

APPOINTMENT ON CONTRACTUAL BASIS

Date - _____

To,

.....
.....

**Sub: Your appointment on Contractual Basis for a Limited Period of
months/ years.**

Dear Sir/Madam,

This has reference to your application for employment on Contractual basis. With reference to your application as well as discussion we had, we are offering you appointment on "Contractual Basis" on the following Terms and Conditions.

1. You will be employed for a limited period of years. During this period either party can terminate the services by giving each other one months notice or one months pay in lieu thereof.
2. You will be paid consolidated salary of Rs.....per month including H.R.A. and other allowances.
3. Since you are appointed on Contractual Basis, on completion of your retirement, you will not be entitled to privileges such as Bonus, Provident Fund, Gratuity etc. extended to permanent employees.
4. You will be entitled to Privilege Leave on pro rata basis depending on number of days put in by you.
5. Your contractual employment is subject to your remaining physically and mentally fit. As and when required, the Management will have

option to have your medical examination by Physician of the choice of the Management. If you are found medically unfit, your services will come to an end forthwith without even notice as per clause 1.

6. Though your appointment is on Contractual Basis, you will not directly or indirectly engage in or serve or be interested in any other business, trade, profession either full time or part time or offer any consultancy or advisory service without express permission of the Management.
7. During the period of employment, you will promote the interest of the Company and keep matters secret and confidential and prevent the declaration or divulgence of any information, knowledge, know how, experience, transactions, affairs of the Company that pass through of come to your knowledge.

Please sign and return the duplicate copy of this letter as a token of your acceptance.

Thanking you,

Yours faithfully,

For and on behalf of.....