

THE SAMAJA

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Premier Oriya Daily

Member : ABC, INS, ILNA & AINEC

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Ref. No. PL-2/683/02

Date : 12/12/02

OFFER OF APPOINTMENT

Dear Sri Mishra,

The Board of Management, Orissa Branch of Servants of the People Society is pleased to offer you the post of "**Sub-Editor**" in **Gr.-3 (WJ)** on a pay of **Rs. 5,535/-** per month in the scale of **Rs.5535-195-6900-240-8580-300-10380/-** plus allowance as admissible under the rules of the undertaking from time to time.

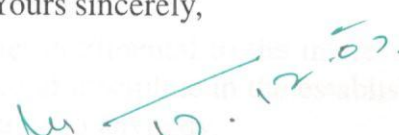
This offer of appointment is subject to the following terms and conditions :

1. You will be on probation for a period of **one year** w.e.f. **01.06.2007**. However, if the period of probation is not extended, it shall be deemed that your probation has not been extended and you cease to be an employee of the undertaking.
2. On completion of the initial probation or extended period of probation satisfactorily and if you are found suitable for the post, your service may be confirmed in the said post.
3. 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 headquarter without prior written permission of the authorities.
4. You shall not conduct yourself in any manner detrimental to the interest of the organisation or which may affect maintenance of discipline in the establishment. You shall not divulge any trade secret or practice to anybody.
5. During the period of probation or after confirmation, your service can be terminated by either party giving one month's notice in writing or notice pay in lieu thereof. No notice will be served or pay in lieu of notice will be given to you if you are dismissed/ removed from the services for any misconduct or being convicted of any criminal offence. On giving notice of termination of employment by the Management, your final release from the services will be subject to your clearing the dues of the undertaking, if any, and return of any tools, tackles, files, documents, books, periodicals, any article or any other property that the management of the undertaking might have entrusted to you or which may be or supposed to be found to be in your possession otherwise.
6. During the tenure of your service in the undertaking you will devote yourself exclusively to the duties assigned to you from time to time and personally attend thereto at all times whenever you are required to do so. You will not engage yourself in any other service or trade or business or profession or calling either part time or full time for wages/ remunerations/ allowances/ honorarium or not.

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7. In any matter connected with your employment you will be governed by the relevant rules, regulations, administrative orders or employment rules of the undertaking in force from time to time.
8. On the date of your attaining the age of superannuation, i.e. 58 years, your services shall stand automatically terminated and you shall be deemed to have ceased to be an employee of the undertaking after your attaining such age of superannuation.
9. You shall ordinarily be stationed at the place of posting and will carry out whatever work or duties are assigned to you. The Management shall have the right to transfer you to any section/ department/ division/ unit of the Samaja in India at its sole discretion and you shall obey the same without any protest. Not complying with an order of transfer shall amount to be a misconduct of severe nature.
10. This offer of appointment issued in your favour shall be withdrawn if at the time of verification of records, any fact/ information given in your application for employment, declaration form etc., is found to be a mis-statement or there are any suppression of relevant facts or any certificate/ testimonial, degree or diploma on the strength of which you are considered for employment, is found to be not genuine and/ or not recognised by Government/ University.
11. The Management shall have the right to refer you to the Medical Officer preferred by the General Manager for medical examination at any time during the tenure of your service in the undertaking to ascertain your physical fitness and suitability to continue in the post held by you. Your services shall be terminated in terms of this appointment offer on your being found physically or mentally unfit for discharging the duties of the post held by you at the time of medical examination.
12. If this offer is acceptable to you, please return the duplicate copy of this offer duly signed by you as a token of acceptance so as to reach the undersigned within two weeks of the date of issue of this offer.

Yours sincerely,


(Hemant K. Sahoo)
Joint General Manager

To

Sri Jitendra Kumar Mishra,
Sub-Editor,
The Samaja, Vizag.

I accept the offer on the above terms and conditions.

Signature : Jitendra Kumar Mishra
Date : 27.12.2007