



SYSTEMS TEK

Systems Tek India (P) Ltd. T-6, Okhla Indl. Area Phase-II, New Delhi-110 020 • Tel. : +91 11 41709837 • Fax : +91 11 41709840

5 PERFORMANCE, DUTIES & RESPONSIBILITIES

You would have to ensure that you work hard & intelligently on your duties and your performance is always satisfactory. You shall have to keep yourself update in line with the changing requirements/advancement and also upgrade your knowledge & skills from time to time to remain fit for employment. The management reserves the right to terminate your services at any point of time, if your performance or knowledge/skill level is not found satisfactory in the opinion of management.

You shall always work in the company's interest and carry out diligently & faithfully all such instructions and work that may be given to you from time to time by your superiors. The Company expects you to undertake your work and responsibilities with the highest standard of efficiency, economy, etiquettes and work ethics and any failure to maintain the required standard, may amount to loss or confidence.

6. RULES & REGULATIONS

You will abide by all the rules and regulations as well as the standard orders of the company in force from time to time and shall be governed by the terms and conditions as maybe applicable locally depending on the place of posting for the purpose of determining Bonus, Wages and Allowances etc.

7. CONFIDENTIALLY & SECRECY

You will not divulge during your tenure or thereafter, by word of mouth or otherwise, any information to anyone which is connected with the trade, business, process, manufacturing, administration, functioning etc. of the company and which you may come to know being the employee of the company.

8. RESTRICTION

You will not accept or perform any work, whether for remuneration or otherwise, without obtaining the prior written permission of the management. You will not do any such act, which may be against the interest of the Company.

9. WEEKLY OFFS/SHIFTS

The management will have right to place you in particular shift/duty timings or to re-schedule/change your shift/duty timings without any notice and this would not be construed as a change in service condition. This will be final and binding on you. Similarly, the Company reserves its right to fix/change your weekly offs from time to time as it deems fit and proper.

10. TERMINATION OF SERVICE

During your probation period, your services can be terminated without any notice or payment in lieu thereof without assigning any reason whatsoever by the management. However, if you have served for a period of six months, the company shall reserve the right to terminate your services at any point of time, on giving one month notice in writing or salary in lieu thereof, without assigning any reason. Similarly, you would also be at liberty to terminate the employment after giving one month notice in writing or payment of one month salary in lieu thereof. However, your services can straight away be terminated at the discretion of management, if it is found that you have violated any law in force