



इलेक्ट्रॉनिक्स कारपोरेशन आफ इंडिया लिमिटेड
Electronics Corporation of India Limited
भारत सरकार [परमाणु ऊर्जा विभाग] उद्यम
A Government of India [DAE] Enterprise
कार्मिक वर्ग / PERSONNEL GROUP
भर्ती अनुभाग का.व./Rectt. PG

To
Mr./Ms. GYANARANJAN NAYAK
Candidate ID: 8292124
Mobile No.: 7008967711

इ.सी.आय.एल.पोस्ट, हैदराबाद - 500 062
ECIL Post, Hyderabad 500 062

दूरभाष / Phone:040-27182394/2222
ई-मेल/ email: hrrect@ecil.co.in

ECIL:PG(R):08/2021:

Date: 23.02.2021

Dear GYANARANJAN NAYAK,

Sub: Provisional Offer of appointment to the post of **Technical Officer on contract** against Advt.No.08/2021 - Reg.

1. With reference to your online application for the post of Technical Officer on (Contract) against our Advertisement No. 08/2021 and based on the information provided in the online application, we are pleased to offer you Provisional offer of appointment as **Technical Officer on contract basis** on the following terms and conditions:

1.1 Your appointment will be subject to receipt and satisfactory verification of Original Documents. Therefore, you are required to report for document verification to ECIL and produce the following original documents along with self-attested photocopies thereof :-

- Documentary proof in support of your date of birth.
- Documents/Certificates in proof of your educational and technical qualifications.
- Caste certificate issued recently by the Competent Authority in case of SC/ST/OBC/EWS and PWD certificate in Govt. prescribed form, wherever applicable.
- Local Police Verification Certificate.
- Experience Certificates on the Company letterhead, having one year post qualification industrial experiences. If currently employed, the Relieving Certificate and Service Certificate from the present employer are to be produced while joining.

Please note that this provisional offer letter is issued based on the information furnished in online application. If it is detected at the time of joining that you do not meet the eligibility criteria of notified advertisement and have furnished information which are not correct and factual, this provisional offer will be cancelled & you will not be allowed to join. Further TA reimbursement claim will not be entertained.

2. Pay & Allowances:

2.1 Your contract will be regularized as per company's requirements.

2.2 During the tenure of your contract, you will be paid a consolidated amount of **Rs. 33,000/- p.m. revision will be made in your pay during the tenure of the contract.**

2.3 You will not be eligible for any other allowances/benefits, except the consolidated pay during your contract tenure.

2.4 You will be reimbursed, a maximum amount of Rs.4,600/- per annum, on submission of proof thereof towards Medi-Claim insurance coverage for self and family consisting of spouse and two children. You shall produce the copy of insurance policy within seven days from the date of joining.

2.5 Outstation candidates will be reimbursed with 2nd class sleeper rail fare by shortest route from the station mentioned in the address for correspondence given in the on-line application form (within India), only on production of documentary proof subject to satisfactory completion of document verification.

2.6 You shall furnish details of your Aadhar Card, Permanent Account Number (PAN), Name of the Bank, Branch and Saving Bank Account No., at the time of joining.

2.7 You will be entitled to paid leave during your contract tenure @ 1.5 days for every completed month of contract service. No encashment and carry forward of leave will be admissible.

2.8 You will be entitled to transfer your PF to ECIL as per rules in case, you are already a member of PF. Your contribution and the Company's contribution for both the Provident Fund will be at the rates as may be in force from time to time.

3. Termination:

3.1 The contract may be terminated without giving any notice under the following circumstances:

- a) Non-performance or unsatisfactory performance;
- b) Loss of confidence, continued ill-health/Medically unfit;
- c) Any act detrimental to the interests of Organization.

3.2 The contract may also be terminated without assigning any reason(s) by either party by giving three months' notice or contract pay in lieu thereof. However, the Management reserves the right to insist on your serving full three months' notice period depending on the exigencies of your assignment.

4. Others:

4.1 You shall execute a bond for the contract appointment, in the proforma enclosed on a non-judicial stamp paper of Rs.100/- with notary at the time of joining.

