Job Description Acknowledgement

Please review your job description and confirm.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Role

ROLE

REPORTS TO

KEY RESPONSIBILITIES AND KRAS

☐ I have read and understood my job description, and I know it may be updated as business needs change.

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE