

Terms and Conditions:

Leave: As an employee of I-City Private Limited, you will be entitled for one day of leave upon completing six months of employment.

Timing: You shall be on the Company Premises between 09.30 am to 06.30 pm with 45-minute Lunch Break. Our Company works 6 Days a week with a holiday on the second Saturday of the month & Sunday.

Service: Your appointment is on probation for a period of 3 Months and will be made permanent after completion of probation period subject to your satisfactory performance as certified by your reporting authority & director. You are expected to apply at the end of the Probation period for confirmation of services. Management would review your performance including discharging duties / responsibilities entrusted to you, achievement of your targets, your conduct and discipline etc. Management may, at its discretion, either confirm your services or extend the probation period.

As such we are looking forward to a long-term association with you. You shall be committed to serving the company for a minimum period of 3 years. Your position in the company shall be crucial. Premature exit at this level would create instability which is highly detrimental to the objectives and reputation of the organization. Please note that in the event of your discontinuing your services within a period of 6 months, no experience Letter would be provided besides withholding Salary for one Month.

The company can terminate your employment by giving one month's notice. This notice period is not applicable for the first 4 months.

In the event of your separation from the Company, you will not join competitors for a period of 3 years failing which the Company reserves the right to recover damages.

Notice Period: To confirmed employees, the company may terminate the employment contract by providing 30 days notice in writing. During this notice period, you are expected to continue fulfilling your responsibilities and assisting in a smooth transition until the date of separation, unless mutually agreed otherwise. The notice period may be negotiable based on circumstances, subject to mutual agreement between both parties. No leaves to be taken during notice period.

If an employee wishes to resign, you agree to provide a notice period of 3 months upon acceptance of the resignation. This notice period ensures sufficient time for the company to find a suitable replacement and facilitates a smooth transition process. You agree & commit to above by the notice period completion.

It shall be your duty to help the company find out a suitable replacement to handle your position. It shall be your responsibility to train that person & make sure that the transition is smooth & does not hurt or affect the work of the company.

Increment: Increments would be implemented once a year after the closure of the financial year. Increments would be granted based on your overall performance including timely submission of Reports, review of your performance as against targets, discharges of duties / responsibilities entrusted to you, your conduct and discipline etc.

Secrecy: You shall not enter into similar business in any part of the Country either singly or in a partnership or as an employee or in any capacity of another Company dealing with the same business at least for a period of three years from the date of leaving this Company. Any liaison / relations with employees of competitors / any individuals linked to competitors without the company's permission will not be considered healthy and if found / proven harmful to the interests of the company will lead to legal action. You shall not join our competitors for the period of three years from the date of leaving the company. You are not to divulge any information on technical features or developments and doing so will be considered a criminal offence. You are instructed to handle such information with utmost secrecy as they are patented products having IP rights. So any publicity or leakage or casual use or publication in any social media site/personal website/achievement section of your resume about this product line will be a penal IP Infringement offence.

Conduct & Discipline: If, at any time, you are found guilty of dishonesty, disorderly behavior, negligence, absence from duty without permission etc., or any other misconduct considered detrimental to the Company's interest or any violation of one or more terms of this letter, your services may be terminated without notice. In that event, the Company will not be liable to pay you any amount in compensation of notice period.

Safe Keeping of Company's Property, Material Management, Vendors Bill, Invoices, records, Imprest Money:

During your tenure, you may be made responsible for safe keeping of a number of documents / records / properties belonging to the Company, which may be in your case / use on charge. There should not be any delay in your submission and no deviation will be acceptable under any circumstance whatsoever. Design Material and / or property that come under your custody during the course of your employment will be your responsibility and you will be held accountable. You will accordingly ensure safe custody of all the material and maintain proper registers in this regard. The Company reserves the right to make up for any losses to the above items by recovering a suitable amount from your salary.

All the original bills, delivery challans, drawings, measurements & communications with the customer shall be handed over to the HR accounts & admin within one week of generation/ receipt of such documents. Upon resignation/termination you should handover all commercial and technical documents to authority designated by the management and expressly seek approval from management to certify successful and complete handover of documents. This is different from handover of work which is mentioned in Clause Notice period.

Other Terms: You are expected not to maintain any contact with any ex-employees of the Company without explicit permission of the Management for specific purposes.

You shall not participate directly or indirectly in any conversation that undermines the standing of the Company / Management represented by its Directors which could cause huge financial damage and / or damage to the goodwill of the Company. If found aiding / associating / participating / colluding in any such conversation / correspondence, the Company reserves the right to recover damages. As such the Company's Policy / Guidelines are to be held as sacrosanct by you and any dilution / loose treatment of any instructions / guidelines shall not be done by you.

You are expected not to move about suspiciously. If found that you are moving about suspiciously against the interests of the Company, Management will initiate disciplinary proceedings and will terminate his / her service with immediate effect.

You are bound to perform duties / responsibilities as per instructions from time to time from the Management.

You are advised to submit your Bills for expenses incurred on behalf of the Company for reimbursement on or before the time indicated by the Company.

In the event of cessation, your full & final settlement will be at Head Office Bangalore. You have to request for settlement within seven days of issue of relieving Letter and after obtaining a "CLEARANCE" Certificate from all the Department Heads {Reporting Authority /Department Head (Commercial)/Department Head (Technical)/Department Head (Administration)/Department Finance & Accounts). You have to present yourself completion of relieving formalities and obtaining a "CLEARANCE" Certificate from all the Department Heads.

The Initiative should be from your side for completion of relieving formalities within seven days from date of cessation to enable issue clear relieving letter. You are not to use Company Name & Designation after cessation from the Company including Visiting Cards and if used, same would amount to impersonation and suitable legal action would be initiated for using Company Name & Designation after cessation from the Company.

In the event of absence from Duty or absconding from Duty for 4 days without proper intimation, continued absence beyond 4 days would be considered as Amounting & Cessation of service. In the event of absconding from duty or leaving the company without a proper handover or not giving a required notice period the company is not liable to pay any pending salary due to you or give you a relieving letter or experience letter.

The company may appoint a substitute and not consider you for further employment. If you violate the terms of appointment the company has a right to terminate you from the service. You are requested to acknowledge and return one copy of this letter as a token of acceptance of the above terms and conditions.

Thanking you,

For PYROX I-City Private Limited.