

6.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with the Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and the extent necessary for the purposes of your employment.

7) Indemnification

You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment.

8) Non Compete

You shall abide by the rules and regulations set by the Company and agree that during the term of your employment, you will not, directly or indirectly, either alone or jointly with or as manager, executive, consultant or employee of any person, firm or company, engage yourself in any activity or business which shall be in competition with the business of the Company.

9) Termination Clause

9.1. Your employment with the Company is subject to termination on:

9.1.1. 30 days prior notice by either side before resignation /Termination.

9.1.2. Immediate termination/termination without any notice by the Company if you fail to abide by any terms and conditions stated in this letter.

9.2. However, the duration of notice period varies depending on your level and grade in the Company at the time of your separation. Company reserves the right about the same.

9.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, accepted by the Company only on your satisfying the required notice period as stated in section 10.1 of this letter. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.

9.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

9.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or

9.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undercharged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such is directly related to the affairs of the Company; or

9.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.

9.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided to you or any other false information given by you in your employment application form.

In the event of termination, you shall not be entitled to any salary, Provident Fund, Relieve Letter / Experience Letter or any kind of benefits whatsoever. If under a commitment or a bond while being terminated, the person has to bear the bond amount as mentioned in the Appointment Letter.



10) Verification and submission of copies of certificates.

This appointment is subject to your verification and submission of copies of certificates mentioned in your employment application form.  
In addition to that, you are required to produce all your certificates viz. Mark sheets, provisional certificates in support of your qualifications in original for our verification at the time of joining and also submit one set of certified photocopies of the same for our records.

11) Dress Code:

Dress code should be formal from Monday-Thursday and on Friday it can be semi formal.

12) Code of Conduct.

You shall conduct yourself in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey the instructions given. You shall not indulge in any unethical practices like "go slow" or non-co-operation, etc.



Annexure-3

**CHECKLIST**

At the time of reporting, you are requested to submit the following documents as applicable:

S. No.	Particulars	Checklist Yes / No
1.	Bonafide Certificate from College Principal	Yes / No
2.	Please bring the following certificates in Original supporting your educational qualifications along with mark sheets for verification only and two attested copies of each document for joining formalities.	Yes / No
	• Xth Certificate & mark sheets	
	• XIIth Certificate & mark sheets	
	• Degree Certificate & Semester/year-wise mark sheets	
	• Master's Certificate & Semester/year-wise mark sheets	
	• Diploma/PG Diploma Certificates & Transcripts	
	• Any other Certificates with supporting documents, if any	
3.	Service Certificate/Proof of Employment from the present Employer, if any	Yes / No
4.	Proof of last salary drawn from your previous employers, if previously employed	Yes / No
5.	Color Passport-size Photographs – 2 copies	Yes / No
6.	Valid Passport Please submit copy of valid Passport (inclusive of all blank pages). In case if you did not apply, please submit the proof of Passport Office submission ticket. Upon receipt of Passport Office, please submit the documents to the HRD.	Yes / No
7.	PAN Card and Proof of PAN Number. You must carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number.	Yes / No
8.	Birth Certificate should be obtained from the Municipal Office of self, spouse and children (if applicable) with full name of the individual, full name of the father, full name of the mother, date of birth and place of birth.	Yes / No

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

Signature: [Signature]  
Name: More Ravindra Shiwaji  
Date: 01/06/2009