

## EMPLOYMENT CONTRACT

(Read Sub-Section 3 of Section 22 of Indian Emigration Act, 1983)

**This contract is signed between the Employer and the Employee as identified by the details given below:-**

### Employer

- a) Name of individual/ company/ firm/ institution \_\_\_\_\_
- b) Address \_\_\_\_\_
- c) Landline Phone \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email \_\_\_\_\_
- d) ID No/Place of issue \_\_\_\_\_ (e) income (p.a) \_\_\_\_\_
- f) Passport No. \_\_\_\_\_ Place & date of issue \_\_\_\_\_ valid up to \_\_\_\_\_

**AND**

### Employee

- a) Mr./Mrs./Miss \_\_\_\_\_ (Employee)
- b) Father's name \_\_\_\_\_
- c) Husband's name (where applicable) \_\_\_\_\_
- d) Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_
- e) Passport No. \_\_\_\_\_ Date of issue \_\_\_\_\_ Place of issue \_\_\_\_\_ Valid up to \_\_\_\_\_
- f) Residential address in India \_\_\_\_\_

1. The employee whose details are given above will be employed as \_\_\_\_\_ (job description) at \_\_\_\_\_ (place of employment)
2. The job description and place of employment will remain as indicated above for the duration of the contract.
3. The agreed salary of the employee will be US \$ \_\_\_\_\_ per month and not less than US \$ 450/- per month.
4. The duration of this contract shall be for \_\_\_\_\_ from the date of arrival of the employee in Lebanon.
5. Free air passage to the employee shall be provided by the employer from India to Lebanon, and also back to India on termination of the contract including in the case of premature termination.
6. The employer shall provide access to the Indian Embassy at anytime for contacting the employee during his/ her stay in Lebanon and also shall not in any way prevent the employee from contacting the Indian Embassy for any reason.
7. The employer shall ensure that his/her passport is always in the custody of the employee as it is a personal travel document.
8. The employer will provide adequate accommodation and food free of charge to the employee.
9. The employer will provide free medical treatment to the employee, including disability and other medical conditions due to accident (s).
10. The employee shall also be provided with suitable life insurance cover for a minimum amount of USD 6500/- during his/her stay in Lebanon. The premium shall be borne by the employer and the policy shall be obtained for the entire period of the contract within one month of the employee joining the employer.
11. The employee will be provided with free transport by the employer from his residence to his/her place of work and back or adequate payment in lieu thereof.
12. Working hours of the employee during the tenure of his employment would be limited to a maximum of 08 hours per day or 40 hrs in a week with an assured mid-day break on all working days.
13. Overtime allowance @ one and half times of the hourly wage (calculated on the basis of monthly wage agreed in clause 3 above) would be paid for any work undertaken by the employee in excess of the working hours stipulated in clause 12 above.
14. The employer will also grant annual leave up to 15 days with full pay and sick leave up to 12 days per annum to the employee.
15. The contract can be terminated by either side by giving one month's notice or salary in lieu thereof.

16. The employee shall not be repatriated on the grounds that he/she does not possess the required skill for which he/she has been employed.
17. The employee shall not be allowed to work in any other agency or concern, or in any place outside Lebanon.
18. The employer guarantees that occupational safety, compensation for injury and/ or death and other benefits not listed in this contract will be provided in accordance with the labour laws of the Republic of Lebanon applicable to Lebanese citizens unless legislated otherwise by the relevant authorities of the Republic of Lebanon.
19. Death or disability of the employee will be reported to the Embassy and the next of kin at the earliest and definitely within 48 hours of its occurrence. In case of death of the employee, the employer shall dispatch the mortal remains of the deceased employee to his /her native place at his (employer) own expenses and shall settle all dues of the worker in coordination with the Indian Mission.
20. In case of any dispute, the provisions of the contract would be interpreted and enforceable under the labour laws of the State of Lebanon.
21. Where the employee is of the female sex, the employer also agrees :-
  - (a) To deposit USD 2500/- as a Bank Guarantee in the name of Embassy of India, Beirut and submit the guarantee paper to the Embassy prior to the issue of work permit by the Embassy.
  - (b) To file the status of the bank account of the guarantee with the Embassy on completion of each year of the contract and also agree to maintain the said amount of guarantee in full in the same account till the termination of the contract.
  - (c) To provide a pre-paid mobile phone to the employee for the duration of her employment.

By signing this contract, the employer agrees to abide by the terms and conditions contained herein, and also undertakes to ensure the general safety, security and welfare of the employee and provide adequate redressal for any grievances that may arise.

The employer also agrees that if any of the above terms and conditions are changed, in consultation with and with the consent of the employee, then appropriate amendments would be made to this contract, and that these amendments will come into effect from the date of attestation of the amended contract by the Embassy of India, Beirut.

By signing this contract, the employee, whose details are given herein, accepts the offer of employment as mentioned in this contract and all the other terms and conditions contained in this contract.

**Signature of the Employer**

**Name and (Seal) of the Employer**

**(Attestation by Notary Public in Lebanon)**

**Signature of the Employee**

**( Name of Indian employee)**

**(Attestation by Notary Public in India)**