

TERMS & CONDITIONS OF EMPLOYMENT

General

Name & Address:

Name of Employer:

Address:

Date of Birth:

Job Title:

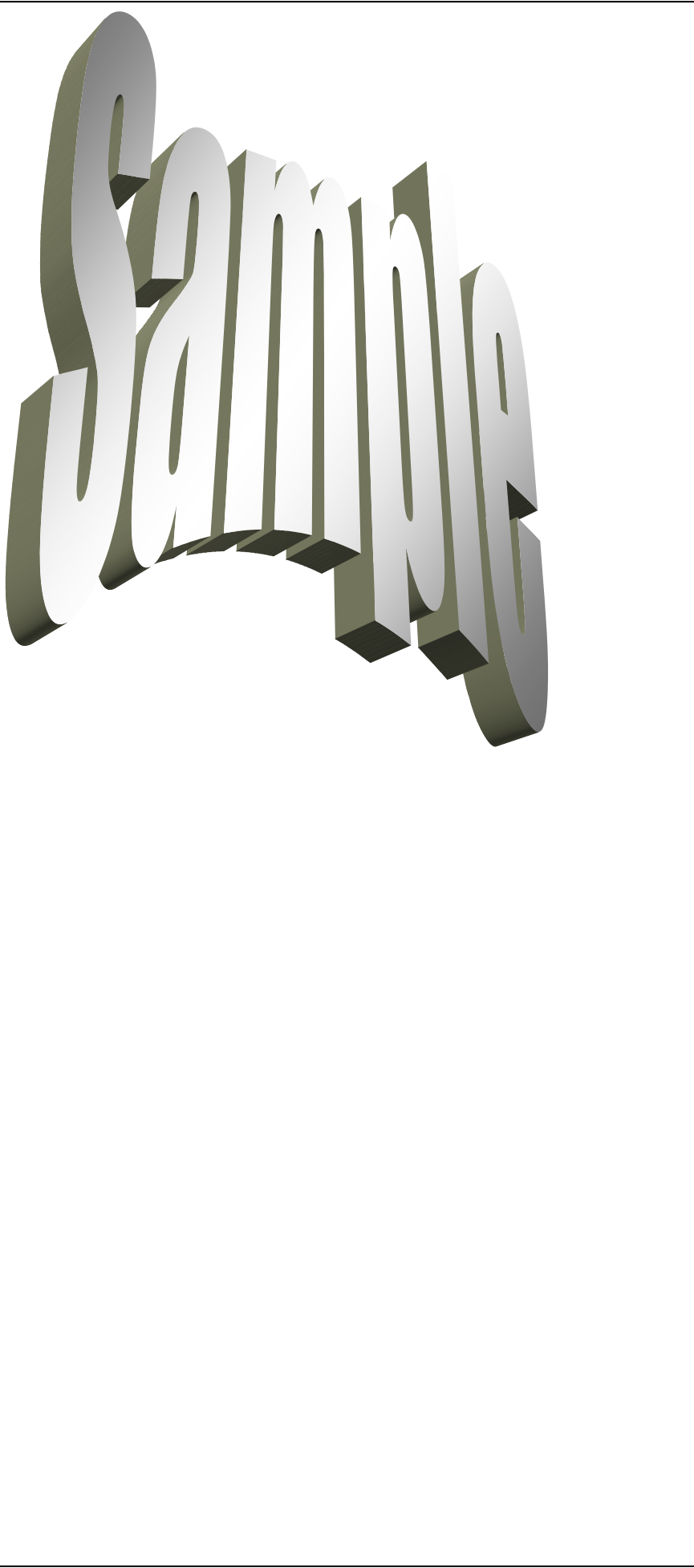
Responsible to:

Responsible for:

Date of issue:

Date of commencement:

Date of termination:



Duties & Responsibilities

In addition to the duties mentioned above, you shall be required to carry out such other duties as may be assigned to you from time to time by the Employer.

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As the Company may require from time to time, you shall be required to perform such other duties as may be assigned to you from time to time by the Employer.

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Place of Work

You will be based at the office of the Employer at the address mentioned above, or at such other place as may be assigned to you from time to time by the Employer.

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Salary

The Company shall pay you a monthly salary of Rs. _____ (Rupees _____ only) in arrears by the Employer on the _____ day of each month. Your salary shall be reviewed annually.

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Overtime

Where overtime is required, you shall be entitled to overtime pay at the rate of _____% of your basic salary for every hour of overtime worked.

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es:

Monday to Saturday, 9:00 AM to 5:00 PM. Sunday and Public Holidays. Call/ per job/ per hour.

Overtime is payable only for hours worked in excess of the normal hours of work. Overtime hours have been recorded in the attendance register.

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