

**This Employment Contract (the "Contract") is effective from \_\_to  
\_\_\_\_\_(the "Effective Date") by and between:  
\_\_\_\_\_("Employee") and Techtrack**

**("Employer"). Employment.**

- Employer shall employ Employee as a \_\_\_\_\_ on a full-time basis under this Agreement. In this capacity, Employee shall have the following duties and undertake the following responsibilities:
- Employee shall perform such other duties as are customarily performed by other persons in similar positions, including other duties as may arise from time to time and as may be assigned.

**Terms:**

Employee's employment under this Agreement shall begin on Date: \_\_\_\_\_ **and be for an unspecified term on at "at will" basis.**

**Employer's Signature**  
CEO

**Employee Signature**



**DATE:** \_\_\_\_\_

**Contract validity:**

- This employment contract is effective for a duration of **six months** from the date of commencement

**Contract Renewal or Execution of a New Contract:**

- Employee is required to express consent for a new contract at least one month before the expiration of the current contract.

**Base Salary:**

As compensation for the services provided by Employee under this Agreement, Employer will pay Employee \_\_\_\_\_/- **per-month**. The amount will be paid to Employee.

**Expenses:**

Employee will NOT be reimbursed for out-of-pocket expenses.

**Work Location:**

**In TechTrack's Software House, 8 hours a day.**

**Confidentiality Obligations:**

Except as otherwise expressly permitted in this Agreement, Employee shall not disclose or use in any manner, directly or indirectly, any confidential and proprietary information either during the term of this Agreement or at any time thereafter, except as required to perform their duties and responsibilities or with Employer's prior written consent.

**Employer's Signature**

CEO

\_\_\_\_\_

**Employee Signature**

\_\_\_\_\_

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**Rights in Confidential and Proprietary Information:**

All ideas, concepts, work product, information, written material or other confidential and proprietary information disclosed to Employee by Employer (i) are and shall remain the sole and exclusive property of Employer, and (ii) are disclosed or permitted to be acquired by Employee solely in reliance on Employee's agreement to maintain them in confidence and not to use or disclose them to any other person except in furtherance of Employer's business. Except as expressly provided herein, this Agreement does not confer any right, license, ownership or other interest or title in, to or under the confidential and proprietary information to Employee.

**Termination:**

This contract may be terminated immediately by Employer for cause or in the event Employee violates any provision of this Agreement or office rules and regulations. The company reserves the right to publicly announce terminations on its official platform in accordance with established policies and legal requirements.

*In addition, Employer may terminate this Agreement and Employee's employment at any time by giving 30 days' notice in written to Employee.*

**Employer's Signature**  
CEO

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**Employee Signature**

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## RULES:

### Employment Rules and Salary Deductions Policy

This document outlines the employment rules and salary deduction policy for all employees of **Techtrack**. By accepting employment with the company, employees agree to abide by these rules and acknowledge the corresponding impact on their compensation.

#### 1. Punctuality:

- Employees are expected to adhere to the designated work hours and maintain punctuality. Unexcused tardiness may result in proportional deductions from the monthly salary.

#### 2. Focus:

- Maintaining a focused and productive work environment is essential. Consistent lapses in concentration or attention may lead to proportional deductions from the monthly salary.

#### 3. Leave Request Process:

- Employees are required to submit leave requests via email to HR (at [hr@techtrack.online](mailto:hr@techtrack.online)) for approval.

#### 4. Provident Fund

- Provident Fund ( 5% Contribution from both Employee and Employer).

#### 5. Term & Severance:

- If in case you will not serve the notice period or will breach the contract .Company has right to hold your PF in lieu of both cases.

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Employer's Signature

CEO

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Employee Signature