



## West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

CIN:U40109WB2007SGC113473

Corporate ES & ER - I Cell

Vidyut Bhawan (8<sup>th</sup> Floor : Block 'D') : Bidhannagar,

Block - DJ, Sector - II, Kolkata - 700 091.

Phone(Fax)No:033-23590386

Email: [eseri.wbsedcl@gmail.com](mailto:eseri.wbsedcl@gmail.com)

Memo No: ES&ER-I/ESTB/1510

Date: 11.05.21

### RECRUITMENT FOR THE POST OF ASSISTANT ENGINEER (CIVIL)

REF: NOTIFICATION NO: MPP/2019/03

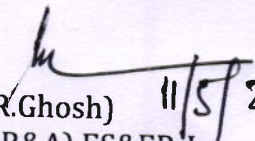
Appointment order in favour of the enlisted candidate in the post of Assistant Engineer(Civil) has been issued and sent by Speed Post & Email. The incumbent is scheduled to join on **21.05.2021** at Seminar Hall-II, Vidyut Bhawan, 7<sup>TH</sup> Floor, Block-D, Bidhannagar, Sector - II (Karunamoyee), Kolkata - 700 091 at 10:00 A.M.

***Candidate. are advised to bring the following documents in original and one set of self attested photocopies positively:***

1. Admit card of Secondary Level Examination as age-proof.
2. All Mark sheets and Certificates.
3. Caste Certificate (if applicable).
4. Bond and Agreement (Proforma enclosed) in non-judicial stamp paper of Rs.100/- each.
5. Release order of previous employer(if applicable).
6. Family Declaration & Nationality Declaration (Proforma enclosed).
7. Police Verification roll ( in duplicate), Proforma enclosed.
8. ERP Module (Proforma enclosed)
9. PF Declaration Form (Proforma enclosed).
10. SAP-HR Module (Proforma enclosed).
11. ISMS Module (Proforma enclosed).

The candidate can download all the formats from our website and submit the same at the time of joining positively.

***List and Proforma follow:***

  
(R.Ghosh) 11/5/2021.  
AGM(HR&A).ES&ER-I

**R. Ghosh**  
Addl. General Manager (HR&A)  
E.S. & E.R.-I Cell  
W.B.S.E.D.C.L.



SL. NO.	APPLICATION NO.	NAME OF THE APPLICANT	FATHER'S NAME	POST
1	2005187	VAIBHAV RAI	D.K.RAI	AE(CIVIL)

*[Handwritten Signature]*  
11/5/2021

**R. Ghosh**  
Addl. General Manager (HR&A)  
E.S. & E.R.-I Cell  
W.B.S.E.D.C.L.

**SERVICE BOND**

KNOW ALL MEN by these presents that I  
..... son/daughter of .....  
residing at .....  
are hereby held and firmly bound unto **The West Bengal State Electricity Distribution Company Limited** having registered office at Bidyut Bhawan, Bidhannagar, Block-DJ, Kolkata-700 091 in the sum of **Rs.1,50,000/- (Rupees One Lakh Fifty Thousand)** of lawful good money to be paid to the The West Bengal State Electricity Distribution Company Limited or their successors and assignee for which payment is to be truly and faithfully made we bind ourselves and also our respective heirs, executors, administrators and representatives.

Signed this ..... day of ..... 20.....

WHEREAS the above named Company had appointed Sri/Smt. ....  
above named in the stream of ..... by a contract of  
Employment vide Office Order No. ....  
AND WHEREAS as per said contract dated : ..... it was stipulated that new  
appointees will have to execute a bond to serve the above named Company for at least three  
years after completion of period of probation and on absorption at any unit(s) of the  
Company.

