<on the letter head of company>

**SPECIMEN EMPLOYMENT CONTRACT**

This employment contract is entered into by M/s <Name of Company>, duly registered in <country of employment>, and having registered address at <address of the Company>, represented by their <position of Company official> Mr. <Name of the Company official>, hereinafter referred to as the **First Party** , AND Mr. <Name of employee>, Indian National, holding Indian passport No.<PPNo>, hereinafter referred to as the **Second Party**.

The parties to this Contract have agreed as follows:

1. As of the effective date of this Contract, the second party shall work with the first party as <designation>
2. This agreement shall become affective from date or joining duty by the second party and the contract agreement period is 2 years renewable under the same terms and conditions, unless either party expresses, in writing, not to renew this agreement. This agreement may be terminated in the course of the six months, which shall be considered a probation period.
3. The basic monthly salary will be <currency and salary>(<currency and salary in words>) per month. The work hours shall be 8 (eight only) per day. The second party shall be paid over time for any work in excess of the 8 hours, in accordance with the labor laws of <country of employment>
4. The Second Party shall be entitled for vacation of 21/30 days per year, after every 2 years of service. The leave salary for the vacation shall be paid by the First Party in advance. The First Party shall also provide round trip vacation air-fare to the Second Party if both parties renew the contract, or one way air-fare if the parties do not renew the contract.
5. The first party shall bear the cost of the transportation of the second party from <country of employment> to Mumbai on an economy class airfare after the completion of the contract or upon completion of 24 months.
6. The first party will provide, free of charge, shared bachelor accommodation to the second party and transportation from the place of residence to the work place.
7. The first party will provide transportation for the second party for all necessary medical treatment in a Government clinic as per the medical commissioner provided in the labor laws of <country of employment>
8. This agreement cancels all other agreement, contracts and committed prior to the date hereof.
9. In case of death of the second party in the country of employment, the first party shall dispatch the mortal remains of the deceased emigrant to his/her native place at the expense of the First Party, and shall settle all dues of the First Party, in coordination with the Indian Mission in <country of employment>.

All other terms and conditions will be in accordance with the labor laws of <country of employment>

This employment contract is entered into at <place of signing> on <date of contract>

**For and on behalf of First Party For and on behalf of Second Party**

Name, Designation & sign of authorized person with company round seal