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Date: 28/09/2016

TO

SRI SRIKANT RATH

S/O- Late Niranjan Rath

At- Singharpur,

Po-Parahat,

P.S- Balikuda,

Dist- Jagatsinghpur,

PIN-754108

DEAR SRI RATH,

We are pleased to offer you the Contractual service purely on Temporary basis to work as "JR. ASSISTANT" with a consolidated Pay Package of **Rs.14,000/-** (Rupees Fourteen 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 01/10/2016 to 30/09/2017.
02. During the period of Contract, apart from the above amount, any other allowance/ financial benefit will be admissible to you subject to approval of the authority.
03. During the period of contract you will discharge the duties and responsibilities that may be assigned to you by the authority.
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 headquarter without prior written permission of the authority.
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 of your organization to anybody.

(Trustee: Servants of the People Society, New Delhi)

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