NOW THESE CONDITIONS of the above written bond is such that if the said  
employee while in employment whether in the original or in any promotion or transferred post  
under the said Company shall duly faithfully devote to and execute, perform and discharge all  
the duties of his/ her office without causing any injury, loss of damage by reason of any act,  
default, negligence or error in judgement to the employer and shall serve the above named  
Company for a period of at least complete three years after probation and at all times  
hereafter indemnify and keep indemnified the said Company against all loss, damage, costs,  
charges and expenses by reasons of any act, default, misconduct, negligence, error in  
judgement, breach of duty, embezzlement and mismanagement on the part of the said  
appointee, then and in such event the above CONTRACT OF EMPLOYMENT shall stand void  
and cancelled and be of no effects, otherwise the same shall remain in full force.

- 1) Full signature of the appointee :
- 2) Full signature of Surety and full address :
- 3) Signed seal and delivered in presence of witness :

Signature :

Name :

Designation :

Full Address : ..

(With seal of the Gazetted Officer)



## **AGREEMENT**

THIS AGREEMENT is made on ..... day of ..... Two thousand and .....  
BETWEEN The West Bengal State Electricity Distribution Company Limited having its registered office at  
Bidyut Bhavan, Bidhannagar, Block-DJ, Kolkata-700091 (hereinafter referred to as 'The Employer') of the  
FIRST PART AND Shri/ Smt. .... son/ daughter of .....  
aged about ..... years having permanent address at ..... (hereafter  
referred to as 'The Appointee') of the SECOND PART.

WHEREAS on the basis of an application and the subsequent interview on ..... The  
Company has decided to appoint Shri/ Smt. .... through Order No. ....  
dated : ..... under WBSEDCL in regular Band Pay & Grade Pay with initial period of probation of Twelve  
months, which is extendable by assessing spell of six months and on successful completion of probation,  
absorb him/her in the Company's service on the following terms & condition.

**NOW THIS AGREEMENT WITNESSES and the parties here to hereby agree as follows :-**

1. The period of probation shall be for a period of 12 months to 18 months unless this agreement is determined and hereafter provided. The place of posting may be at any unit of the Company existing or future or at any part of **State Of West Bengal**.
2. That the employer will pay the Appointee so long as he/ she shall remain in the Company, as per prevailing rules in force.
3. That the Appointee will submit himself/ herself to the order of the Employer and of the Officer and Authorities under whom he/ she may from time be placed by the Employer and will at all times obey the rules lawfully prescribed for the time being by the Employer regarding the duties to be performed by the appointee.
4. That the Appointee will employ himself/ herself efficiently and diligently and to the best of his/ her ability and devote his/ her whole time to the duties of the service and will not engage, directly or indirectly, in any trade, business, occupation or streams of study on his/ her own account without getting prior permission from the Employer.
5. The Appointee shall not at any time, during the continuance of his/ her probation or service with the Employer as aforesaid or even after the determination thereof, except by the direction of the Employer, divulge or disclose any matters of the Company and/ or its business and/ or other affairs and/ or other secrets regarding processes, records, formulae, specifications, technical and other know-how which in the option of the Company, are deemed to be kept confidential and which may be confined to him/ her or become known to him/ her as such or otherwise in the course of his/ her employment with the Company to any other individual/ company/ body corporate.
6. That in the interest of organisation, the Appointee may be transferred to any job to any of the units, Power Stations of the Employer/ or allied concern of the Employer/ any part of the State Of West Bengal.
7. That if the Appointee is found at any time guilty of gross misconduct or persistent unpunctuality or neglect of his/ her duties the Employer may determine his/ her tenure of Service during probation under this Agreement without notice or with one month's pay+G.P.+D.A. in lieu thereof.



That if the Appointee leaves the Company during the period of tenure with the Company or does not serve the Company, notice as required under Clause 9 hereinafter, the Appointee shall be liable to refund an amount of **Rupees One Lakh Fifty Thousand** being the cost of training and other incidental charge with the Company.

