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Ref. No. 754 /CAO/2021

Date: 20/12/2021

TO
SRI SATYAJIT MAHAPATRA
MODIPADA,
SAMBALPUR

DEAR SRI MAHAPATRA,

We are pleased to offer you the Contractual Service purely on temporary basis to work as 'REPORTER' with a consolidated pay package of ₹.16,000/- (Rupees Sixteen Thousand Only) per month which is inclusive of all allowances under the following terms and conditions.

01. The period of contract will be for One year i.e. from the date of your joining.
02. During the period of Contract, apart from the above amount, you will be paid an extra consolidated amount of ₹.3,000/- (Rupees Three Thousand Only) per month to meet your fuel and mobile expenses.
03. During the period of contract you will discharge the duties and responsibilities that may be assigned to you by the authorities.
04. You will mark your entry and exit in the Time Office by punching attendance and work as per the direction of the authorities. You will not leave your headquarters without prior written permission of the authorities.
05. During the period of contract you will not engage yourself in any profession, business or employment.
06. You will be allowed leave @ 2 ½ days per month. You can avail leave only with prior written permission of the authority.
07. You shall not conduct yourself in any manner detrimental to the interest of the organization or which may affect maintenance of discipline in the establishment. You shall not divulge any trade secret or practice to anybody.
08. The Management shall also have the discretion to terminate your engagement by giving 30 days notice or payment in lieu thereof without assigning any reason whatsoever. Similarly, you can leave the engagement by giving one month's notice or payment of an amount equivalent to your one month's wages in lieu of the notice.

Prepared By
[Signature]



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09. Your appointment will be liable to be terminated in case your application/ declaration form etc. is found to be false or there is any suppression of relevant facts or any certificate/ testimonials/ degree or diploma/experience certificate etc., on the strength of which you have been considered for employment, is found to be not genuine and/ or not recognized by government/ university.
10. On expiry of the contractual period, your contract of engagement shall stand automatically terminated.
11. You may be required to perform duty in any of our units/ sister concerns in India, if so required by the authority.
12. We hope that you will discharge your duties with due diligence and utmost sincerity during contract period.

If you agree to the above terms and conditions, please endorse your signature on the duplicate copy of this letter as a token of your acceptance and submit the same to the undersigned while joining duty.

With Best Wishes

Yours Sincerely,

 20/12/21

(Dr. Pravas Acharya)

CHIEF ADMINISTRATIVE OFFICER

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I accept the offer on the above terms and conditions.

Signature : Satyajit Maharapatra

Date : 23/12/2021