

Ref. No. 749 /GM/2015

Date: 19/06/2015

DEAR SRI BIJAY KU. JENA,

We are pleased to offer you the contract for working as "OFFICE ATTENDANT" attached to Finance Dept. on temporary basis with a consolidated Pay Package of Rs.9,650/- (Nine Thousand Six Hundred Fifty) only per month under the following terms and conditions.

1. The period of contract will be for One Year i.e. from 01/06/2015 to 31/05/2016.
2. During the period of Contract, apart from the above amount, any other allowance or financial benefit admissible to you may be provided subject to approval.
3. During the period of contract, you will discharge the duties and responsibilities that may be assigned to you by the authorities from time to time.
4. You will mark your entry and exit in the Time Office by punching attendance card and work as per the direction of the authorities. You will not leave your headquarters without prior written permission of the authorities.
5. During the period of contract you will not engage yourself in any profession, business or employment.
6. You will be allowed leave @ 2 ½ days per month's working and no other leave will be admissible. You can avail leave only with prior written permission of the authority.
7. 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.
8. 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/service by giving one month's notice or payment of an amount equivalent to your one month's wages in lieu of the notice.
9. Your appointment will be liable to be terminated in case your application/declaration form etc. is found to be false or incorrect or there is any suppression of relevant facts or any certificate/ testimonials/ degree or diploma, on the strength of which you have been considered for employment.