

Ref. No.: KMY/HRD/APNTMNT/ 22-23
Date- 06- August -2022

Mr. Shubham Sharma
Vill. Gharan , Po Bari,
Tehsil & Distt, Hamipur-177001
Mobile No: +91 8988350952
Email : sharmashubham64576@gmail.com

Sub.: Appointment Letter

Dear Mr. Sharma,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as "Room Attendant" in "Housekeeping Department" with the salary breakup as per annexure attached. This position is based at our unit **The Serenity Resort & Spa, Manali.**

The Management, however, reserves the right to change your designation and / or duties at its discretion. You will be governed by the following terms and conditions with effect from date of joining.

I. PROBATION

You will be on **probation** for the period of **six months** from the date of joining. The date of joining of your employment is **14th July 2022.**

Your probationary services shall automatically come to an end on the expiring thereof. The period of probation can, however be extended for a period to be decided by the management at its sole discretion.

During the probation period services can be terminated by the Management without any notice and without assigning any reasons thereof. The notice period for resignation will be **15 (Fifteen)** days from either side.

You are requested to report to the HR department on the completion of the probation period to collect your appraisal form.

II CONFIRMATION

Performance and attitude towards work shall be important criteria for consideration while confirming your service. After successful completion of your probation, you will be confirmed in writing.





OFFER LETTER_PHP DEVELOPER TRAINEE_18.08.2022

2 messages

<hr@expinator.com>
To: vishalsujanpur7@gmail.com

Thu, Aug 18, 2022 at 5:40 PM

Dear Vishal Rana,

Congratulations and Welcome to **EXPINATOR WEB TECHNOLOGY**. We are delighted to confirm your appointment with effect from **19th August 2022**. in the following:

Position: **Php Developer Trainee**

Location

Your location of joining is Expinator Web Technology, E-193, TDS Tower Mohali-8b.

Probation and Confirmation

You will be on probation for a period of three months from the date of joining. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to you submitting the documents required by the Company, details of which are following:

- 1) Educational Documents (10th, +2, Graduation, Any Diploma, Masters)
- 2) Any Training Certificate
- 3) 2 Photographs
- 4) 2 Identity Proof (Aadhar Card & Pan Card)
- 5) Training Certificate

Salary :- Salary will be provided to you as per our discussion, On the same date that has been discussed with you.

Notice Period

During the 3 months of probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one week notice or salary thereof. On confirmation, you will be required to give one and half month notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the one months notice period. Similarly, the Company can terminate your services by giving one months notice or salary thereof. If you leave the company (as discussed in point 12 in the Company Policy) within the Service Period, you will be entitled to reimburse and compensate the Company for the amount decided in the Company policy.

Background Checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the Information Sheet for the information that you are required to submit in this regard. The Company, at its discretion may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you. including, but not limited to termination of your employment. This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Punjab, India. As a token of your acceptance of this offer, please bring duly signed duplicate copies of the letter and all the other required documents, on the date of joining.

We welcome you to the Expinator Web Technology family and wish you a rewarding over the years to come.

Yours sincerely,
Expinator Web Technology.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 2022

Sign. _____



Date: 20th July 2022

Ms. Sonam
H.No. - ½, Jispa,
Lahaul & Spiti, HP - 175132

Sub: Offer letter for the position of "GSA "

This has reference to your Resume and subsequent interview you had with us.

We are glad to offer you the above-mentioned position in our organization on the terms and conditions discussed and agreed at the time of interview / discussions.

Detailed appointment letter along with the complete break up of your salary and benefits will be issued to you after the joining formalities, submission of all documents.

You will be based at **Shimla**. You are required to join on or before **1st Aug 2022**, beyond which this offer stands cancelled unless otherwise either party communicates mutually.

Please bring the copies of below mentioned documents:

- I. 3 passport size photographs along with Joining form to be filled
- II. All Educational Certificates & Mark sheets.
- III. Birth Certificate / School Leaving Certificate showing date of birth.
- IV. Employment Certificates of your previous jobs.
- V. Relieving letter/ Experience Certificate from your past employer if any.
- VI. Last drawn Salary Slip / Certificate showing monthly salary & Annual benefits from the present employer.
- VII. Bank Account details – HDFC.
- VIII. PAN Card copy and Aadhaar card copy.

Sonam



CORPORATE CARE

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(FACILITY MANAGEMENT SOLUTIONS)

Middle Market, Sector-II, New Shimla,
Shimla - 171 009, Himachal Pradesh
Telefax : 0177-2671837, 0 98160-66553
E-mail : corporatcareshimla@gmail.com
Website : www.corporatecare.in

Ref:-CC/ HPTDC-BC/2022-23

Dated:- 04-07-2022

To,

The Asstt. General Manager
Himachal Bhawan Chandigarh

Subject: Deployment of Manpower on outsource basis at Himachal Bhawan Chandigarh.

