**Terms of Employment for Employees**

**The Professional Consultancy Services is pleased to offer you employment on the following terms:**

1. You will carry out duties allotted to you time to time to the entire satisfaction of the Management.
2. You will abide by all the rules and regulations framed by the Company from time to time.
3. You will be liable to be transferred by the Company to any of the sections, departments, divisions, branch offices and to any offices.
4. You are required to maintain high degree of Integrity and honesty and thereby enjoy management confidence.
5. **Probation:** An employee will be under probation for six calendar months (unless otherwise decided by the company. At any time during this period either you or the company may terminate your service by giving 30 days notice period. If any employee is willing to terminate the job he/she will have to give 30 working days notice to the company or 30 days salary to the Company which ever is preferable for the Company.
6. **Designation:** You will be designated as Software Developer.
7. **Medical Fitness:** You shall maintain yourself in state of medical (physical & mental) fitness.
8. **Professional Ethics:** You are required to deal with the Company money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or dishonesty in dealing with Company’s material ,document or theft or misappropriation regardless of value involved ,your service would be terminated with immediate effect not withstanding any other terms & conditions mentioned in the appointment letter.
9. **Termination:** You can be called for any shift morning/evening/night as Company decision. If your service is terminated consequent on any disciplinary action, loss of confidence, no notice period will be required to terminate your appointments.
10. **Leave:** An employee will be entitled to take 18 days of leave for each completed financial year of service with additional schedule holidays as per company policy.
11. **Loss of Lien:** In case of your overstaying the sanctioned leave or any absence without permission for more than 8 (eight) calendar days you shall lose your service and the Company will be entitled strike off your name from its roll, without any reference to you.
12. **Disciplinary Action:** would ensure honest and disciplined conduct of your part in discharge of your duties any breach thereof, which in Management’s discretion is prejudicial to the interest of the Company, will render you liable for disciplinary action as per rules.
13. **Travel:** You may be required to travel on Company work, sometimes may be required to visit customers to demonstrate products and services of company. You will be reimbursed expenses as per Company Policy.
14. **Dress Code:** An employee should come to office with proper dress code so that sober looking with pleasant personality reflects within him/her.
15. **Remuneration Confidential:** Your individual remuneration is strictly between yourself and the company. It has been determined based on numerous factors such as your job, skills-specific background. This information and any changes made therein should be treated as personal and confidential. Your salary will be revised twice in a year based upon your performance.

Any and all of the terms and conditions of service may be modified or changed at the Company’s discretion.