FORMAT OF APPOINTMENT ORDER FOR DIRECT RECRUIT OFFICERS – TERMS AND CONDITIONS

After found fit in the pre-employment Medical Examination undergone by you pursuant to our Circular No. 196 dated 30.08.2013 and the report thereof, we have pleasure in offering you appointment as Administrative Officer (Scale I) in our company on probation on the following terms and conditions:

1. You will be on probation for a period of one year from the date of your reporting. The probationary period may be extended by a further period of six months. Confirmation of your services as Administrative Officer is subject to your satisfactory performance during the probationary and training period. You shall be deemed to be on probation until order of confirmation is issued to you.

2. Your monthly basic pay is Rs. 17,240/- in the time scale of Rs. 17240-840(14)-29000-910(4)-32640 plus such other allowances as may be admissible under the rules in force from time to time.

3. During the period of probation or the extended period of probation, you shall be liable to be discharged from service without any notice or reasons therefor. If you resign during the aforesaid period, you shall give the Company one month's notice in writing of your intention to leave the service or salary in lieu thereof. In either case, you shall also be liable to refund to the Company forthwith an amount stipulated as liquidated damages in the Service Agreement.

4. The Service Agreement as per enclosed draft shall be submitted by you on the date of your reporting for training, duly executed by you and two solvent sureties as acceptable to the Company on the stamp paper/s of appropriate value prevailing in the State of execution. All terms and conditions of the said Service Agreement shall be binding on you.

5. During the tenure of your service, you shall be liable to be transferred to any Office of the Company at any place in India or from one Department to another as may be deemed necessary.
6. Your appointment shall be subject to the terms and conditions contained in General Insurance (Rationalisation of Pay Scales and other Conditions of Service of Officers) Scheme, 1975, the General Insurance (Termination, Superannuation and Retirement of Officers and Development Staff) Scheme, 1976 with subsequent amendments thereto as well as other regulations laid down from time to time. You will also be governed by General Insurance (Conduct, Discipline and Appeal) Rules, 1975, as are in force from time to time.

7. You shall be covered under the New Pension Scheme and shall contribute every month, to the Fund of the New Pension Scheme at the rate of 10% of the Basic Pay plus Dearness Allowance and equal contribution shall be made by the company to such Fund.

8. In case you are presently employed, you shall submit the Discharge Certificate secured from your present employer, on the date of your reporting to the company and if you have executed any lien/bond to retain your substantive post with the present employer, company shall not contribute towards Pension or Leave Salary etc., since you are a Direct Recruit.

9. The Company reserves the right to modify, add or effect any amendments from time to time to the terms and conditions as also rules and regulations laid down herein above and you shall abide by such modifications, additions or amendments whilst in the service of the Company.

10. You will undergo eight weeks induction training at our Learning Centre at Chennai commencing from 21.10.2013 till 13.12.2013. Accordingly, you may tentatively prepare and make travel arrangements for attending the training. You shall report for the training on the evening of 20.10.2013 at “Nalanda”, Learning Centre (at No.19, 4th Lane, Nungambakkam High Road, Chennai – 600 034) and latest by the morning of 21.10.2013.

11. On successful completion of Induction Training, you are directed to report to the Officer in Charge as mentioned in the order being sent to you. You shall report at the above place on 16.12.2013. Candidates not posted at Chennai will be allowed 5 days transit leave, which may be utilized within 6 months i.e.by 12.05.2014. They will be allowed only one way of travelling charges either to “their home from learning centre or to the place of posting from learning centre/home.” They have to report any way latest by 23.12.2013.
12. Under no circumstances extension of time to report at the above place will be considered and in case you do not report latest by 21.10.2013 at our learning centre, the company shall assume that you are not interested to accept the offer of appointment and consequently this offer shall automatically stand cancelled and there shall be no reconsideration of the same in future. Such cancellation shall not confer any right to retain your candidature for any future recruitment. The company shall not be responsible for delay in receipt of this letter due to post or extraneous reasons.

13. You shall be governed by the provisions of Transfer and Mobility Policy for Officers and in terms of the same, no request transfer shall ordinarily be considered until you complete a minimum period of three years at the present place of posting.

14. This appointment is provisional. In case of SC/ST/OBC/PwD candidates, it is also subject to the caste/tribe/disability certificate being verified through proper channels and if the verifications reveal that their claim to belong to Scheduled Caste or Scheduled Tribe or Other Backward Class or Persons with Disability (PwD) as the case may be, is false, their services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. Further, the appointment is subject to satisfactory report from the investigating agencies/authorities regarding your character and antecedents. This appointment is also subject to the satisfactory report from your previous employer and the referees mentioned by you.

15. This offer of appointment is made on the basis that the information furnished by you with the company is complete and correct. Your services are liable to be terminated at any time after your appointment in the company, in the event of said information/particulars being found materially incorrect or false or any information/particulars called for by the company or otherwise, suppressed by you.

Duplicate copy of this letter of appointment duly signed by you, signifying acceptance of the terms and conditions mentioned herein above, shall be submitted along with the Service Agreement, the letters of sureties, and Discharge Certificate secured from your present employer if any at the time of your reporting at the place mentioned above.