Respected Sir,

This refers to the above subject and your letter no. Admn/2-143/2010-tdc-4572-4573 dated 04.07.2022 regarding providing manpower on outsource basis as detail given in the letter. In the continuation of the same we are pleased to inform your good self that we are deploying the required manpower as details given below:-

Sr. No	Name & Address of Candidate	Post
1	Mr. Mohan Singh, S/o Sh. Duni Chand, Vill. Barwas, P.O. Kamrau, Tehsil Paonta Sahib Distt. Sirmour, H.P	Driver
2	Mr. Sumit Kumar, S/o Sh. Rishi Raj, P.O. Kodga, Tehsil Kamrau, Distt. Sirmour H.P	Utility Worker
3	Mr. Jugal Kishore, S/o Sh. Desh Raj #4 Himachal Bhawan Sector-28 B Chandigarh 160019	Utility Worker
4	Mr. Gurmeet Bedi, S/o Sh. Raj Kumar, Vill. Ghumarwin, P.O. Lagmanwin, Bhoranj Distt. Hamirpur H.P	Utility Worker

This candidate/manpower shall join their duties on 05-07-2022 . Thus we kindly request your good self do the needful.

Thanking you and assuring you of our best services always.

Warm Regards

For Corporate Care



Authorized Signatory

- Facility Management Services
- Outsourced Staff Providers
- Mechanized Housekeeping Services
- Office Support Services
- Hospitals Support Services



Shweta Kumari 6/9/2022

to me, Ratna, deepak.du... ▾



Dear Mr. Sahil,

Namaskar!!

Greetings from **“The LaLiT Golf and Spa Resort”**, Goa!!

In continuation to the telephonic discussion we had, we are pleased to offer you the position of **“Guest Service Associate” In “The F&B Service Department”** at **“The LaLiT Golf and Spa Resort”**, Goa.

As agreed and informed by you, you will be joining the company latest by **13/06/2022**. A detailed appointment letter will be provided upon your joining.

Please acknowledge the same by end of the day to facilitate further joining formalities.

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The following are the documents to be submitted on your date of joining.

1. Employment form should be duly filled at the time of your joining
2. All education certificates
3. All employment certificates
4. Passport size photographs – 6 nos.
5. Photocopy of pan Card, Aadhar Card (Mandatory)
6. Bank Account passbook/Cancelled Cheque.
7. ID proof copy (Passport, driving license, EPIC copy)
8. Address proof (Passport, Ration card, EPIC copy)
9. Police verification from your respective jurisdiction police station(Mandatory)
10. Covid-19 Negative Test report(Mandatory)
11. your CTC per annum will be **Rs. 1,72,800/-**

In order to facilitate your joining

Dated: 29/09/2022

Ms. Akriti Sharma,

D/O Vijay Kumar Sharma, Village Swahal P.O Mohin Tehsil Hamirpur
Distt Hamirpur , Swahal (46/23), , Himachal Pradesh,177001

Dear Ms. Akriti Sharma,

On behalf of Nature Vilas Manali, we are pleased to appoint you as **Guest Relation Executive** at Naturevilas Sarovar Portico Manali w.e.f. 29/09/2022 on the following terms and conditions:

1. You will be paid a gross salary of **Rs. 13000** /- per month. The breakup of the salary is as follows: -

Basic	7800
HRA	5200
Total Gross Salary per Month	13000

Rupees Thirteen thousand only

2. You will initially be on probation for a period of six months from the date of your appointment. The management, however, reserves the right to terminate your services without assigning any reason whatsoever during the probationary period. In case you wish to leave services of your own, during your probationary period or on its completion, the clause of serving notice of one month or salary in lieu will apply. However, during the probationary period, the management may terminate your services by giving a day's notice. After expiry of your probationary period, based on your performance, your services will be confirmed in writing at the sole discretion of the management. Your probationary period may be extended for another three months if your performance is found to be not satisfactory or there is any act of insubordination, indiscipline or any misconduct done by you. After the completion of extension of probationary period your performance and conduct shall be reviewed again and if the same is found to be not satisfactory again, you may be relieved from the services with immediate effect.
3. On confirmation, in case your services are terminated, you will be served with one-month notice or given one month's salary in lieu of notice. A similar notice or pay in lieu of notice will have to be given by you in case you wish to leave the services of the company.
4. You will be entitled to all statutory and other benefits in accordance with the provisions of law and the Rules and regulations of the company applicable to employees of your cadre from time to time.

