



## RISING SCHOOL DUBAI

Nad Al Sheba 4, Dubai, United Arab Emirates  
TEL: +971 5 2617 6453 E-mail: info@risingschoolae.com  
Website: risingschoolae.com

Date: 17/07/2019

### SOFT COPY OF RISING SCHOOL OFFICIAL LETTER OF APPOINTMENT

ATTENTION: **SUMEET RAJESH VISHWAKARMA**

Job Ref Number AISCHUAE/0674080/UAE/019

1.0 **EXECUTIVE SUMMARY:** RISING SCHOOL DUBAI-UAE seeks to employ your service in our school center and this document embodies the approved terms for the purpose of this contract through our Recruitment Agency; RISING SCHOOL DUBAI RECRUITMENT.

2.0 **POSITION:** YOU WILL SERVE AS **Home Tutor** FOR THE REQUIREMENTS OF RISING SCHOOL DUBAI - UAE.

3.0 **RESUMPTION DATE:** You would be expected to resume on site on the **24<sup>TH</sup> OF SEPTEMBER 2019**.

Prior to resumption as inscribed above, you shall be expected to start your job processes by acquiring and procuring your necessary Residence/Work permits papers With the **(DANN TRAVEL & TOURISM DUBAI)** on it's earliest acquisition, you will receive all your due entitlements/ emoluments prior to resumption of duty to enable you settle all domestic necessities before embarking on project trip and avoidance of excuses leading to delays on your side. Expenses shall be duly reimbursed by the RISING SCHOOL DUBAI after submission of employee expense report and receipts.

4.0 **CONSULTING PERSONNEL:** You shall be expected to work lead a team of prime experienced personnels with the mandate to provide excellent services.

5.0 **ENTITLEMENTS:** All salary and expense figures shall be in Pounds (USD/AED) equivalent depending on employee home country and salary preference, (except where employee prefers currency on his/her local/home currency).



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**6.0 SALARY:** You will be eligible to receive **AED 20,400 (Twenty Thousand, Four Hundred Emirati Dirham)** monthly/take-home in Emirati Dirham, Pounds Sterling, Euros equivalent depending on home country and currency preference. Salary shall be paid on monthly bases. Work time shall be 40 hours work week for the Twenty Four (24) month contract term as such employee shall also be entitled to over-time allowance if employee worktime exceeds the official stipulated hours. Salary shall also be liable to increments with time and employees' official promotions and position in service.

**7.0 EXPENSES:**

Expenses incurred by the employee related to job before commencement of duties will be substantiated with receipts and the employer will reimburse the employee not later than Five (5) working days after submission of employee's expense report and receipts.

Accommodations will be provided for employee. Accommodation shall be of first class international standard same as accommodates **RISING SCHOOL DUBAI- UAE** expatriate senior and management staff. Employer shall also pay for and provide complete meals for employee / (Family) as deem appropriate for period of contract.

**8.0 TRAVEL:**

USD4,600.00 flat rate travel/entertainment allowance shall be paid to employee by employer for each intercontinental trip. Travel shall be by business class/first class. 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 that he /she is coming with their family and as shall be requested by employee.

**9.0 MEALS:**

This will be taken care of by us (employer) **RISING SCHOOL DUBAI - UAE**.

**10.0 MOVING EXPENSES:**

You shall be required to furnish us with your valid residence, work permits and visa on or before the **30<sup>th</sup> OF JULY 2019** due time as stipulated above for your job resumption with the **RISING SCHOOL DUBAI** and also to enable you receive your first two monthly salary upfront including your due entitlements/emoluments prior to your departure for services with the **RISING SCHOOL DUBAI** in UAE.

The employee will be reimbursed by the employer for reasonable moving expense incurred only as a result of relocation or early termination of leases, storage charges; procurement of travel documents, immunizations etc. Reimbursements shall be paid not more than five (5) Working days from submission of report/and receipts as proof of payments.



### 11.0 MEDICAL EXPENSES:

Employer will provide the employee with comprehensive health care for the term of contract, and follow-on care for injuries suffered during the term of contract for employee and family.

### 12.0 OTHER ALLOWANCES AND/OR BENEFITS:

This shall be provided for as deemed appropriate, and will be paid by employer. Quality single or family housing in company community. Personal effects shipment and excess baggage allowances. Free medical care for you and your family for contract duration.

