



NLC India Limited
(‘Navratna’ - Government of India Enterprise)
RECRUITMENT CELL / HR DEPARTMENT / CORPORATE OFFICE
Block-1, Neyveli-607 801, Cuddalore District, Tamil Nadu

Procs. No. CORP/HR/401/09/2019

Dated. 15/07/2021

To
Shri. AVNIT KUMAR SINHA (Roll No. 126138010037)
61 WARD NO.-13,
SHERGHATI,
GAYA,
BIHAR - 824211.

Sub: Recruitment to the post of Graduate Executive Trainee (Mechanical) – Offer of Appointment.

Ref: 01. NLCIL Press Notification No. 02/2020.

02. Provisional Offer Procs. No. CORP/HR/401/09/2019, Dt: 09.06.2021.

03. Your acceptance of Provisional Offer.

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Dear Shri. AVNIT KUMAR SINHA,

We are pleased to offer you an appointment to the post of Graduate Executive Trainee (Mechanical) in E2 Grade (Scale of Pay of ₹ 50000-160000) in NLC India Limited on the following terms and conditions:

1.0 Service Agreement Bond:

- 1.1 In case of your acceptance of offer of appointment, you will have to execute a Service Agreement Bond executed on a Non-Judicial stamped paper to the value of ₹ 100/- (Rupees one Hundred only) as per the enclosed format for a sum of ₹ 1,00,000/- jointly with a surety of adequate worth acceptable to NLC India Limited to serve the Company for a minimum period of 3 years after successful completion of the Training and agree to reimburse the Company in the event of default.
- 1.2 You will be permitted to join only on receipt of the bond executed.
- 1.3 The Service Agreement Bond should be typed on one-side of the paper only in double line spacing. The stamp paper should have been purchased in your name only for this specific purpose. The bond should not be a carbon copy.
- 1.4 In the event of death or lunacy of the Guarantor or the Guarantor becomes insolvent or any other circumstances which incapacitate the guarantor to act as such, you should immediately report the same to the Company and arrange to execute a Service Agreement Bond afresh to cover the balance of the bond period.

2.0 Training:

- 2.1 On joining, you will be on Training for a period of Twelve Months. Company reserves the right to extend the period of training or terminate it, without assigning any reasons thereof as per the policy of the Company.
- 2.2 During training, you will be placed in the Scale of pay of ₹ 50000-160000 (E-2 Grade).
- 2.3 During training, your Basic Pay will be fixed in the minimum of the pay scale and besides you will be eligible for Dearness Allowance, Common allowance @ 35% of Basic Pay, Provident Fund, other Superannuation benefits and House Rent Allowance (in case Company Quarters not provided).



2.4 During training, you will be eligible for leave as under.

Casual Leave- 12 Days

Medical Leave-15 Days

Extra Ordinary Leave-10 Days

Special Casual Leave – 04 Days (for candidates belonging to PWD category only).

3.0 Regular Appointment:

3.1 On successful completion of 12 months of training and after passing such tests and examination as may be prescribed by the Company from time to time, you shall be considered for appointment in E-3 Grade in the Scale of Pay of ₹ 60000-180000.

3.2 The seniority in E-3 Grade will be based on your performance during training that will be assessed through written / oral / assessment(s) / final assessment(s).

3.3 On appointment in E-3 Grade, your Basic Pay will be fixed in the minimum of the Scale of Pay ₹ 60000-180000 (E-3 Grade) and besides you will be eligible for Dearness Allowance, Common allowance @ 35% of Basic Pay, Provident Fund, other Superannuation benefits and other allowances as applicable to the units in which you are posted and House Rent Allowance (in case Company Quarters not provided).

3.4 On appointment in E-3 Grade, you will be on probation for a period of 12 months which is extendable if considered necessary and the same will be confirmed in writing based on your performance. During probation, your services are terminable by the Company without notice or without assigning any reason whatsoever and without any compensation in lieu of notice.

4.0 Other Terms and Conditions:

4.1 You are liable to be posted in any Unit / Area / Place / Department / Division / Office of the Company or in any Joint Venture / Associate / Subsidiary Company of NLC India Limited during the period of training or afterwards.

4.2 An unfurnished residential accommodation will be allotted to you on your joining and a nominal rent will be recovered from your pay besides other charges including for Electricity and Water.

4.3 You will be eligible for Medical benefits as per Company Medical Benefit Rules.

4.4 The age of superannuation in NLCIL is 60 years at present. However, the Company at its discretion may change the age of Superannuation and accordingly, you shall retire from the service of the Company from such date.

4.5 During your employment, you will be governed by the Rules and Regulations of the Company including Conduct, Discipline & Appeal Rules as in force at present and as may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such Rules and Regulations.

4.6 In respect of any matters for which no provision is made here, the provision in the rules or orders issued by the Company shall apply and the decision of the Company as to their applicability shall be final and binding.