Cont. on Page 02

You will be required to perform duties as per the job description laid down by the management. Further the management reserves the right to change your designation or duty at its sole discretion. You shall also be required to carry out all other duties and responsibilities which are incidental to and connected with your primary duties to the satisfaction of your superiors.

5. Your services will be liable to be transferred anywhere in India or abroad to any of the Company's Operations belonging to Sarovar Hotels and Resorts Pvt. Ltd. or any other corporate body belonging to the same group of companies whether in existence or not at the time of your appointment. Upon transfer you will be under the administrative control of the organization to which you are transferred and the service conditions at that organization will be applicable to you.
6. *During your employment with the company, you shall devote yourself exclusively to the business and affairs of the company and shall not engage in any other employment, trade, part-time job or private work without prior written permission.*
7. You will be responsible for proper care, use and return of the company's property which might be entrusted to you from time to time. You shall also be required to account for the same and compensate to the extent of financial loss suffered by the company.
8. You shall maintain absolute secrecy with regards to the company's business operations during the course of your employment in the company and thereafter.
9. The company attaches considerable importance to high level of physical fitness, personal grooming and appearance. You will also be required to undergo medical examination from time to time as and when directed by the management.
10. Your employment will be subject to verification of your credentials, certificates and proof of age. This offer is made to you on the understanding that the facts furnished regarding your age, qualifications, experience etc are true and correct, in case it is found in future that you had given wrong information or you had tried to hide certain facts from the company your services will be liable for immediate termination.
11. You will retire from the services of the company on attaining the age of 58 years.
12. This offer of appointment will be subject to your being found medically fit by the medical officer of the company. The company retains the right to send you for Medical Tests at any time to ensure your medical fitness. Should the medical tests prove that you are medically unfit to continue your duties, then the company's decision to terminate your services is final.
13. *In the event of your absence for a continuous period of 8 days (including absence for the period for which the leave though applied for but was not granted) it will be assumed that you are no longer interested in working for the company and have abandoned the services on your own accord. You will not be entitled for any statutory compensation for abandoning the services of the company in this manner*

Cont. on Page 03.....

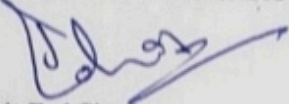
14. As an employee you will be subject to all company's rules and regulations in force from time to time and in accordance with the statutory provisions related thereof to employees in your cadre.
15. If in the opinion of the management you are negligent or inefficient in the performance of your duties or found unreliable or of un sober habits or immoral in conduct or should you wilfully disobey orders or be guilty of any misconduct, as mentioned in the service conditions and the instructions contained in the House rules, then the management after giving an opportunity to explain and clear yourself may terminate your employment without any notice or payment or compensation in lieu of notice.
16. If within six months of the issuance of uniform you leave the services, the cost of the uniform shall be deducted from you.
17. Your acceptance of the above mentioned terms and conditions may be indicated by signing the duplicate copy of this letter retaining the original for yourself.

We welcome you to the organization and look forward to a long and fruitful association with us.

We hope you will at all times work in the best interests of the company and make effective contribution for the growth of the organization and for your own career advancement.

Yours Sincerely

For NATUREVILAS SAROVAR PORTICO MANALI



Rohit Raj Singh
General Manager

I agree to and accept the terms & conditions set out in this letter of appointment and I have also gone through and understood the service rules explained to me in Hindi or in the language of my understanding.

Thanking you,

Signature of employee

Date: _____

Place: _____



Panipat

Opp. Sector-25, Huda Part-II, By Pass Road, Panipat-132103, Haryana, India

Tel: +91-180-2670200

E-mail : info@dayshotelpanipat.com, www.dayshotelpanipat.com

(A Unit of Harmilap Hotels (Pvt.) Ltd.)

Letter of Intent

Dated: 20 /July / 2022

Dear Mr. Saurabh Sharma

Further to your application and subsequent interview you had with us, we are pleased to offer you in Front office Department as a Front office Assistant at Days Hotel, Panipat failing which this offer will stand automatically cancelled, detailed break up as agreed will be given you after your joining. With the mutually agreed remuneration package (CTC)

Your monthly salary is 13,000/ + Food & Accomandtion.

You are required to report on duty 23rd July 2022 at Days Hotel Panipat. You are requested to bring following documents during time of joining:

Medical Fitness Certificate

Four passport size recent photographs

Education Certificate

Permanent Adress Proof

Photo Identity proof (Passport / PAN card and Aadhar card is mandatory)

We look forward to welcoming you at Days Hotel - Panipat.

