



EMPLOYMENT OFFER

Date:- MAY-16-2013

TO:-

We are pleased to confirm to you our offer of employment with SEGIA GULF GENERAL CONTRACTING ESTABLISHMENT to work as Administrative Clerk/ Secretary with the following terms and conditions.

|                           |   |
|---------------------------|---|
| Start of Employment       | : <u>Upon arrival in Saudi Arabia</u>                   |
| Contract Period           | : Two(2)Years   |
| Basic Salary              | : 800 SAR. 8 hours work 26 days/Month                   |
| Food Allowance            | : 200 SAR. Per Month if work                            |
| Fix Over Time             | : 400 SAR (104 hours per month)                         |
| Over Time (Fridays)       | : 400 SAR (48 hrs. per month if work )                  |
| Total Monthly Salary      | : 1800 SAR.( Basic+ Food allowance +Fix ot+ Fridays ot. |
| Accommodation             | : <u>Provided by employer</u>                           |
| Medical Insurance & Iqama | : <u>Provided By employer</u>                           |
| Hours of Work             | : (12) Hours per day /average 360 hours per Month.      |
| Other Terms & Conditions  | : <u>As per KSA Labor Law</u>                           |

Please send us a copy of this letter with your signature if you find the above acceptable.

Approved By  
Mr. Abdullah M. Al Qahtani  
Managing Director

Applicant's Signature Name and Thumb Mark