

management of the company may deem fit. Once you are directed to do so, you should immediately consent to the company about your joining the training program or attending the conferences or undertake special assignments. In such circumstances the company may require you to sign a minimum period of service contract with the company and you shall not be eligible to refuse execution of such agreement. The key terms of the service agreement are:

Minimum duration of service agreement

At the time of leaving agreement, for replacing yourself with a suitable person acceptable by the company and hand over the assigned task to him.

6. Professional Issue:

In course of your employment with the company, you are expected to exert high degree of professionalism in discharging your duties towards the company and in dealing with other employees of the company including your superiors. All your actions must be directed towards the best interests of the company. Your services will be liable to be terminated without any notice in case you are found guilty of dishonesty, disobedience, misappropriation, moral turpitude or misdemeanor, on proper inquiry and after giving you an opportunity to explain your stand

All other terms and conditions of your employment will be governed by the employment policy of the company being in force at the relevant period.

During your employment with us, you will be governed by the rules and regulations as may be published in the Company Employee Manual available with HR. The company reserves the right to modify the policies at any time without notice.

7. Termination

Either you or the employer can terminate the employment with One Month from either party during probation and Two months' notice, there after except in case of termination based on disciplinary grounds or non-performance, in which case no notice need to be served.

You will be required to handover any company property that is in your custody at the time of leaving the company. Further at the time of leaving the company you shall hand over the charge to the authorized person and obtain a NO DUES CERTIFICATE from your section head to enable the management to relieve you from the service and settle your account.

8. Emoluments and Employee Benefits:

You will be paid annual compensation of CTC of **4, 80,000 (Four lakhs eighty thousand rupees only)** on the following terms and conditions as per the agreement

(The breakup of CTC, where deductions towards TDS shall be extra based on your tax savings, attached as annexure)

9. Take home Salary

Tax on your salary will be deducted at source as per prevailing Income Tax rules. Your salary as described above will be reviewed on periodical basis depending upon your

Signature