4.2 During your contract period, you are required to follow the rules, regulations, procedures etc., of the Company. In case of violation, you would become liable for disciplinary action as per our rules. The Company reserves the right not to accept your resignation, if the circumstances so warrant, i.e. if the disciplinary proceedings are pending or a decision has been taken by the Competent Authority to issue a charge sheet etc.

4.3 You will be liable to serve in any position, department or shift, as may be assigned from time to time. However, you are liable to serve in any part of India at the discretion of Management depending on organizational needs.

4.4 You shall not apply for any higher studies/ scholarship/ appointment/ passport/ visa without first obtaining written permission of Management. Management reserves the right to refuse permission without assigning any reason thereof.

4.5 You shall not make any claim for regular employment in the Company, since your appointment is purely on fixed tenure based contract.

4.6 Your serving full tenure of contract appointment will be, subject to satisfactory performance, verification of your credentials, testimonials, antecedents, character etc.

4.7 Your contract appointment is subject to medical fitness (form enclosed) to be certified by a registered Govt. Medical practitioner.

4.8 You should produce the following certificates/documents in original along with self-attested photo copies while reporting at ECIL in addition to the documents are already specified at para -1 above :

- a) A certificate of physical fitness from Registered Govt. Medical Practitioner as per the format enclosed.
- b) **COVID-19 certificate** issued by the appropriate authorities.
- c) Two character certificates attested by two different Gazetted Officers (who have known you, for at least six months, at the time of signing the certificate).
- d) Duly filled-in 6 attestation forms by affixing colour passport size photograph on each Form. In addition, THREE passport size (**Blue Background only**) and TWO stamp size photos are required for administrative purposes.
- e) Contact agreements as per the attached proforma.

5. You should inform the Company of any change that has taken place in the particulars already furnished by you, between the date of your filling up of the application form, the date of your reporting for duty and during the contract tenure.

6. In the event of your accepting this offer:

- a. You should agree to assume full responsibility for any loss or destruction of any property that you may bring into the premises of the Company;
- b. You should agree to authorize and empower the Company to deduct from your pay at any time the cost of replacement of tools / property of the Company which may be entrusted to you during the course of your contract;
- c. You should also authorize any of your former employers listed in the application form to give the Company their records of your service, the reason for your leaving their employment with all other information, they may have concerning you whether or not on their records;
- d. You are required to certify that you are not crippled, deformed or suffering from any accident or chronic disease and that the statements and answers in your application are true to the best of your knowledge and belief, without consequential omissions of any kind and that you understand that any mis-statement of facts will subject you to immediate dismissal from employment.
- e. In consideration of the consolidated contract amount paid by the Company, you should agree to assign to the Company or its assignees the entire right, title and interest in and to any invention including the Intellectual Property Right that you may make during or as a result of your employment relating to the products of the Company and their methods of manufacture;

- f. You should agree to sign any papers and to do any act which the Company may consider necessary to secure for it or its successors, or assignees, any or all rights relating to such inventions and improvements including patents both in India and abroad;
- g. You shall not divulge or disclose to any third party of any inventions or methods or plans etc, which shall be the exclusive property of the Company.
7. In the event of any dispute, only the Courts at GHMC, Kapra Circle, and Telangana will have the jurisdiction and no other courts will have the jurisdiction.
8. You are required to report to the undersigned at Hyderabad for completing joining formality and further deployment.
9. If you are willing to accept the contract appointment on the terms and conditions stated above, you may communicate the acceptance through email hrrect@ecil.co.in to the undersigned by **26.02.2021** and report for joining at **ECIL Nalanda Complex, CLDC, TIFR Road, Hyderabad-500062, Telangana 01.03.2021 at 10.00 Hrs for completing joining formalities**. In case, the Company does not receive your acceptance of this offer, it will be presumed that you are not interested in the offer and the same stands withdrawn automatically.

Thanking you,

Yours faithfully,
From Electronics Corporation of India Limited.

(AJAYA KUMAR JENA)
SENIOR PERSONNEL OFFICER-(RECTT).

Encl:

- a) Character Certificate Proforma
- b) Service Bond proforma
- c) A Set of Physical Fitness Proforma

I, GYANARANJAN NAYAK hereby accept the terms and conditions of the above offer letter.

Signature with Date