is signed by both parties.

# SAFETY & SECURITY:

Safety and Security of personnel (Local/Foreign) and Facilities on Job Locations and communities are no small issues, and have been seriously considered to ensure and assure hitch free operations.

# ADDITIONAL SERVICES:

Recreational/Sports Facilities shall also be made available at the disposal of all expatriates with no expenses to be incurred. Laundry and Dry Cleaning Service will also be made available to all Expatriates by the Clinics laundry and dry cleaning unit.

# DOCUMENTS PROCESSING WORK/RESIDENCE PERMIT VISA:

The Employee is requested to contact the below office who shall be responsible for the process of his or her Valid UK Work/Residence Permit Visa and then should forward it to the HR of **Victoria Oil & Gas Plc** for Verification and authenticity confirmation.

**HEALTH LICENSE;** The license is necessary if you already have but if you haven’t the

company will help you to acquire it once you arrived here in United Kingdom.

Hence any expenses incurred during this process shall be refunded to the candidate after 5working days of Concluding all Immigration Arrangement.

You have only 8 working days starting from the day you receive the appointment letter to furnish us with your Visa / work permit papers and other traveling documents from our below Agent as a sign of seriousness / readiness to join the project and to enable you receive your two months upfront salary before coming down to United Kingdom.

 **Hays Traveling and Tours United Kingdom**

 **25 Vine Place** **Sunderland**

 **Tyne and Wear SR1 3NA**

 **Contact Person: Hays Owen**

**Note**: that all UK based employees' are to report personally to our office with identification materials for signing and collection of hard copy of their contract documents. This is in line with the expatriate statuary law of the UK in compliance with the UN Terrorism Act.

**Note;** You have to follow immigration service’s instructions immediately to enable you meet up with us here because you will also be undergoing job training here before you start your duties