9. That besides clause 8 hereinbefore the Appointee agrees and binds himself/herself to serve the Company at any of the units and at such place as the Company may determine from time to time for a minimum period of 4 yrs. From the date of his/her appointment, in supersession of any provision for a minimum period of service made in any instrument, agreement or writing previously executed provided, however, nothing herein contained shall prejudice or affect the right of the Company in respect of any money due to the Company under or by virtue of the said agreement. The Appointee also specifically undertakes not to take up employment directly or indirectly in any other Firm/ Company engaged in the same or similar products for a period of four years from the date of his joining duties in the Company or two years from the date of leaving the Company whichever is longer.
10. That subject to satisfactory performance and conduct throughout the period of probation, the Employer may after the completion of period of probation confirm the Appointee as ..... in the Scale of Pay of Rs..... and if selected, it shall remain obligatory and binding on the part of the Appointee to serve in the organization for at least three years on completion of the period of probation.
11. Should the Appointee commit any breach of this agreement or leave the service of the Company for any reason whatsoever or the Company terminates his/ her services before the expiry of the said period of three years from the date of his/her completion of probation for disobedience, insubordination or misconduct or any kind or any such reason, he/ she shall pay to the Company the sum of **Rs. One Lakh Fifty Thousand** as mentioned in clause 8 hereof by way of liquidated damages representing expenses incurred by the Company during the period of his/ her training. The Appointee shall also execute a service bond in respect of Clauses 9, 10 and 11 of this agreement.
12. That subject to clause 9, 10 and 11 above the tenure of employment is determinable from either side by giving one month's notice in case of probation and three month's notice in case of permanent employee of the Company or Pay, Grade Pay & D.A. in lieu thereof as per service rules of the Company.
13. That in respect of any other matter not provided for in the Agreement, the Appointee shall be governed by Convention, Rules, Circulars, Orders, Letters of Appointment and Regulations of the Company in force or may be in force from time to time.

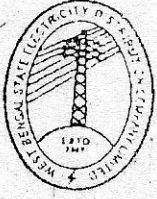
IN WITNESS WHEREOF the parties hereto have signed this Agreement on the day and the year first above written.

<hr/>
, (Full signature of witness)
Address :
.....
.....
.....

<hr/>
(Signature of the Employer)

<hr/>
(Signature of the Appointee)





# West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)  
Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091  
CIN: U40109WB2007SGC113473, website: www.wbseidcl.in

ANNEXURE-A

## FAMILY DECLARATION FORM

1. Name of Employee (in BLOCK LETTERS) :
2. Employee No. (FRP ID/Legacy ID) :
3. Designation :
4. Place of Posting :
5. Date of Joining in Company's Service :
6. Date of Superannuation :
7. Father's /Husband's Name :
8. Mailing Address :
9. Permanent Address :
10. Contact No. :

Sl. No.	Name	Relationship with Employee	Gender	Date of Birth* (D.O.B)	Occupation <sup>#</sup>	Monthly Income <sup>#</sup>	Whether residing with the employee or not (Y/N) <sup>#</sup>

This is to declare that the above information, furnished by me is true to the best of my knowledge and belief. If any information is proved to be ingenuine/false, necessary steps may be taken against me.

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

(Signature of Employee)

(Signature of Head of Office with Date)

(Signature of Controlling Officer with Date)

*(N.B: On subsequent addition/deletion of any family member due to marriage/birth/adoption/ divorce/legal separation death etc. the particulars of the added/deleted members must be intimated to the concerned department as per the above proforma duly verified and forwarded by his/her Head of Office through the Controlling Officer of his posting unit)*

*\*Govt. ID proof need to be furnished in support of D.O.B (Do not mention age)*

*# Mandatory fields*

### Data-collection format for SAP HR Module

1. Name of the employee :
2. Designation :
3. Employee No. (For office use only):
4. Date of Birth :
5. Mobile No :
6. E-Mail ID :
7. Salary information : As mentioned below

- i) Salary Account No. : \_\_\_\_\_
- ii) Bank : \_\_\_\_\_
- iii) Branch (with Pincode) : \_\_\_\_\_
- iv) Branch IFSC code : \_\_\_\_\_
- v) PF Account No. : \_\_\_\_\_
- vi) PAN No. : \_\_\_\_\_

\_\_\_\_\_  
(Signature)

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



**FORM-I**

**[To be used where the year, month and date of birth are known]**

1. I Shri/Smt./Miss \_\_\_\_\_ having been selected for appointment in WBSEDCL's Service, do hereby declare that I was born at \_\_\_\_\_ (birthplace) on \_\_\_\_\_ (date, month & year). I also annex herewith the following documents in original in support of the statement.

