



# ACE MANPOWERS

Date :- 31-Jan-2022

## FIXED TERM EMPLOYMENT CONTRACT LETTER

Dear

We are pleased to offer you an employment at Ace Infotexis Pvt Ltd for fixed period of employment as per the following term.

### **TERMS :**

**Deputation :** You are deputed as "**Picker Packer**" at under this contract. The terms of employment are exclusively with Ace Infotexis Pvt. Ltd., you shall never be deemed to be the employee of the client, where you have been deputed under this contract. Your employment will commence from and you will be deputed by

Ace Infotexis Pvt. Ltd. to work at the client`s office /premises at any of their locations.

**Tenure:** The term of your contract shall be one year valid from **01-Feb-2022**. You can join on or before **01-Feb-2022**.

**Location:** You are required to work at client`s location at **Mumbai**.

**Position:** You are appointed as FTE (Fixed Term Employee).

**Remuneration:** Your Gross Emolument is of Rs. **0** (Deductions are applicable as per norms). It is compulsory for the Employee to opt for Group Insurance Policy in cases where the Employee is not covered for ESIC.

**Working Hours:** You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on a client`s requirement. Your attendance will be maintained by the Ace Infotexis Pvt. Ltd. supervisor`s, which needs to be mandatory sent to the contact person at Ace Infotexis Pvt. Ltd. within the cutoff date as mutually agreed for payroll processing.

**Notice Period:** In the eventuality if you wish to separate from the organization you will need to give 30 days` notice in writing. However due to breach of code of conduct, misbehavior or indiscipline etc., then in such cases, Ace Infotexis Pvt. Ltd. will have / reserve rights to terminate immediately without giving notice period.

**Indemnity:** You shall be responsible for protecting any property of the client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to said property.

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**ACE INFOTEXIS PVT LTD.**

E-6/A-60,LIG Arera Colony, Near 11 No. Stop Bhopal-16

0755-4240001, care@acemanpowers.com Web: www.acemanpowers.com



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**Code of Conduct:** You shall not engage in any act subversive of discipline in the course of your duty/ies for the client either within the client's organization or outside it, and if you were at any time found indulging in such act/s, company shall reserve the right to initiate disciplinary action as is deemed fit against you. You will not divulge or give out to anyone in any manner particulars or details of any of the trade secrets manufacturing or research process, financial, administrative and organization matters or any transaction or affairs of the company of confidential nature.

**Background Verification:** The company reserve the right to have your background verified directly or through an outsider agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**Pre-employment medical checkups:** Your continuance in service with the Company is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the Management (Ace Infotexis Pvt. Ltd.).

**Absenteeism:** You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

## **Rules and Regulations:**

You shall be bound by the rules & regulations framed by the company (Ace Infotexis Pvt. Ltd.) from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, regulation and order and shall form part and parcel of this letter of appointment.

You are required to bring the following documents at the time of joining.

- 1) Educational Certificates
- 2) Experiences Letter/ Relieving Letter
- 3) Latest Month pay slip
- 4) Address proof
- 5) 3 passport size photographs
- 6) PAN card
- 7) Aadhar Card
- 8) Date of Birth & proof of family members (Mother, Father, Spouse, first 02 child)
- 9) Bank Pass Book

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Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**Head HR**

**For ACE Infotexis Pvt. Ltd.**



**(Authorized Signatory)**

I have read and understood the above-mentioned terms and conditions of the contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned above and any amendments from time to time.

**Accepted & Agreed**

**Sign:.....**

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