Thanks & Regards

Sajid Khan
For DAYS HOTEL
Authorised Signatory
20/07/22

H. R Manager (Human Resources)



27th May 2022

Mr. Sahil Dhiman
F&B Service Department
Steward
Best Western Plus Revanta.

Sub: Increment Letter

Dear Mr. Sahil,

In appreciation of your performance and contribution made to the organization, the management is pleased to revise your net salary from Rs. 8,000/- to Rs. 10,000/- (Rupees Ten Thousand) with effect from 1st May 2022.

We are confident that you will continue to perform well in future also and contribute to the overall growth and development of the Organization.

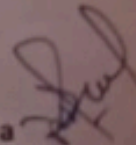
Please sign on the duplicate copy of this letter in token of having received this communication.

We wish you a very best bright future ahead.

With Regards,

For, Best Western Plus Revanta.
(A Unit of The Revanta Resorts & Spa)


Rohit Raj Singh
General Manager


Neha
Human Resource Executive

C.C – Personal File

Best Western Plus Revanta

Strawberry Hills, Satobri, Near Dal Lake, McLeod Ganj, Upper Dharamshala
Distt. Kangra, Himachal Pradesh. India - 176219
P: +91 1892 295101 F: +91 1892 295102 E: reservations@bwplusrevanta.com
Reservations: 000-800-440-2474 bestwesternindia.com

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Date: November 10 2022
Ref no. HR/2022/11/4194

To,
Ms. Ravita Kumari
D/O Ramveer Singh
Village Lagwan Post Office Lambloo Tehsil Hamirpur Langwan Julahian (45/17) Lambloo Hamirpur Himachal Pradesh- 177029

LETTER OF INTENT

Congratulations on your selection to the post of **Intern/Trainee**.

Based on the assessment process & discussions you had with us, we are pleased to inform you that you have been selected for Internship for the position of Trainee. This letter seeks to notify you about this selection and set out the terms of reference.

As discussed during the interview, your scheduled date of joining will be **November 10 2022**.

You will need to abide by the terms and conditions mentioned for full time employment.

Joining

You are required to successfully clear background checks, age barrier of eighteen years, confirmation and authentication of your educational certificates from the schools, universities or institutions concerned and from relevant organizations.

Training Period

You will be required to undergo a 3-month on the job Training.

Stipend and Benefits During Training

- During the Training period you will be paid a stipend of INR 13000/- per month.
- One-time meal will be provided to you by the company

Full time employment

The full-time employment will commence on successful completion of the three months training period with Coronis IT Systems Pvt. Ltd.

Accepted and Received

Name:

Signature:

Coronis IT Systems Pvt. Ltd. - C 203, fifth floor, Phase 8 - B, Industrial Area – Mohali
CIN:U72900PB2013PTC037254

MARRIOTT INTERNATIONAL, Selection

2 messages

<careers@marriottthire.com>

To: adityakumar11614054@gmail.com

Fri, Jan 13, 2023 at 9:52 PM



Dear Aditya,

Greeting from Marriott Hotel!

After Evaluation of your resume, we found you qualified to work with our team. There is short video interview for expatriate employees. All expatriate employees are expected to go through 30 days compulsory training/orientation program in their area of employment upon resumption. The 30 days compulsory training/orientation program will be carried out by professionals in related discipline. On the above subject matter.

The management of **Marriott Hotel International** hereby congratulates you on your successful emergence.

You have been employed # **GUEST RELATION ASSOCIATE** #

We will be offering you an annual gross salary of **\$31,900 (USD)** and **\$4,100 (USD)** incentive (Reimbursement + Remittance). You will also have benefits as per company policy.

You will be expected to go through 30 days compulsory training/orientation program upon your resumption.

Your job location is **AUSTRALIA**.

PAID LEAVE PERIOD:-

All employees are entitled to 35 days paid leave which can be taken once at a time in a year and weekly off in a week .

EXPENSES:-

Company shall provide Visa and Air Ticket to all employees.

FEEDING & ACCOMMODATION:-

Newly recruited staff of hotel is expected to reside at the company's staff estate.

Also, employees shall be expected to ate at the staff canteen free of charge, as there are dietary options for vegetarians and non-vegetarians.

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.

SAFETY & SECURITY:-

Safety and Security (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, all workers are entitled to security men at their Residential Quarters

All operations on Job Location are designed to adhere strictly to the Health Safety and Environment (HSE) Policy.

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 company's laundry and dry cleaning unit.