\*Car Maintenance: AED 4,600 (Monthly)

\*House & Furnishings: AED 170,659 (Yearly)

\*Entertainment & Recreation: AED 2,203 (Monthly)

\*Travel & Events: AED 3,489 (Monthly)

\*Free Education for Employees children (Only if Employee is coming as a family Status)

\*Free Medicals care for Employee/Family

### 12.1 PROBATIONARY PERIOD:

UAE Labour Law Section 4 - The probation period. During the probation period either the employer or the employee may terminate the employment contract with immediate effect without the employee being liable to pay end of service gratuity or the employee, compensation for damages. According to Article 37 of the Law, the probation period can be for a maximum period of 3 months. It is not permissible for the employer to employ any person on probation, more than once.

### 13.0 VACATION:

Employees' shall be authorized paid 2 times vacation during the term of the contract, to be used at the employee's discretion after duly informing and receiving approval from employer's management. The Duration of each leave period shall be 30days. Other holidays and official day off like the EID shall also be observed.

Employer Will pay for travel expenses (i.e. flight tickets) and flat Rate travel allowance of USD4,600.00, this will also serve as a **COMPENSATION** for each leave period.

### 14.0 MOBILIZATIONS:

The first two monthly salaries shall be paid in advance before you embark on journey to assume duty. This is to enable you settle all domestic needs in your country before travel. As such no excuses will be entertained on assumption of duty relating to default. All payment of Salary after assumption of duty shall be 75% paid into an offshore account to be provided by employee with the remaining 25% paid locally in your UAE account for local expenses. This is in line with the UAE expatriate financial statutory laws. Expatriate shall also be liable to pay 1% of salary as withholding tax to the relevant authority.



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#### 15.0 JOB PROCESSING/ PROCEEDINGS:

All employees successfully screened and recruited for **RISING SCHOOL DUBAI** shall be required to furnish us with a valid UAE residence and work permits papers on or before the **30<sup>th</sup> OF JULY 2019** as a proof of readiness to join the **RISING SCHOOL DUBAI - UAE** team in the due time as stipulated above for your job resumption with the **RISING SCHOOL DUBAI - UAE** and also to enable you receive your two months salary including your due entitlements/emoluments prior to your departure for services.

However, for expatriate services employees who do not presently possess their valid UAE residence and Work Permits papers, they are to make contact with the address given below for directives and assistance on the acquisition and procurement of their valid residence and work permits papers with the **DANN TRAVEL & TOURISM DUBAI** here in UAE.

Note that employees are expected to personally incur the expenses for their valid UAE residence and Work Permits papers at the **DANN TRAVEL & TOURISM DUBAI** and shall be duly reimbursed by the **RISING SCHOOL DUBAI** United Arab Emirates.

**CONTACT BELOW TRAVELING AGENT, FOR YOUR 2 YEARS VISA RESIDENCE / WORK PERMIT DOCUMENTS PROCESSING.**

#### **DANN TRAVEL & TOURISM L.L.C**

**Address: Salah El Deen Street,  
Al Yasmeeen Building, 4th Floor,  
Office No. 0404, Dubai,  
United Arab Emirates  
Landline: +971 5 8837 8689**

**Mob1: +971 5 8810 3165**

**E-mail: [info@danntravel.com](mailto:info@danntravel.com)**

**E-mail: [danntourism@gmail.com](mailto:danntourism@gmail.com)**

**Website: [www.danntravel.com](http://www.danntravel.com)**

**HEAD OF VISA/PERMITS OPERATIONS**

**CONTACT PERSON: MR. ALAN WALTER**



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# Our Team

This is with effect from **24<sup>TH</sup> OF SEPTEMBER 2019** when the contractor/consultant assumes duty.



MR. SADDAM OBEIDAT  
HR and Recruitment Manager  
RISING SCHOOL DUBAI  
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United Arab Emirates  
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UAE0104 090 01-021800



**EMPLOYEE SHOULD FILL AND SIGN THE BELOW-**

**Are you relocating to UAE with your family OR you're coming alone?**

Employee Signature\_\_\_\_\_ Telephone Number\_\_\_\_\_

Date\_\_\_\_\_



وزارة التربية والتعليم  
Ministry of Education



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