

## **Agreement forming part of Employment offer**

This Agreement is entered into on \_\_\_\_\_ between \_\_\_\_\_ and  
chitri enlargesoft it hub pvt ltd Company having its registered office at  
244-245 .Raj Imperia, Vraj Chowk Varachha, Surat, Gujarat 395006

### **WHEREAS**

- A. The Company has selected the Employee \_\_\_\_\_ for the position of \_\_\_\_\_ which would initially involve extensive training for imparting the required level of skills, for effectively carrying out the official responsibilities assigned to the Employee.
- B. the Employee undertakes to undergo the training methodologies, as may be required, and understand the job responsibilities, so that the same are carried out in an effective manner.

### **Bond Structure Based on Salary Slab**

The Employee agrees and accepts the following terms related to bond period and salary hold, based on the monthly salary offered:

- Salary between ₹5,000 to ₹10,000 per month**
  - Amount to be held: ₹5,000
  - Minimum bond period: **1 year**
- Salary between ₹10,001 to ₹15,000 per month**
  - Amount to be held: ₹10,000
  - Minimum bond period: **1.5 years**
- Salary between ₹15,001 to ₹20,000 per month**
  - Amount to be held: **One full month's salary**
  - Minimum bond period: **2 years**
- Salary above ₹20,000 per month**
  - Amount to be held: **Two full months' salary**
  - Minimum bond period: **2 years**

### **Instruction:**

The Employee is required to tick (✓) the checkbox that corresponds to their applicable monthly salary slab. Only one option should be selected, and the terms mentioned therein shall be binding as part of this Agreement.

**NOW THIS AGREEMENT WITNESSETH AS BELOW:**

1. The Employee acknowledges that substantial costs have been invested on him/her for training him/her specifically for effectively handling the job responsibilities and, any discontinuance of the employment before the expiry of the one year term would unfairly prejudice the Company, and, as such, the Employee undertakes not to leave the services of the Company, for any reason whatever, for a minimum period of \_\_\_\_\_ from the date of him/her joining the services of the Company.
2. I understand and accept that any salary held by the Company will be released to me only upon successful completion of the notice period. If I fail to complete the notice period, I will not be entitled to receive the withheld salary.
3. That the said employee shall not during the period of this agreement work directly or indirectly in any similar trade or business either as employer or partner or advisor or in any other capacity. That the said employee shall be just and faithful to the Company in all matters and shall not at any time except under legal process, divulge to any person whosoever and shall use his best endeavors to prevent the publication or disclosure of any trade secret or any business process or any confidential matter or information concerning management decision of the Company or of its dealings, transactions, or affairs which may come to his knowledge.
4. Any dispute or difference arising out of this Agreement shall be resolved through Arbitration. The sole Arbitrator, appointed in consultation with parties shall conduct such Arbitration. The venue shall be in Surat.
5. However, Company has full right to transfer,suspend or terminate the employment of the Employee in case if he/she breaches any of the above provisions & found dishonest to the Company at any moment of his/her employment, also Company can withhold the Salary or/and Exp.letter of the said Employee until the final clearance of the matter.
6. In witness hereof the parties have executed this Agreement on the day and date mentioned above at Surat.
7. The Employee agrees to serve a minimum notice period of one (1) month in the event of resignation. Failure to serve the full notice period will result in the Employee being liable to pay an amount equivalent to one month's gross salary to the Company in lieu of notice.

8. The Employee must submit required original documents (educational degree certificate /12<sup>th</sup> mark-sheet) to the HR Department at the time of joining. Submission of these documents is mandatory and considered a part of this Agreement.
9. All software, applications, web platforms, or any digital products developed during the course of employment shall remain the exclusive property of the Company. Unauthorized use, reproduction, or transfer of such intellectual property to any third party or outside organization will lead to legal action under applicable laws.

Authorized Signatory

(\_\_\_\_\_)  
Employee

Date:

Place: