

THE SAMAJA

Premier Oriya Daily

Member : ABC, INS, ILNA & AINEC

Post Box No. 29, Gopabandhu Bhawan, Buxibazar, Cuttack-753001
Phone : 0671-2301994, 2301240, Fax : 2300841, e-mail : gm@samaja.in



Ref. No. 1901(2)/GM/2012

Date: 22.11.2012

Dear Ms. Sarmistha Sahoo,

In partial modification of this Office Order dated 16/10/2012, the Management of 'The Samaja' is pleased to offer you the contract for working as **"HR Executive"** on a consolidated amount of **Rs. 12,000/-** (Rupees Twelve Thousand Only) per month under the following terms and conditions.

1. The term of contract will be for a period of **one year w.e.f. 1st Nov' 2012 of your joining.**
2. During the period of contract you will discharge the duties and responsibilities that may be assigned to you by the authorities.
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. During the period of contract you will not engage yourself in any profession, business or employment.
4. You will be allowed leave @ **2 ½** days per month's working and no other leave will be admissible. You can avail leave due only with prior written permission of the authority.
5. 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.
6. 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.
7. Your appointment will be liable to be terminated in case your application/ declaration form etc. is found to be a mis-statement 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, is found to be not genuine and/ or not recognized by government/ university.