**Staff Training Agreement**

#### This agreement for Society Education Services at-------------------------------------------- is made out as of---------------------------------- by and between;

**-|- 1st Party:** Society Education Services, The employer

 AND

**-|- 2nd Party:** (Name of Employee, address), The Employee

 The employment agreement between employer and employee is compromised on following underneath terms and conditions;

 **Services**: Subject to the terms and conditions of this Agreement Employee agrees to provide Society Education Services his/her services for an initial period of two years.

**Salary & Perks:** Employee will be eligible for the benefits and perks as per define in Human Resource policy. Any change in the policy will be applicable to all employees.

**Position**: Employee is appointed as Associate Professior and will join Math department. However, we may change his/her position as deem fit for our organization.

**Increments and Appraisal:** Employee is entitled for annal increments and appraisal as all other employees of Society Education Services considered, only after confirmation of job. The confirmation of job is base on two year working at our organization within minimum acceptable level of services and strict compliance of rules and regulations. In case of any voliation of these rules and regulations may cause temporary or permanent disappointment of allocative assigement.

* ***In such a case where employee found decision against hiim/her is biased, can go for appeal to directorate of human resource upon appearance at monthly meeting.***

**Relocation & Transfer:** As part of regulat HR activities, employees may relocate or reassign or even transfer to other departments as and when found more suitable for organization. Employee further agrees to serve in his/her best knowledge and ability in all such cases.

**Force Resign:** In a case, where any disclipnary action is being taken against employee upon found him/her guilty then he/she may called for force resign subject to the descision made. Employee holds the right to go for appeal to directorate of human resource by appearing in monthly meeting. In such case, employee will not entitle for post job perks as described in Human Resource Policy.

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**General Provisions**: Employee may receive time to time warnings from admin manager in case found involved in controvercy activities. However, teacher assistance is available for guidance to all new teachers. Any other term and condition, if found necessary, may added here upon consent of all employees.

This agreement shall be governed by the laws of the State of ---------------------------------.

**Signatures**

You should read and understand this agreement. It is a legal and binding contract.

**Employee**  **For Society Education Servcies**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement is executed in the presence of two witness;

**Witness # 1 Witness # 1**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_