

Annexure – 1

Terms of Reference for engaging on contract basis

1. **Method of Engagement** : On contract basis.
2. **Period of contract** : THREE years

The appointment to the said post will be purely on contract basis for a period of THREE years.

3. Age Limit:

As earmarked for each service mentioned above.

4. Other terms of engagement :

(i) The contract employee will be stationed at the place of working as mentioned above for each service. However, he/she is required to visit/work in any of the Mines/Quarry owned by the Company across the state during the contract period.

(ii) The contract employee will not be entitled for any separate monthly allowances like House Rent Allowances and Conveyance Allowances etc. However, in case, the employee is required to travel outside the place of working in the context of the work/assignment, the Company shall reimburse the actual cost of travel and daily allowance as per the applicable rules/regulation of the Company.

(iii) The contract employee will not be eligible for any other facilities such as residential telephone and medical reimbursement, personal support employee, transport facilities etc.

(iv) In case of accident/injury on duty, medical facilities will be extended to the employee on contract as per the Company rules.

(v) The contract employee shall be eligible for 12 days Casual leave and 10 days Sick Leave in a calendar year. Both the leaves can be availed only after the same are credited at their account on completion of each month or the stipulated period. As such, the employee on contract shall not draw any remuneration for the absence in case of absence beyond the eligible days in a year (calculated on a pro-rata basis). Also any kind of un-availed leave in a year cannot be carried forward to next calendar year. However, the Casual Leave only accrued for the month of December can be availed within the month of January of next calendar year.

(vi) The contract employee will be required to discharge the duties as assigned to him/her by the Company.

(viii) The statutory taxes liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remuneration.

(ix) The contract employee shall, in no case, work for or represent in court or before any other authority, tribunal etc. or give opinion/advice to any person other than the Company in any matter during the period of his/ her engagement. Further, in no case, the employee shall act, or conduct anything with regard to any person or render any advice to Company which is adverse to the interest of the Company.

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(x) The contract may be terminated, after giving one month notice, in the following situations:

- If the employee is unable to do the assigned work.
- Quality of the assigned works is not to the satisfaction of the Company.
- If the employee is absent from duty without due authorisation.
- If the Company elects not to renew the contract of the consultant at the end of period of contract.
- Any other reason as may be required. Provided that the Company reserves the right to terminate the contract without giving any explanation or whatsoever with immediate effect without any remuneration or notice period on the ground of proven misconducts.

(xi) The contract employee is required to give 30 days' notice to the Company in case he/she opts to quit the assignment; salary for the notice will be paid by the company.

(xii) Jurisdiction for legal disputes, if any arising during the period of the contract, will be at the place of working or Bangalore only.

(xii) The employee on contract shall not disclose the information received by him/ her during the period of such engagement to any person or establishment other than the Company at any time whether during continuance of such engagement or after its severance.

5. Selection process:

- Selection will be made on merit cum performance.
- Experience in the relevant field.
- Performance in the Walk-In Interview.

CANDIDATES WHO ATTEND THE WALK-IN INTERVIEW SHOULD COME ALONG WITH THE RELEVANT DOCUMENTS IN ORIGINAL FOR VERIFICATION.

Sd/-
MANAGING DIRECTOR