



इलेक्ट्रॉनिक्स कॉर्पोरेशन ऑफ़ इंडिया लिमिटेड

Electronics Corporation of India Limited
भारत सरकार का (परिमाणु उर्जा विभाग) उपक्रम
A Government of India [DAE] Enterprise
मानव संसाधन / Human Resources
भर्ती अनुभाग / Recruitment Section

To
Ms./Mr. Rakesh Devgan

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ECIL:HR/SSPD/DPP/31/2021/TO(C)

Date: 20/10/2021

Sub: Offer of Appointment to the post of **Technical Officer on Contract** against Advt. No. 31/2021 - Reg.

Dear Madam / Sir,

With reference to the Personal Interview you had with us on 06/10/2021, we are pleased to offer you the post of '**Technical Officer on Contract**' against the **project requirements of SSPD/New Delhi** under the administrative control of **New Delhi/North Zone** on the following terms and conditions:

I. **Pay & Allowances:**

1. Your contract will be for a period of Two Years (i.e., 24 months).
2. During the tenure of your contract, your pay (all inclusive) will be ₹ 23,000 p.m.. No revision will be made in your pay during the term of contract.
3. You will not be eligible for any other allowances/benefits, except the consolidated pay during your contract tenure.
4. You will be reimbursed on submission of proof thereof, a maximum amount of ₹ 3,600 per annum, towards Mediclaim Insurance for self and family consisting of spouse and two children.
5. No travelling allowance of any kind will be admissible to you for joining.
6. You shall furnish details of your Aadhar Card, Permanent Account Number (PAN), Name of the Bank, Branch and Saving Bank Account number at the time of joining.
7. You will be entitled to 18 days paid leave for each completed year of service during your contract tenure @ 1.5 days for every completed month of contract service. No encashment and carry forward of leave will be admissible.
8. You will be entitled to become a Member of Employees' Provident Fund and Employees' Pension Scheme, as per rules. 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.

II. Termination:

9. 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.
10. 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 serving full three months notice period depending on the exigencies of your assignment.
11. 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.

III. Others:

12. 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.
13. 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.
14. You will be liable to attend to the entrusted assignments in the position, department / division or shift, as may be assigned from time to time by the Company. **Your initial posting will be at SSPD/New Delhi.** However, you are also liable to serve in any part of India at the discretion of Management depending on organizational needs.
15. You shall not apply for any higher studies / scholarship / appointment / passport / visa without first obtaining written permission of Company. The Company reserves the right to refuse permission without assigning any reason.
16. During your contract term with ECIL, you shall not take any other assignments / jobs outside of the Corporation. In case of violation, you would become liable for disciplinary action as per extant rules.
17. You shall not make any claim for regular employment in the Company, since your appointment is purely contractual and for specified period.
18. Your full tenure of contract appointment will be subject to satisfactory performance, verification of your credentials, testimonials, antecedents, character etc.
19. Your contract appointment is subject to medical fitness (form enclosed) to be certified by a CIVIL SURGEON.
20. You should produce the following certificates/documents in original along with self-attested photo copies while reporting for duty:

- a) A certificate of physical fitness from CIVIL SURGEON as per the format enclosed.
 - b) 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).
 - c) Duly filled-in 6 attestation forms by affixing colour passport size photograph on each Form. In addition, THREE passport size and TWO stamp size photos are required for administrative purposes.
 - d) Documentary proof of your date of birth.
 - e) Documents / Certificates in proof of your educational / technical qualifications and experience certificate (s) if any.
 - f) A Caste certificate issued recently by the Competent Authority in case of SC / ST / OBC. A recent PH certificate if any, issued by Competent Authority specifying percentage of Physical deformity.
 - g) Relieving letter and a service certificate from your present employer, if any, together with a certificate of pay and allowances last drawn.
21. 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 the application form, the date of your reporting for duty and during the contract tenure.
22. In the event of 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 pay paid by the Company, you should agree to assign to the Company or its assignees the entire right, title and interest there 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.

23. In the event of any dispute, only the Courts at GHMC (Kapra Circle), Telangana will have the exclusive jurisdiction and no other courts will have the jurisdiction.

24. If you are willing to accept the contract appointment on the terms and conditions stated above, you may communicate the acceptance to the undersigned by **23/10/2021 and report for Joining at ECIL Zonal Office, D-15, DDA Local Shopping Complex, A-Block, Ring Road, Naraina, New Delhi - 110028 on or before 28/10/2021.** 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,

(Vamshi Krishna M)
Personnel Officer, Recruitment.

Encl.:

- a) Attestation Form
- b) Character Certificate
- c) Contract Agreement
- d) Medical Fitness Certificate

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

Signature with Date