

THE SAMAJ

PREMIER ORIYA DAILY

MEMBER: A.B.C., I.N.S., I.L.N.A. & A.I.N.E.C.

Post Box No.29, Gopabandhu Bhawan, Buxibazar, Cuttack-753001

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Ref. No. PL-02/2004/108

Date : 24.03.2004

Shri Sunil Dash

OFFER OF APPOINTMENT

Dear Sir,

The Board of Management, Orissa Branch of Servants of the People Society is pleased to offer you the post of **Business Representative Group - 5 (Admn.)** on a pay of **Rs. 4,155/-** per month in the scale of **Rs.4155-145-5170-180-6430-225-7780** plus allowances 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 6 months at the first instance w.e.f. 01.04.2004. This period of probation may be extended at the discretion of the Management. However, if the period of probation initial or subsequently extended is not extended /further extended, it shall be deemed that your probation has not been extended and you have ceased to be an employee of the undertaking.
2. During the continuance of probation your services may be terminated at any time with 48 hours notice without assigning any reason whatsoever. If you wish to leave the services of the undertaking, during the period of probation, you may do so after giving clear notice of 48 hours.
3. On your completing the initial or extended period of probation satisfactorily and if you are found suitable for the post, you may be confirmed in the post.
4. After confirmation, your services can be terminated by either party giving one month's notice in writing. However, the Management reserves the right to give you pay in lieu of notice in full or in part. 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 the Management giving notice of termination of employment, 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.
5. 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.
6. As part of your normal duty you will keep the area and machine, records, files, documents or any other property of the Company under your charge, neat, clean and in proper order and you will carry appliances and accessories, books, files, records, documents etc. and do such manual/clerical work as may be required in due discharge of your duties, assignment or responsibilities without the aid of any helper/assistant.
7. In any matter connected with your employment you will be governed by the relevant rules, regulations, administrative orders and Standing Orders or employment rules of the undertaking in force from time to time.
8. At the time of your joining, you will have to declare your date of birth as well as educational qualification and produce documents in original in support of the same which shall remain unaltered except in case of attainment of further qualification subsequently.

In the event you are illiterate or have no formal education in a school and/or do not produce any valid document(s) in support of your date of birth at the time of joining, the management may, determine your date of birth through medical examination by the Doctor preferred by the General Manager and the same shall be binding on you.

The date of birth declared by you, supported by documents and accepted by the Management or determined after medical examination by the M.O. preferred by the General Manager shall be treated as final and no change in the date of birth so declared or determined shall be allowed thereafter for any reason whatsoever.

9. 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.