**2.  Job  7tle**

Company.  The  normal  working  hours  are  from  [Start  Time]  to  [End  Time]  and  you  are

work   for   such   hours   as   necessary   for   the   proper   discharge   of   your   duCes   to   the

The  normal  working  days  are  [Start  Day]  through  [End  Day].  You  will  be  required  to

**5.  Hours  of  Work**

of  business  which  the  Company  has,  or  may  later  acquire.

You  will  be  posted  at  [City,  State].  You  may  however  be  required  to  work  at  any  place

**4.  Place  of  pos7ng**

Your  salary  and  other  beneﬁts  will  be  as  set  out  in  Schedule  1,  hereto.

**3.  Salary**

DesignaCon].

Your  job  Ctle  will  be  [DesignaCon],  and      you  will  report  to  [Mr.]  [Name],  [Supervisor

Your  employment  will  be  eﬀecCve,  as  of  [StarCng  Date,  Month,  Year]

**1.  Commencement  of  employment**

‘Company’)  on  the  following  terms  and  condiCons:

We  are  pleased  to  oﬀer  you,  the  posiCon  of  [DesignaCon]  with  [Company  name]  (the

Dear  [Mr.]  [Candidate  Name],

**Subject:  Appointment  for  post  of  [Designa7on]**

[City],  [State]  [Pincode]

[Address  Line  2]

[Address  Line  1]

[Candidate  Name]

[Date,  Month,  Year]

person/client  with  whom  you  may  be  having  oﬃcial  dealings.

which

may

be

entrusted   to   you   for   oﬃcial   use   during   the   course   of   your   employment   and   shall

return   all   such   property   to   the   Company   prior   to   relinquishment   of   your   charge,

failing  which  the  cost  of  the  same  will  be  recovered  from  you  by  the  Company.

**9.  Borrowing/accep7ng  giRs**

You   will   not   borrow   or   accept   any   money,   giZ,   reward   or   compensaCon   for   your

personal   gains   from   or   otherwise   place   yourself   under   pecuniary   obligaCon   to   any

property,

**10.  Termina7on**

10.1  Your  appointment  can  be  terminated  by  the  Company,  without  any  reason,  by

giving   you   not   less   than   [NoCce]   months’   prior   noCce   in   wriCng   or   salary   in   lieu

thereof.  For  the  purpose  of  this  clause,  salary  shall  mean  basic  salary.

10.2  You  may  terminate  your  employment  with  the  Company,  without  any  cause,  by

giving   no   less   than   [Employee   NoCce]   months’   prior   noCce   or   salary   for   unsaved

period,  leZ  aZer  adjustment  of  pending  leaves,  as  on  date.

10.3   The   Company   reserves   the   right   to   terminate   your   employment   summarily

without   any   noCce   period   or   terminaCon   payment,   if   it   has   reasonable   ground   to

to  Cme.  Your  speciﬁc  duCes  are  set  out  in  Schedule  II  hereto.

expected  to  work  not  less  than  [Number  of  Hours]  hours  each  week,  and  if  necessary

for  addiConal  hours  depending  on  your  responsibiliCes.

**6.  Leave/Holidays**

6.1  You  are  enCtled  to  casual  leave  of  [Casual  Leave]  days.

6.2  You  are  enCtled  to  [Sick  Leave]  working  days  of  paid  sick  leave.

6.3  The  Company  shall  noCfy  a  list  of  declared  holidays  in  the  beginning  of  each  year.

**7.  Nature  of  du7es**

You  will  perform  to  the  best  of  your  ability  all  the  duCes  as  are  inherent  in  your  post

and  such  addiConal  duCes  as  the  company  may  call  upon  you  to  perform,  from  Cme

**8.  Company  property**

You

will

always

maintain

in

good

condiCon

Company

11.2   You   must   always   maintain   the   highest   degree   of   conﬁdenCality   and   keep   as

informaCon   relaCng   to   the   organizaCon,   its   customer   lists,   employment   policies,

learnt  by  you  in  the  course  of  your  employment.  This  includes,  but  is  not  limited  to,

that  of  its  customers  which  is  not  available  to  the  general  public  and  which  may  be