2. I do further declare that the year, month and date of birth as recorded herein are binding on me and I shall not ask for any modification thereof at any subsequent date.

3. Order of the Appointing Authority.

Place: Kolkata

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

\_\_\_\_\_  
(Signature)

**FORM-II**

**[To be used where only the year and month or only the year of birth are or is known]**

1. I Shri/Smt./Miss \_\_\_\_\_ having been selected for appointment in WBSEDCL's Service, do hereby declare that I was born at \_\_\_\_\_ (birthplace) in \_\_\_\_\_ (year)/in \_\_\_\_\_ (month) of \_\_\_\_\_ (year).

I also annex herewith the following documents in original in support of the statement.

2. I do also declare that the month and date of birth/ date of birth are/is not known to me, the reasons whereof are briefly stated below:

3. I do further declare that the year/ year and month of birth as declared herein is/are binding on me and I shall not ask for any modification thereof at any subsequent date.

4. Order of the Appointing Authority.

Place: Kolkata

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

\_\_\_\_\_  
(Signature)

N.B. Portion are applicable in this form shall be scored under the signature of the applicant.

*A school leaving certificate with specific mention of age therein/ certificate from the Registrar of birth for those who are not matriculate/ Certificate of matriculation/ School Final Examination or its equivalent (for those who have passed Matriculation/School Final Examination or its equivalent) will only be acceptable as an adequate document for this purpose.*

**FORM OF DECLARATION OF NATIONALITY**

1. A] I do hereby declare that I am a Citizen of the Indian Republic and my present residence is

\_\_\_\_\_

\_\_\_\_\_

Or

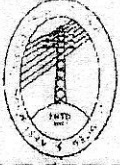
B] I do hereby declare that I am a migrant and I have registered my name as Indian Citizen under Section 5(1)(a) of the Citizenship Act, 1955 and the certificate of Registration in original/attested copy is furnished herewith.

2. I also hereby declare that I am/ am not a member of the Scheduled Caste/Scheduled Tribe/  
OBC-A/OBC-B

\_\_\_\_\_  
(Signature of Declarant)

*N B Delete Sub-Para A or B not applicable under Para-1; Strike out words not applicable in Para-2*





**WBSEDCL**

# West Bengal State Electricity Distribution Company Ltd.

( A Government of West Bengal Enterprise )

পশ্চিমবঙ্গ রাজ্য বিদ্যুৎ বন্টন কোম্পানি লিমিটেড  
পশ্চিমবঙ্গ সরকারের একটি উদ্যোগ

Vidyut Bhaban : DJ-Block : Sector-II :  
Bidhannagar : Kolkata-700 091.

Passport size  
photograph

## VERIFICATION ROLL

1.	Name in full (in block capital) with aliases if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname.	Surname	Name
2.	The name of the post and the service applied for		
3.	Present address in full ( i.e. village, thana and district or house number, lane/street and road, PIN.)		
4.	(a) home address in full (i.e. village, thana and district or house number, lane/street and road, PIN) (b) If originally a resident of Pakistan, Bangladesh Nepal or any other country, the address in that dominion of migration to Indian Union.		