CONTRACT DURATION:-

Your contract is expected to last for a period of 24 Months which is renewable only on satisfactory performance by employee.

After documents verification, to submit a contract agreement in embassy you have to pay a sum of Rs.100 (INR) for purchase stamp paper from your money in India, which is non-refundable.

List of documents:

1. Passport copy (having min. 6 months validity)
2. Photo passport size 1
3. Experience proofs.
4. Last 3 months bank statement of salary account.
5. Salary slip (if available)
6. Education proof (Board & institutional all mark sheets or certificate)

Please note that you have to email documents for verification and attestation from MEA and embassy, it may takes 1-3 days to complete the process of verification. After verification of documents we apply for visa formalities.

We would like to have your response by 15-January-2023 In the meantime, please feel free to contact us via WhatsApp or email.

We are all looking forward to having you on our team.



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TRAINEE AND INTERNSHIP PROGRAM – F&B – PLACEMENT INFO

Company:	The Galt House Hotel
Placement Location:	140 North Fourth St. Louisville, KY 40202
Company Description:	<p>The Galt House Hotel is a name long associated with gracious hospitality and Southern style. In the early 1800s, the original Galt House was a residence owned by Dr. W.C. Galt. In 1835, a 60-room hotel was opened as the Galt House and was located across the street from the residence at the northeast corner of First and Main. Some notable visitors include Stephen Douglas, Edwin Booth, Charles Dickens, P.T. Barnum, Tom Thumb, and presidents Lincoln, Grant, Taylor, Hayes and Buchanan. In 1864, generals Grant and Sherman planned their military strategies at the Galt House. This strategy led to the capture of Atlanta. In 1865, the hotel was destroyed by fire, but within weeks, noted architect R. Whitestone began plans and construction a block away from the original site, at First and Main. The project cost \$1.5 million, an extraordinary sum considering the country was still recovering from the Civil War. The new Galt, which opened in 1869, featured eight steel beams weighing 118,000 pounds that supported its second floor Grand Ballroom. The guest list of the new Galt featured such notables as Sarah Bernhardt, the Grand Duke Alexis of Russia, President Theodore Roosevelt, Diamond Jim Brady, President Chester A. Arthur, Lillian Russell, President Millard Fillmore and President William Howard Taft.</p>

By the end of World War I, the Galt House was considered past its heyday. After being in continuous operation from 1835, through the fire, until 1919, it was razed in 1921. After 50 years, the fourth edition of the Galt House came into being. On November 5, 1971, the deal was closed to build a new Galt, House Hotel led by Al J. Schneider. The new Galt House RIVUE Tower opened in 1973, the SUITE Tower in 1985. The Suite Tower has one of the largest Geo Thermal heating and air conditioning systems in the world.

Upon Mr. Schneider's passing, a new board, and a new company president, daughter Mary Moseley brought a new vision to the future of the Al J Schneider Company, which is the parent company of the Galt House Hotel. The company as well owns the Crowne Plaza Louisville Airport Hotel which is a 588 room hotel. The decision to make the over \$100 million investment in the both hotels properties reflects the board's commitment to the city of Louisville and to the company. The combination of both renovated hotels offers the city the ability to

25350 MAGIC MOUNTAIN PARKWAY SUITE 300 | VALENCIA, CA 91355
TEL: (661) 299-4714 | FAX: (818) 276-1916
E-MAIL: INTERNTAINEE@WWCEUSA.COM | WEB: WWW.WWCEUSA.COM

land major conventions with the capacity of over 1,878 hotel rooms within the Galt House Hotel and Crowne Plaza Louisville, plus over 183,000 sq. ft of meeting space and each hotel is connected or across the street from additional meeting and exhibition space. Both hotels are primarily convention hotels.

Website: www.galthouse.com

Arrival Date: **Your arrival date is generally the same as your DS start date; however, please check with your agency for your specific arrival date.** You must arrive on the specified date. Your housing reservation and/or hotel accommodation has been made for this date. You will not have accommodations if you arrive early. Your arrival process includes a bank appointment and a Social Security Office appointment, as well as a meeting with your employer; you may lose your placement if the arrival procedure is not followed. You can expect to begin paid training 1 to 1 ½ weeks following your arrival date.

Please ensure you have enough US currency to pay for your housing, food, transportation and any other living expenses while you are waiting to start working. **You are not expected to start work on your arrival date.** Your WWCE orientation and your employer orientation will be set up within the first week of arrival, and you will be starting to work within a week after your orientation and/or drug testing is done if required.