- 4.7 You will be further subject to such other terms and conditions of service as may be prescribed by the Company from time to time.
- 4.8 You will be required to furnish a declaration before joining that you do not have more than one living wife. If you are female, you should not have got married to a person already having a living wife.
- 4.9 In case you have already applied for job anywhere else, the same may be brought to the notice of the NLCIL while accepting the offer without fail mentioning the name of the organization, post applied and other relevant details.
- 4.10 If you are selected under Schedule Caste (SC) category, you should inform the Company about any change of your Religion / Faith.
- 4.11 If you are selected under OBC (NCL) category, you should produce OBC-NCL Certificate obtained on or after 01/04/2019.
- 4.12 If you are selected under EWS category, you should produce requisite Certificate certifying their "Income & Asset of the family" issued by the competent authority, obtained on or after 01/04/2019.
- 4.13 If you are selected under Scheduled Caste/Scheduled Tribe/OBC (NCL)/EWS/PWD/ Ex-Servicemen category should produce requisite, original certificate in the format prescribed by Govt. of India and issued by Competent Authority, at the time of joining.
- 4.14 The community certificate(s) / EWS & PWD certificate(s) produced by you are subject to verification. On verification, if your claim of belonging to Scheduled Caste or Scheduled Tribe or OBC (NCL) or EWS or PWD as the case may be is false, your services will be terminated forthwith without assigning any further reasons, without any notice and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. (Applicable for SC/ST/OBC(NCL) /EWS/PWD only).
- 4.15 You will be liable to be discharged from services;
- 4.15.1 If your work and/or conduct are unsatisfactory during the period of Training/Probation or if it is found that it was unsatisfactory prior to your appointment in the Company.
- 4.15.2 If you are found guilty of any insubordination, intemperance or other misconduct or breach of any rules pertaining to your service or conduct or non-performance of your duties or inefficient performance of your duties.
- 4.15.3 If the company is satisfied on Medical evidence that you are unfit and are likely to remain unfit by reasons of ill-health for discharge of your duties.
- 4.15.4 If it is discovered that material, facts/information relevant to your appointment were either suppressed or incorrectly furnished by you.
- 4.16 Notice Period:
- 4.16.1 Your services can be terminated by the Company by giving three months' notice in writing or by payment of three months Basic Pay and Dearness Allowance in lieu of such notice.



- 4.16.2 Apart from the obligations you have to discharge under the bond, you will have to give Three Months' notice in writing or by paying three months Basic Pay and Dearness Allowance in lieu of notice to the Company, if you desire to resign from the services of the Company. The three months' notice period should be on duty.
- 4.16.3 The company reserves the right not to accept your resignation, if the circumstances so warrant.
- 4.16.4 You will stand relieved on resignation only after formal orders are issued by the Competent Authority accepting your resignation.
- 4.17 Your character and antecedents will be verified subsequent to your appointment in NLCIL. If any adverse report comes to notice through verification/other sources, your services is liable to be terminated without assigning any further reasons and without any notice.
- 5.0 Medical Examination:
You have been found medically fit / fit with glass in the pre-employment medical examination.
- 6.0 You are issued with this final Offer of Appointment under the presumption that all information / documents, furnished / produced by you are true & correct, and also you fulfill the eligibility criteria as per the notification 02/2020. In case, if the information / documents, furnished / produced by you are found to be false / incorrect / bogus subsequently, your services will be terminated by the Company without giving notice or without assigning any reason whatsoever and without any compensation in lieu of notice.
- 7.0 This offer of appointment is subject to the conditions that you should resign your present appointment, if any and produce a proper relieving certificate from your present employer.
- 8.0 If the above terms and conditions are acceptable to you, you are requested to report before the Additional Deputy General Manager/MPP & Rectt., at Learning & Development Centre, NLC India Limited, Block-20, Neyveli 607 801 at 10.00 Hrs on 02-08-2021 for joining the company. You are requested to produce following certificates / documents in original for verification at the time of joining:-
- 8.1 Relieving Order from the Educational Institution (if presently pursuing higher study)/Relieving order from the present employer (if employed anywhere);
- 8.2 Certificates in proof of Date of Birth, Community, Qualification (from 10th Standard onwards) and experience if any;
- 8.3 Duly filled in Attestation Forms & Identity Certificate (enclosed herewith in triplicate);
- 8.4 Duly filled in KYC Form (enclosed herewith), attaching copies of Aadhaar Card / Passport / PAN Card / Voter ID / Driving License (Must furnish details of minimum two documents with Photostat copy) and Ration Card (in case your name is appearing in it);
- 8.5 Certificate of Disability obtained from the Competent Authority (applicable only for the physically disabled candidate).



- 8.6 Photostat copy of this Offer of Appointment, duly signed in acknowledgement column at Page-5, as token of having accepted the terms of employment and expressing willingness to join in the offered post.
- 9.0 If you do not respond to this Offer, it will be presumed that you are not interested in joining NLC India Limited and the Offer will be cancelled without any further communication.
- 10.0 We congratulate you on your appointment as Graduate Executive Trainee (Mechanical), E-2 Grade in NLCIL and wish you a long and successful career with NLCIL.
- We welcome you to join NLCIL Family to work together, to strive and achieve NLCIL's Vision & Mission and look forward for a fruitful association.

For NLC India Limited

Kapane Devi S
15-7-2021

Addl. Deputy General Manager / MPP & Recruitment

- Encl: 1) Attestation Form & Identity Certificate (in Triplicate)
2) KYE Form
3) Service Agreement Bond Template (Sent thru Regd. email ID)
4) Final Offer acceptance Format (Sent thru Regd. email ID).

ACKNOWLEDGEMENT

I hereby acknowledge that I have understood the terms of employment indicated in this offer letter and accept the same. I am willing to join the offered post in NLCIL.

DATE:

SIGNATURE

NAME :