### 5. Particulars of places where you have resided for more than one year during the preceding five years :

From	To	Residential address in full (i.e. village, thana and district or house number, lane/street and road, PIN

6. (a) Father's name in full with aliases, if any (a)  
(b) Present postal address (if dead, give last address) (b)  
(c) Permanent home address (c)  
(d) Profession (d)  
(e) If in service, give designation and official address (e)

### 7 Nationality of

- (a) Father (a)  
(b) Mother (b)  
(c) Husband (c)  
(d) Wife (d)

8. (a) Exact date of birth  
[To be supported by birth registration certificate /Admit card of West Bengal Board of Secondary Education/any other recognized Board ]

(b) Present age (b)

(c) Age of Matriculation / School Final (c)

9. (a) Place of birth, district and state in which it is situated (a)

(b) District and State to which you belong (b)

10. (a) State your religion

(b) Are you a member of scheduled caste/  
Scheduled tribes/OBC : Answer "Yes" or "No"  
and if the answer is "Yes" state the name  
thereof [copy of certificate to be attached ]

11. Educational qualifications showing places of education with years of schools and colleges.

Name of school/college with full address	Date of joining	Date of leaving	Examination passed

12. If you have at any time been employed give details :

Designation of post held or description of work	Period		Full address of the office/firm or Institution and reasons for leaving previous service
	From	To	

12. Have you ever been convicted by a Court of any offence or Charge sheeted by the police in connection with any criminal proceeding ? If so, the full particulars of the case should be given.

13. Names of two responsible persons of your locality or two referees to whom you are known

(1) \_\_\_\_\_

(2) \_\_\_\_\_



I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might inquire my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date .....

Signature of candidate .....

Place .....

(c) Certificate to be signed by a gazetted officer or Member of Legislature or other authority prescribed by the appointing authority

Certified that I have known Shri/Shrimati .....

Son/daughter of Shri ..... for the last ..... years

..... months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date .....

Signature of the Gazatted Officer/ MLA .....

Place .....

Designation or status and address .....

Following portion to be filled in by WBSEDCL Authority

Memo No. :

Date :

Forwarded

Signature and designation of the Issuing Officer and  
The name of the office with full address and date.

# West Bengal State Electricity Distribution Company Limited

## Personal Information to be gathered for new appointees for ERP Module

Name of the appointee :

Designation on initial joining in service :

Initial Date of Joining :

Reference of Appointment Order No :  
Date:

Date of Birth of the appointee :

Nationality :

Name of father with date of birth :

Name of mother with date of birth :

### Permanent Address

Building / Flat / Premises No.

Village / Town :

Post Office :

Police Station:

District and State :

Pin:

### Present Address

Building / Flat / Premises No.

Village / Town :

Post Office :

Police Station:

District and State :

Pin:

Sex :

Caste : SC/ST/OBC (A)/OBC (B)/Gen

Religion :

Weight:

Height :

Identification Marks :

Physique:

Physically Handicapped  
Permanent Incapacitated

☐  
☐

Low Medical Category

☐

Blood Group :

Driving License : Y

☐

N

☐



Aadhar Card No:

Email i.d. :

**Write**

Y/N+

Y/N

Y/N

Y/N

Y/N

[illegible]

### INFORMATION ON FAMILY BACKGROUND

1. a) Name of father :  
b) Educational Qualification of Father : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of father: (Please  $\checkmark$  & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)\_\_\_\_\_  
d) Monthly income of father from all sources: ` \_\_\_\_\_
2. a) Name of mother :  
b) Educational Qualification of mother : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of mother: (Please  $\checkmark$  & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)\_\_\_\_\_  
d) Monthly income of mother from all sources: ` \_\_\_\_\_
3. Monthly Income of family from all sources including agriculture, house rent, interest from deposit, etc.: ` \_\_\_\_\_
4. Are you residing with your parents : Yes / No.
5. Number of unmarried brothers/sisters: \_\_\_\_\_
6. How many of your unmarried brothers/sisters have independent income: \_\_\_\_\_
7. Marital status of the appointee: Married/Unmarried/Divorcee/Widow/Widower  
If married:
  - a) Date of Marriage :  
b) Name of Spouse:  
c) Date of birth of spouse :  
d) Educational Qualification of spouse: Non-Matriculate/Matriculate/Graduate/Post Graduate  
e) Occupation of spouse: (Please  $\checkmark$  & X whichever are not applicable)  
Service(Central Govt./State Govt)/PSU/Private Sector/Self Employed/Other(Specify)\_\_\_\_\_  
f) Monthly income of spouse from all sources: ` \_\_\_\_\_  
g) Number of children \_\_\_\_\_  
Name and date of birth of 1<sup>st</sup> child \_\_\_\_\_  
Name and date of birth of 2<sup>nd</sup> Child \_\_\_\_\_

