

12. After being confirmed, as aforesaid, the Company shall have the right to terminate your services by giving you in writing **30 Days**' notice of its decision to so terminate your services, or by paying **30 Days** salary in lieu thereof. It is also understood & agreed that you shall not leave your employment unless you have notified the company by giving notice of **30 Days** in writing your decision of doing so. It is further agreed & understood that failure to give the said notice, the company shall have the right to deduct your gross salary for **30 Days** at the time of effecting full & final settlement. However, the company reserves the right to relieve you any time during your notice period and in such case the company is not liable to pay any salary in lieu of notice.
13. In the event of termination of your employment or you're resigning either during the period of probation or thereafter, it is incumbent that you shall hand over all tools, accessories and documents etc. that may be in your custody, care or charge to an officer of the company designated in this behalf & obtain from him a clearance certificate, on production of which alone your accounts will be settled.
14. You are required to produce your recent passport size photograph (front pose) along with true / attested copies of all your certificates & testimonials.
15. You are required to produce a satisfactory proof of your age. The same may be evidence from School Leaving Certificate or from Birth Register Certificate. Once the proof of age is accepted & taken on the Company's records, you shall not be heard to ask for a change in your date of birth. It is imperative to note that if it comes to the knowledge of the Company that you have given a wrong age or have submitted false documents in proof thereof, you shall be liable without anything more to an immediate & forthwith termination without compensation of whatsoever nature or kind.
16. It is a condition of your services that your age of retirement shall be on completion of **Fifty-Eight (58) years**. The company however, at its sole discretion, may extend the period as the exigencies of the company's business may demand.
17. During your employment, you shall furnish to the company your correct residential address & immediately notify any change in the said address. In the event of your leaving station with the prior knowledge & permission of the company for whatsoever reason, you shall notify to the company the correct address of the place to which you are going & where you can be easily contacted. Further any communication sent to you at the recorded address shall be deemed to have been received by you.