Start Date: per DS7002, 12-month program

End Date: per DS7002, 12-month program

Placement Requirements: The participants are expected to bathe every day and wear deodorant. No excessive make up or jewelry is allowed. Tattoos must be covered at all times and facial piercing jewelry must be removed while working. Hair must be clean and tied back. Men must be clean-shaved. Must be able to stand, sit and walk for long periods of time. Reach overhead and below the knees including bending, twisting, pulling and stooping. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance.

Uniform: The participant is provided with a uniform which must be purchase at no cost. The participant must bring or purchase black shoes with no decals or logos and non-slip soles.

Skills: English speaking Intermediate/Advanced level. An outgoing and friendly personality is a must. Must be able to work quickly and proficiently.

Stipend: \$2.75 per hour + tips - \$14.00 per hour

Training Hours: The participant will have at least 1 day off each week and will have a flexible schedule that may change each week based on the employer's needs. The participant is expected to train weekends and holidays, since this is the busiest

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time for the host employer. The participant will have a minimum of 32 hours per week and will be scheduled 3-6 days per week, 4-8 hours per day. Due to uncontrollable circumstances, weather conditions or other factors beyond the control of the Host Employer and/or the sponsor, some placements have uncertain start dates and hours of training and the participant may not receive the minimum 32 hours. The participant must be able to support all of his/her expenses in the U.S. until he/she gets his/her paycheck and through the entire duration of the program and in the event of reduced training hours and must have at least \$1000 with him/herself upon arrival in the U.S. as well as access to a credit card that can be used for uncontrollable circumstances.

- Meals:** One free meal is provided at the employee café per shift. Additional meals can be purchased.
- Drug Testing:** Participants may be required to undergo a physical examination and drug test upon arrival or during their program. Make sure to bring a doctor's note for any regular medication that could be revealed by the drug test. Participant will be dismissed from their program and/or placement if test reveals illegal substance use. Medical Marijuana cards and other such temporary documentation are not accepted by WWCE to override this requirement.

HOUSING

- Self-Housing:** The participant is given the opportunity to find and secure his/her own housing arrangements. **The participant must ensure that s/he has made the selection for Self-Housing or Program Housing on the Program Application.** All details of the self-housing should be given to World Wide Cultural Exchange no later than 3 weeks after your date of hire.

WWCE will make every attempt to verify the information provided; however, the participant must assume full responsibility for the selection of housing that s/he makes.

The participant should be cautious of housing scams. The participant should not finalize any housing until receiving WWCE approval, although this does not guarantee legitimacy of any housing.

Tips for avoiding rental scams:

Do

- Learn the basics of how rental listing scams work.
- Get the terms of your rental, including fees, rent, and maintenance in writing.
- Get a copy of the lease, signed by both you and the property owner/manager.

- Do a search on the owner, real estate management company, and listing. If you find the same ad listed under a different name, that's a clue it may be a scam.

Don't

- Don't wire money as a deposit or payment of first and last month's rent. Wiring money is the same as giving cash; you can't get a refund, even if you find out the offer was a fraud.
- Don't give in to high-pressure sales tactics.
- Don't pay a security deposit, fee, or first month's rent before you've signed a lease.
- Don't rent a property that you are haven't seen in photos or in person.
- Don't give your personal information or Social Security number to a property owner, without verifying their identity.

The participant should e-mail the following information about the self-housing to interntrainee@wwceusa.com by the required date:

- Landlord Name/Housing Community Name
- Housing Address
- Landlord/Housing Contact Information
- Monthly Rental Amount
- Transportation Details To/From Work
- Transportation Costs

The websites below may help the participant consider some options. WWCE does not support any of the websites below, and they are provided for the participant's reference. Many apartment complexes will charge a deposit with the first month's rent. The leasing agent will be able to give the participant all the information of pricing. The participant will also have to secure his/her own furniture rental for the time s/he will be leasing the apartment, as well as pay for utilities such as gas, electricity, water, trash and sewer, as well as other utilities as provided by the apartment community.

www.apartments.com / www.craigslist.org/ www.roommates.com /
www.okroommate.com/usa / www.proroommate.com/usa /
www.apartmentsusa.com

To rent furniture, search the following websites:

www.rentacenter.com / www.cort.com / www.brookfurniture.com

If the participant is not able to secure self-housing by this date, the participant has the option to request Program Housing OR cancel the program based on the cancelation rules in the application. If the participant selects the Program Housing, the \$165 Non-Refundable Housing Registration and Placement fee will then be due 60 days prior to the arrival.

