

THE SAMAJA

Premier Oriya Daily

Member : ABC, INS, ILNA & AINEC

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Ref. No. PL-2/658/07

Date : 10.12.2007

OFFER OF APPOINTMENT

Dear Sri Das,

The Board of Management, Orissa Branch of Servants of the People Society is pleased to offer you the post of **"Sr. Business Executive"** in **Gr.-3 (Adm)** on a pay of **Rs. 5,415/-** per month in the scale of **Rs.4755-165-5910-205-7345-255-8875/-** 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 6 months at the first instance w.e.f. the date of your joining. This period of probation may be extended at the discretion of the Management. However, if the period of initial probation or subsequently extended probation is not extended/ further 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.