\_\_\_\_\_  
(Full name of the appointee)

\_\_\_\_\_  
(Signature of the appointee with date)





**Composite Declaration Form -11**  
*(To be retained by the employer for future reference)*  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
**Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &**  
**Employees' Pension Scheme, 1995 (Paragraph 24)**  
*(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EPS, 1995 is applicable)*

1	Name of the member							
2	Father's Name <input type="checkbox"/>	Spouse's Name <input type="checkbox"/>						
3	Date of Birth: ( DD / MM / YYYY )							
4	Gender: (Male/Female/Transgender)							
5	Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)							
6	(a) Email ID:							
	(b) Mobile No.:							
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)							
8	<b>KYC Details:</b> (attach self attested copies of following KYCs)							
	a) Bank Account No. :							
	b) IFS Code of the branch:							
	c) AADHAR Number							
	d) Permanent Account Number (PAN), if available							
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952		Yes / No					
10	Whether earlier a member of Employees' Pension Scheme, 1995		Yes / No					
11	<b>Previous employment details: [if Yes to 9 AND/OR 10 above] – Un-exempted</b>							
	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days
12	<b>Previous employment details: [if Yes to 9 AND/OR 10 above] – For Exempted Trusts</b>							
	Name & Address of the Trust	UAN	Member EPS A/c Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days	
13	a) <b>International Worker:</b>		Yes / No					
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]							

### UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/e-KYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account as I am an Aadhar verified employee in my previous PF Account.\*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:

Place:

Signature of Member

### DECLARATION BY PRESENT EMPLOYER

- A. The member Mr/Ms/Mrs ..... has joined on ..... and has been allotted PF No. .... and UAN .....
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
- Please Tick the Appropriate Option:
    - ☐ The KYC details of the above member in the UAN database
    - ☐ Have not been uploaded
    - ☐ Have been uploaded but not approved
    - ☐ Have been uploaded and approved with DSC/e-sign.
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
- Please Tick the Appropriate Option:-
    - ☐ The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
    - ☐ The previous Account of the member is not Aadhar verified and hence physical transfer form shall be initiated.

Date:

Signature of Employer with Seal of Establishment

\*Auto transfer of previous PF account would be possible in respect of Aadhar verified employees only. Other employees are requested to file physical claim (Form-13) for transfer of account from the previous establishment.



**SELF DECLARATION with respect to Human Resource Policy for  
Information Security Management System ( ISMS )**

Name:	SAP ERP ID :	Employee No:
Department :	Designation :	
Unit:		
<p>I ....., have read and agree to the policies and procedures as outlined and hereby declare that:</p> <p style="margin-left: 40px;">( Name of the declarant)</p> <ul style="list-style-type: none"><li>• I understood the information of security practices followed at WBSEDCL and shall adhere to the policies and procedures.</li><li>• I shall not engage in abusive or improper use of information resources, which includes, but is not limited to, misuse of resources/privileges, tampering with resources and unauthorized removal of resources components.</li><li>• I shall protect such equipment in accordance with Company's guidelines.</li><li>• I shall protect the Company's computer and communication systems from any damages caused by, but not limited to, virus and malicious software.</li><li>• I shall prevent unauthorized access to the above-mentioned assets and systems by third parties, including family members and others.</li></ul>		
Signature of the Employee with Date:		