IF THE PARTICIPANT DECIDES TO USE THE PROGRAM HOUSING, S/HE MUST READ THROUGH THE HOUSING SECTION BELOW VERY CAREFULLY BEFORE MAKING A SELECTION. THE PARTICIPANT MUST MAKE SURE THAT S/HE CLEARLY UNDERSTANDS THE DETAILS LISTED BELOW. THE PARTICIPANT MAY EMAIL US AT INTERNTRAINEE@WWCEUSA.COM WITH ALL QUESTIONS S/HE MAY HAVE PRIOR TO MAKING A SELECTION SO THAT THE WWCE TEAM MAY ASSIST WITH THOSE QUESTIONS, NOT YOUR HOME COUNTRY AGENCY.

Sponsor Referred Housing:

WWCE has located and will pre-arrange housing for the participant for the entire duration of the program. The participant selecting this option is required to pay \$165 Non-Refundable Housing Registration and Placement Fee by no later than 60 days prior to arrival. Additional fees include first month rate, pro-rated rent and a \$500 deposit paid to the housing landlord,

The apartments are located at the Weissinger- Galubert Apartments located at 707 S 3rd St Louisville, KY.

The monthly rental cost per participant will range between \$495-\$545 plus a \$50 utility fee per participant depending on whether the participant is placed in a 1-3 bedroom unit (\$545 plus utility fee) or the 10th floor dorm (\$495 plus utility fee)

Each participant will sign an apartment contract (lease) that will bind the participant to the apartment they are signing for with the landlord. The participant will be responsible for all rent due to the apartment and any damage fees due upon move-out of the apartment.

The apartment common areas and bedrooms will be shared by participants in the program based on the apartment community occupancy limits. Participants may share an apartment with the opposite sex and/or a different culture. Roommate requests are due seven days after you receive your welcome letter. Once seven days have passed, roommates will be chosen, and you will not be able to switch upon arrival. Linens such as bed sheets, pillows and
The participant is required to pay for the housing through the end date of the housing contract. **Unauthorized early departures from housing are not permitted.** If a participant needs to leave the program for any reason before completion, that participant is still responsible for paying for the housing through the end of the housing move-out date outlined above since a lease agreement needs to be signed covering the entire duration of the program.

NON-PAYMENT OF THE HOUSING OBLIGATIONS IN A TIMELY MANNER DURING THE PROGRAM IS A DIRECT VIOLATION OF PROGRAM RULES AND WILL RESULT IN IMMEDIATE PROGRAM TERMINATION.

25350 MAGIC MOUNTAIN PARKWAY SUITE 300 | VALENCIA, CA 91355
TEL: (661) 299-4714 | FAX: (818) 276-1916
E-MAIL: INTERNTRAINEE@WWCEUSA.COM | WEB: WWW.WWCEUSA.COM

IN AN EFFORT TO ENSURE ALL PARTICIPANTS HAVE PRE-ARRANGED HOUSING, FAILURE TO PAY THE REQUIRED FEE BY THE SPECIFIED TIME MAY RESULT IN PROGRAM CANCELLATION IN ACCORDANCE WITH THE WWCE CANCELLATION POLICY

LOCATION

Area Information: The nearest major city is Louisville (about 9 miles away). Please fly into Louisville International Airport (SDF). Clear arrival instructions will be given to you in your arrival guide.

Area Description: This area is considered a major city and offers a lot of entertainment and cultural experiences. Louisville!! In the heart of it all! Located along the Ohio River on the Kentucky-Indiana border. It's unique location and geography has made Louisville a cosmopolitan hub of transportation, commerce, and cultural exchange for centuries. Downtown is the place to play in Louisville. As the business and cultural center of the region, downtown Louisville is teeming with energy day and night.

You can really do it all in downtown Louisville. Start off your day relaxing at a spa before heading out to explore downtown art galleries and boutiques. You can spend a whole afternoon immersed in downtown Louisville's cultural destination like The Kentucky Center for the Performing Arts and the KentuckyShow!, The Kentucky Museum of Art and Craft, or The Muhammad Ali Center. Whether you're feeling downhome or upscale, catch dinner out on the town. Downtown Louisville restaurants range from Barbecue to Fine Dining and everything in between to satisfy your appetite and start off the evening on the right food.

Websites: You are required to go online and get familiar with the area you are going to, including transportation availability and things to do while you are in the USA. While performing your research, please make sure you choose an area that you feel comfortable with. This website will give you more information on the area where you will be living and training. <http://www.gotolouisville.com/index.aspx>

Average Temperature: Average yearly High temperature is 89°F (31°C) in the summer months and the Average yearly Low temperature is 30°F (-1°C) in the winter months. You can check the weather website for the daily weather info <http://www.weather.com/weather/today/Louisville+KY+USKY1096>

Safety Tips: General Safety Tips for the United States

- Become familiar with the area around your housing, to and from work, and shopping areas.

