* Will the employee be subject to probationary period

Yes

No

* How long will new emp probationary period last
* How many days of notice of termination will be given to the employee during the probation period?
* How many days of notice of resignation is required to be provided by the employee during the probation period
* Which day of the subsequent month will the salary be paid for the previous month
* Will the emp be entitled to one time signing bonus on joining the company
* What is the amount of joining bonus to be given to the employee(in INR)
* How many days/weeks/months after the joining date the signing bonus be paid
* Will an annual bonus be paid by the employer to the employee(in addition to regular monthly salary)
* Are there any other employee benefits or perks which are being offered to the employee beyond the salary/wages which we have already addressed (such as health insurance, housing allowance, or lease car etc.)?
* Can the employer make changes to the duties to be fulfilled by the employee?
* Where will the employee be required to work?

From office

The employee must work from various location v

* What are the normal business/working hours for the employee for the week?

Monday to Friday - 9 AM to 6 PM

* How many hours per week will the employee be required to work?

45

* If the employee ever works in addition to or outside of the employee's ordinary hours of work, will the employee be entitled to any additional payment for those additional hours (for example, will the employee be paid overtime)?
* How many public holidays will the employee be entitled to in an year?
* How many days of paid holidays can be taken in an year by the employee?
* Enter the time period post termination for which the employees should be restricted from sharing any confidential or private information of the company gained during employment.
* Will the employee also be required to execute a separate non-disclosure (i.e. confidentiality) agreement with the employer wherein he/she shall agree to not disclose the confidential information of the employer?
* is the employee permitted to talk about the company on social networking sites on the internet, such as on Twitter or Facebook?

Not provide information about the company on web-based portals and sites

• Yes, he can talk about the company

* Can the employee take memberships of professional organisations such as

ASSOCHAM, ICAI etc?

* Employee is permitted to take memberships only with consent of the employer
* Employee is permitted to take memberships without needing employer's consent
* Is there any intellectual property (such as a patent or any invention) that has been developed by the employee prior to his employment which is to be excluded from the scope of the agreement? Any such inventions/patents/intellectual property can be disclosed in an Annexure.

• Yes, the employee has developed some intellectual property which is to be excluded

• No, nothing is to be excluded.

* What is the notice period to be given by the employer for termination of employee or by the employee in case of resignation?
* Should there be a clause included in this agreement which restrains the employee from working with a competitor for a certain period of time after this employment agreement ends?
* Are there any restrictions regarding non-solicitation (for instance, not soliciting customers) to be imposed on the employee after termination of employment?
* Should this agreement specify that the employer may reimburse the employee for work related expenses (such as travel expenses, or entertainment expenses)?

Will the employer be entitled to make deductions from the salary paid (for instance, on account of loans given by employer)?