***Company Letter Head***

**GENERAL CONTRACT OF SERVICE**

1. **COUNTRY OF EMPLOYMENT**

Singapore.

1. **DURATION OF CONTRACT**

Two (2) years commencing from the Employee’s first day of work at the Employer’s site.

1. **NATURE OF CONTRACT**

 The Contract shall be strictly Single-Status. No family members (s) or dependent (s) shall accompany the Employee for any part or all of the contract duration.

4) **PROBATION**

1. The employee shall serve a probationary period of six (3) months. Such probation may be further extended by up to 3 months. The employee shall be notified in writing of any extension on or before the end of his period of probation.
2. At any time during the probationary period, the Contract may be terminated by the Employer or the Employee by giving one week’s notice and without any reason being assigned for such termination provided that

- If the termination is initiated by the Employee, the employee shall be liable for his full

 repatriation expenses as well as paying the Employer’s damage.

* If the termination is initiated by the Employer without any reason, the employer shall be liable for his repatriation expenses.

5) **SALARY**

The Employee shall be paid a basic salary of **$ \_\_\_\_** and eligible for OT of company standard rates.

6) **HOURS OF WORK**

The Employee shall work 8 hours per day and 48 hrs per week.

7) **VACATION LEAVE**

Seven (7) working days per COMPLETED year of service

1. Subject to the Employer’s agreement, the Employee may make use of his vacation leave earned in the current year even if he has not completed that year of service.
2. Under no circumstances will the Employee be given his vacation leave in advance of earned leave.
3. The Employee shall receive salary in-lieu of earned leave in the event that he leaves the service of the Company before consuming such leave.
4. Vacation leave must be applied in writing at least two weeks before the intended date of vacation leave.

# 8) AIR FARE

The Company shall provide your return air fare from Singapore to India only at the end of the two year contract.

## 9) WORKMEN’S COMPENSATION

The Employee shall be insured for service-connected illness or injuries or death in accordance with the pertinent laws of the Republic of Singapore.

10) **TERMINATION**

 (a) **TERMINATION BY EMPLOYER**

(i) This Contract may be terminated by the employer giving one week’s notice or one week’s pay in lieu of notice. In such instance the employer shall bear this cost of a return air ticket.

(ii) The Employer may also terminate this Contract on the following just causes; serious misconduct, absenteeism, willful disobedience of Employer’s lawful orders, neglect of duties, insubordination, revealing Company’s secrets, violating customs, traditions and laws of the Republic of Singapore, and/or terms of this Employment Contract. The Employee shall shoulder the repatriation expenses.

The Employer shall reserve the right to repatriate the Employee at any time during the one week notice period.

11) **DISCIPLINE**

The Company views very seriously any acts of indiscipline. An employee who violates Company’s rules will be served with a letter of warning/notice of disciplinary action.

a) Any employee who receives three notices will have his services terminated.

b) However, for any gross major acts of indiscipline eg vandalism, fighting, cheating etc the

 employees’ service will be immediately terminated.

12) **HOUSING**

Provided and subsidized by company

13) **RULES AND REGULATIONS**

The Employee shall observe the Employer’s rules and regulations and abide by the pertinent laws of the Republic of Singapore and respect its customs and traditions.

14) **PASSPORT RETENTION**

The Employer is responsible for the repatriation of the Employee in the event that the Contract is terminated. To facilitate the ease of such repatriation, the Employer shall retain the passport of the Employee for the whole duration of the Contract.

15) **APPLICABLE LAWS**

Other terms and conditions of employment which are consistent with the above provisions shall be governed by the pertinent law of the Republic of Singapore.

**Name :**

**Designation :**

**Signature :**

**Date :**

***<Company Seal>***