

EMPLOYMENT AGREEMENT FORM

This Employment Agreement ("Agreement") is made on this ____ day of _____, 20____, by and between DR. B.R. AMBEDKAR INSTITUTE OF COMPUTER SCIENCES, ADDRESS: KUNOR, KALIYAGANJ, UTTAR DINAJPUR, WEST BENGAL-733129, INDIA, E-MAIL: drbraics@gmail.com, MOB: +91 9679044495 ("Employer") and _____ ("Employee").

Terms and Conditions of Employment

1. **Position and Responsibilities**:

The Employee agrees to serve as _____ and shall perform the duties and responsibilities assigned by the Employer to the best of their abilities. Specific responsibilities include, but are not limited to:

- a. Completing assigned tasks accurately and within the deadline.
- b. Adhering to organizational policies and maintaining professionalism.
- c. Reporting regularly to supervisors and attending required meetings.
- d. Ensuring the confidentiality and security of organizational data.
- e. Providing support to team members and assisting in project execution.

2. **Tenure of Employment**:

The employment is for a tenure of ____ months/years, starting from _____ and ending on _____, unless terminated earlier as per the terms of this Agreement.

3. **Salary and Benefits**:

The Employee shall receive a monthly salary of Rs. _____ (Rupees _____) payable on the ____ day of each month. Additional benefits, if any, shall be provided as per the company policy, including:

- a. Performance-based incentives.
- b. Paid leaves as per the organizational leave policy.
- c. Contribution to provident fund and other statutory benefits.
- d. Health insurance coverage (if applicable).

4. **Working Hours**:

The Employee is required to work from ____ AM to ____ PM on working days. Overtime, weekend work, or other adjustments may be required during peak periods or as deemed necessary.

5. **Confidentiality and Intellectual Property**:

- a. The Employee shall not disclose any confidential information related to the Employer's business, clients, or other proprietary information to any third party during or after the tenure of employment.
- b. Any intellectual property created during the tenure of employment shall remain the property of the Employer.

6. **Code of Conduct**:

The Employee agrees to adhere to the company's code of conduct, which includes maintaining punctuality, respecting colleagues, and refraining from any activity that could harm the Employer's reputation.

7. **Conflict of Interest**:

The Employee shall avoid any personal or financial interests that may conflict with the interests of the Employer. Any such conflicts must be disclosed immediately to the Employer.

8. **Termination of Employment**:

- a. Either party may terminate this Agreement by giving _____ days' written notice.
- b. The Employer reserves the right to terminate the Employee without notice in case of gross misconduct, breach of contract, or violation of company policies.
- c. Upon termination, the Employee must return all company property, including documents, devices, and other materials.

9. **Professional Development**:

The Employer encourages the Employee to participate in professional development activities. Such activities may include training programs, workshops, and certifications relevant to the Employee's role.

10. **Governing Law**:

This Agreement shall be governed by and construed in accordance with the laws of India.

Declaration

I, the undersigned Employee, hereby agree to the terms and conditions stated above. I acknowledge that I have read and understood this Agreement and accept it as binding.

Employee Signature

Date: _____

Employer Signature

Date: _____