

ईएसएसओ-भारतीय राष्ट्रीय
महासागर सूचना सेवा केन्द्र
पृथ्वी प्रणाली विज्ञान संगठन
पृथ्वी विज्ञान मंत्रालय,
भारत सरकार
"ओशियन वैली", प्रगती नगर (बी.ओ.),
निजामपेट (एस.ओ.), हैदराबाद-500 090, भारत



ESSO-Indian National Centre for
Ocean Information Services
Earth System Science Organisation
Ministry of Earth Sciences
Government of India
"Ocean Valley",
Pragathi Nagar (B.O.), Nizampet (S.O.),
Hyderabad - 500 090. INDIA.

No.ESSO/INCOIS/RMT:03/2018

February 11, 2019

Shri Rajesh Kumar,
H.No:111, Bara Muri,
Ranchi, Jharkhand State – 835 101
E-Mail:bittuiitk@gmail.com
Mobile No:7352949118

Dear Shri Rajesh Kumar,

**Sub: Contract Employment as Project Scientist 'B' - Offer of Appointment -
intimation - reg.**

Please refer to your online application dated 06.08.2018 and the subsequent interview held on January 22, 2019 I have been directed to inform you that, based on recommendations of the Selection Committee, Director, INCOIS is pleased to offer you employment as **Project Scientist 'B' (Post Code - 04)** on contract basis at the Indian National Centre for Ocean Information Services (INCOIS), Hyderabad on the following terms and conditions:

- I. You are required to work on any project of INCOIS and any other work incidental or entrusted to you from time to time.
- II. You shall remain on contract employment with INCOIS for a term up to December 31, 2019 or co-terminus with the project, whichever is earlier unless extended upon a review of your performance. The contract employment shall cease automatically on completion of the term including the extended term, if any. No formal notice or order shall be necessary to be issued to you for the purpose. The term of employment on contract shall not confer you any right to absorption or appointment against regular vacancies existing now or arising in future.
- III. You will be paid a consolidated remuneration of Rs.57,120/- (Rupees Fifty seven thousand one hundred and twenty only) per mensem during the contract term.
- IV. You are required to submit a medical insurance policy for a minimum value of Rs.2.50 lakhs at the time of joining, valid for the tenure at INCOIS.




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- V. Either party shall have the right to terminate this contract by giving one month notice in writing at any time during the employment under this contract without any reasons being assigned. INCOIS, however, reserves the right to terminate the contract with immediate effect on payment of remuneration for a month in lieu of notice.
- VI. You will be entitled for leave of 30 days in a calendar year which may be availed on proportionate basis on completion of a month with prior approval of INCOIS. No other kind of leave will be permissible during the contract employment.
- VII. You are required to work on public holidays and or on shift basis if the exigencies of work so demand.
- VIII. Outside employment will not be allowed during the tenure at INCOIS.
- IX. You are entitled for TA/DA on official tours as per rules.
- X. You shall at all times maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an INCOIS contract staff. You will be governed by the conduct rules applicable to regular employees of INCOIS.
2. If the terms and conditions herein are acceptable to you, please affix signature on a copy of this offer at the space provided and send to reach INCOIS not later than **February 18, 2019** by fax (040-23892910 / 23895001) or by Email to manyam@incois.gov.in. You may report for duties with the following documents latest by **March 13, 2019**.
- (i) Relieving Order from the present employer, if employed.
 - (ii) A certificate of Medical Fitness obtained from a Govt. Medical Officer not below the rank of an Assistant Civil Surgeon.
 - (iii) Self- attested copies of the certificates and mark sheets showing educational qualifications, age, experience etc
 - (iv) Two latest passport size photographs
3. If you fail to report to duty by **March 13, 2019**, it will be presumed that you are not interested in the employment on contract and the offer will be treated as withdrawn.



Yours faithfully,


(V. Subrahmanyam)
Administrative Officer

The terms and conditions in this offer are accepted.


Name: RAJESH KUMAR ; Date: 16-02-2019
(Signature with name & date)