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- Ask US residents (your friends, co-workers, employer, landlord, etc.) about areas you should avoid, especially at night.
- Make sure you know the numbers to call in case of an emergency “911” is the general emergency number in the US, and your particular region may have numbers to call for non-emergencies.
- Locate the police station that serves your neighborhood.
- Identify the hospital emergency room nearest to your home and know what to do in case of an accident.
- When using public transportation and when you are in the city remain aware of yourself and your belongings to avoid being the “target” of a pickpocket. Do not leave any of your bags unattended or display any objects of value.
- Try to travel in pairs.
- Know your address and telephone number along with the Emergency Line number- (888) 992-3872.
- Do NOT carry your passport or social security card with you.
- Keep large amounts of cash in a bank account. Try to only carry small amounts with you (\$20-\$40).
- If you are riding a bicycle, ALWAYS wear a helmet, light colored clothing, and cross ONLY at cross walks. Reflective lights are required at nights.
- Keep a prepaid cell phone with you while traveling if possible.
- Remember that the legal drinking age in the US is 21. You cannot consume alcohol if you are less than 21 years old. If you are over 21, it is illegal to sell to or purchase alcohol for someone younger than 21 years of age. For tobacco, the legal age is 18, and the same rules apply.
- WWCE does not accept medical marijuana cards or any other temporary documentation that permits illegal substance abuse.
- Please refer to this website for further detailed safety precautions www.travel.state.gov/travel/tips/safety/safety_1747.html

PLACEMENT DESCRIPTION

This description is general, and a full detail of program rotations and duties will be outlined in the participants individual training plan (DS 7002).

Position Title: F&B/Banquet Intern/Trainee

Summary: Greet and serve guests in a gracious and professional manner. Serve food and beverages to guests in accordance with established standards of service, presentation and sanitization and set up, refresh and breakdown function areas.

Responsibilities include:

- Consistently perform to service standards and interact with guests and staff in a professional and gracious manner
- Compile all supplies and equipment needed for each function, ensure that all are clean and in good repair and report any problems to management
- Complete assigned duties with respect to set-up, servicing, breakdown and cleaning of function rooms and area. This includes moving tables, setting table linens, service ware and condiments and clearing same, moving chairs, folding napkins and more
- Serve food and beverages as directed and per established service techniques and promptly remove dirty dishes as guests complete each course. Pour and replenish beverages. Replenish buffet food items, service ware and napkins
- Explain menu, methods of preparation and answer any questions the guests may have
- Effectively use and recommend wines for food pairings to guest as needed
- Regularly check on guests throughout the meal, anticipate guest needs and promptly act to resolve any problems or guest complaints and operational problems, even those that have been resolved
- Carry large and small trays containing food, beverages, coffee pots and service ware through crowded areas
- Adhere to safety, security and sanitization, handling of alcoholic beverages and adhere to established procedures for discontinuing serve to and handling intoxicated guests
- Coordinate service during function and participate in serving food and beverages to guests, replenishing buffet lines and replenishing beverages
- Attend departmental meetings

Other:

- Regular attendance in conformance with the standards established is essential to the successful performance of this position. Participants with irregular attendance will be subject to disciplinary action up to and including termination of program
- Due to the cyclical nature of the hospitality industry, participants may be required to train in varying schedules in response to the business needs
- All participants are required to full comply with the rules and regulations of the Employer and J1 Program. Participants who violate these rules and regulations will be subject to disciplinary action up to and including termination of program

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- Participants will be required to perform additional supportive duties including but not limited to: cleaning, communication with kitchen team, stocking service areas, and performing other duties such as assisting with food service in all F&B outlets
- Must have ability to lift 50 lbs.

I have read and fully understood all of the above.

Full name: SAHIL SHARMA

Signature: Sahil

Date (MM/DD/Y): 01/05/2023



Color Stays

Reg. Office: Village Dhungri P/O Manali Distt.

Kullu (H.P.)175131

Email: Contact@colorstays.in

Dear Ashish Dhiman,

With great pleasure, I extend the following employment offer to you.

Position: Front Office Executive,

Start date: 28th Nov 2022

Salary: 11000/-

This employment offer is contingent upon the successful completion of [background checks, drug screening, reference checks, etc.]. Kindly note that this offer letter is not a contract of employment.

Sincerely,

For Color Stays

Prop.

Swati Sharma

Operational Manager

Candidate Name: Ashish Dhiman

Dated: Nov 29th 2022