

TERMS AND CONDITIONS OF APPOINTMENT

1. You will not without previous permission of the company, carry on any business, trade or profession or enter, for any part of your time, in capacity the services of or be employed by any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of our organization and will not divulge to any person or persons any of our trade secrets or affairs.
2. You will not give to any one by word or mouth or otherwise any particulars or details of our manufacturing process, Technical Know- How, security arrangements, Administration and an Organizational matters whether confidential, secret or otherwise either during the employment with us or afterwards which you acquire during the course of your employment.
3. You will be responsible for safe keeping and return in good condition and order of all our property such as tools, equipments, instruments, books, uniform etc. which may be in your use, custody, care or charge. Management shall have the right to deduct the value of all such things from your dues and take such other action, as the management deem proper in the event of your failure to account for such property to the satisfaction.
4. If at any time during your employment you are found guilty of any act of misconduct or any willful breach or continuous negligence in the terms of this appointment, deliberately made loss to the company or rule or dereliction of duties, disobedience of the instructions given to you from time to time, the management may without any notice or payment in lieu of notice, put an end to your services and determine the employment with the company. You will be deemed to have brought about such a situation by your misconduct compelling the management to put an end to your services and you shall therefore continue to be liable for all losses, damages to the company.
5. You will abide by the rules and regulations applicable to you, which are in force for time being or may be formed from time to time.
6. On the above terms period of your services or employment in the company coming to an end, you shall hand over your charges of work and property either entrusted to you or in your possession and custody to your immediate superior or any other person authorized by the management for this regard and obtain a clean discharge before claiming salary, apply for leave or whatsoever nature sufficiently in advance.
7. You will devote your full working time for the welfare and benefit of the company's progress. During continuance of your employment with the company, you shall scrupulous to follow the rules and regulations of the company as prevailing from time to time and shall carry your duties that may be entrusted to you from time to time for the entire satisfaction of your superiors and in accordance with the instructions issued to you.