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| **Employee Joining Kit** |  |
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**Employee Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | Enter Your Full Name | | | | | |
| Father’s Name |  | Father’s Name | | | | | |
| Address 1 |  | Address line 1 | | | | | |
| Address 2 |  | Address line 2 | | | | | |
| City |  | City | | | Pin Code | Pin Code | |
|  |  |  | | |  |  | |
| Aadhar Num |  | Aadhar number | | Other ID | Other ID number | | |
|  |  |  |  |  |  |  |  |
| Bank Account Num |  | Bank account number | | IFSC Code | Bank IFSC Code | | |
|  |  |  | |  |  | | |
|  |  |  | |  |  | | |
| Bank Address |  | Bank Branch | | | Bank City | Bank City | |
|  |  |  | | |  |  | |
| PAN Number |  | Enter Your Pan number | | |  |  |  |
|  |  |  |  |  |  |  |  |



Important Terms and agreement

1. The employment status is : Part Time
2. Compensation : Details of compensation and required time for work everyday is as mentioned in your offer letter.
3. The Employee acknowledges that, in the course of performing and fulfilling his duties hereunder, he may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Employer, the disclosure of any of which confidential information to the competitors of the Employer would be highly detrimental to the interests of the Employer.
4. The Employee further acknowledges and agrees that the right to maintain the confidentiality of trade secrets, source code, website information, business plans or client information or other confidential or proprietary information, for the purpose of enabling the other party such information constitutes a proprietary right which the Employer is entitled to protect.
5. Accordingly, the Employee covenants and agrees with the Employer that he will not, under any circumstance during the continuance of this agreement, disclose any such confidential information to any person, firm or corporation, nor shall he use the same, except as required in the normal course of his engagement hereunder, and even after the termination of employment, he shall not disclose or make use of the same or cause any of confidential information to be disclosed in any manner.
6. The Employer owns any intellectual property created by the Employee during the course of the employment, or in relation to a certain field, and the Employer shall thereon have all the necessary rights to retain it. After termination of employment, Employee shall not impose any rights on the intellectual property created. Any source code, software or other intellectual property developed, including but not limited to website design or functionality that was created by the employee, during the course of employment under this Agreement, shall belong to the Employer.
7. Upon submitting the Project/ work to the company, the employee represents and warrants that the Project/ work (or any part of it):
   * + is plagiarism-free and original (is not owned by any third party fully or partially and does not contain any previously produced text, “copy-pasting”);
     + complies with all requirements provided by the company (formatting style is considered a requirement);
     + has not been obtained by unlawful means;

If, during the Employment Period, Employee creates any original work of authorship fixed in any tangible medium of expression, which is the subject matter of copyright, including, without limitation, video tapes, written presentations, computer programs, drawings, models, manuals, brochures and the like, that relate to the Company’s business, products sold or services, whether such work is created solely by Employee or jointly with others, the Company shall be deemed to be the author of such work if the work is prepared by Employee within the scope of Employee’s employment; or if the work is not prepared by Employee within the scope of Employee’s employment, but is specially ordered by the Company, including, without limitation, as a contribution to a collective work, or as a part of an audio-visual work, as a translation, as a supplementary work, as a compilation, or as an instructional text, or is created using any resources or property of the Company, the work shall be considered a work made for hire, and the Company shall be the author of the work. If such work is neither prepared by Employee within the scope of employment, nor as a work made for hire, Employee hereby assigns to the Company all of Employee’s world-wide right, title and interest in and to such work and all rights of copyright therein. Employee agrees to, upon the request of the Company, whether during or after the period of Employee’s employment by the Company, assist the Company in the protection of the Company’s world-wide right, title and interest in and to the work and all rights of copyright therein, including, without limitation, the execution of all formal assignment documents requested by the Company, and the execution of all lawful oaths and applications for registration of copyright in the United States and foreign countries. The obligations of the parties under this Section 9 shall survive the termination of this Agreement. Accepted and signed

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of documents to be submitted**

1. ID document ( Any ID document as per latest list of documents required by banks)
2. Address proof ( If address is not in the document provided above)
3. Copy of latest resume