‘ConﬁdenCal   InformaCon’   means   informaCon   about   the   Company’s   business   and

authorized  manner  in  the  interest  of  the  Company.  For  the  purposes  of  this  clause

means   and   you   will   use   such   records,   documents   and   informaCon   only   in   a   duly

the  business  of  the  Company  which  may  be  known  to  you  or  conﬁded  in  you  by  any

conﬁdenCal   the   records,   documents   and   other   ConﬁdenCal   InformaCon   relaCng   to

personnel,

the  Company.

part  Cme  or  pursue  any  course  of  study  whatsoever,  without  the  prior  permission  of

employed  or  engaged  in  any  other  business  or  acCviCes  or  any  other  post  or  work

concerned,

with,

connected

be

with,

including

Company.

expiraCon   or   terminaCon   of   this   Agreement   and/or   your   employment   with   the

11.4  Your  duty  to  safeguard  and  not  disclose  ConﬁdenCal  InformaCon  will  survive  the

without  permission.

11.3   At   no   Cme,   will   you   remove   any   ConﬁdenCal   InformaCon   from   the   oﬃce

InformaCon.

and  all  papers,  resumes,  records  and  other  documents  containing  such  ConﬁdenCal

ideas,   concepts,   projecCons,   technology,   manuals,   drawing,   designs,   speciﬁcaCons,

yourself

processes

products,

Company’s

the

about

informaCon

and

negligence,

including

the   Company   all   property;   documents   and   paper,   both   original   and   copies   thereof,

10.  4  On  the  terminaCon  of  your  employment  for  whatever  reason,  you  will  return  to

fundamental  breach  of  contract  or  caused  any  loss  to  the  Company.

any

commi^ed

have

or

any

or

misconduct

of

guilty

are

you

believe

le^ers,  notes,  data  and  the  like;  and  ConﬁdenCal  InformaCon,  in  your  possession  or

associate

or

engage

indirectly,

a^enCon  and  skill  to  the  best  of  your  ability  for  its  business.  You  shall  not,  directly  or

11.  1  During  your  employment  with  the  Company  you  will  devote  your  whole  Cme,

**11.  Conﬁden7al  Informa7on**

under  your  control  relaCng  to  your  employment  or  to  clients’  business  aﬀairs.

blueprints,

drawings,

lists,

records,

contracts,

literature,

samples,

**15.  Acceptance  of  our  oﬀer**

to

Cme

pertaining   to   ma^ers   like   leave   enCtlement,   maternity   leave,   employees’   beneﬁts,

working  hours,  transfer  policies,  etc.,  and  may  alter  the  same  from  Cme  to  Cme  at  its

sole  discreCon.  All  such  policy  decisions  of  the  Company  shall  be  binding  on  you  and

shall  override  this  Agreement  to  that  extent.

**14.  Governing  Law/Jurisdic7on**

Your  employment  with  the  Company  is  subject  to  Indian  laws.  All  disputes  shall  be

subject  to  the  jurisdicCon  of  [High  Court]  [State]  only.

Cme

Please   conﬁrm   your   acceptance   of   this   Contract   of   Employment   by   signing   and

returning  the  duplicate  copy.

We  welcome  you,  and  look  forward  to  receiving  your  acceptance  and  to  working  with

you.

Yours  Sincerely,

[Name  of  Supervisor]

[Supervisor  DesignaCon]

[Date]

Company

11.5   Breach   of   the   condiCons   of   this   clause   will   render   you   liable   to   summary

dismissal   under   clause     above   in   addiCon   to   any   other   remedy   the   Company   may

have  against  you  in  law.

**12.  No7ces**

NoCces  may  be  given  by  you  to  the  Company  at  its  registered  oﬃce  address.  NoCces

may  be  given  by  the  Company  to  you  at  the  address  inCmated  by  you  in  the  oﬃcial

records.

**13.  Applicability  of  Company  Policy**

The

shall

be

enCtled

to

make

policy

declaraCons

from

salary,

Stock Option

Car

Telephone

Note:

You

will

receive

and

all

other

beneﬁts

forming

part

of

your

remuneraCon  package  subject  to  ,  and  aZer,  deducCon  of  tax  at  source  in  accordance

with  applicable  law.

Medical allowance

**Schedule  I  -­‐  Compensa7on  Details**

**Salary  Structure**

Basic Salary

House rent allowance

Leave travel allowance

Additional Bene7its

Performance incentive

PF Contribution

ESI Contribution

**Schedule  II  -­‐  Employee  Du7es  &  Responsibili7es**

**Du7es:**

**Responsibili7es:**