



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

HQ-HR0RECT(OMRR)2/2021-HR-RECT

Dated: 08.10.2021

Roll No. : 14151200034
Name : PRITIPURBA MOHANTY
Address : Ashrampatana,, rasalpur, jagatsinghpur, odisha,
Jagatsinghapur, Odisha, 754109
Mobile : 8658052057 Email ID : mohantyprutipurba@gmail.com

Dear Candidate,

Sub: Offer for appointment to the post of Junior Manager (HR) in Grade E-2 {Scale of Pay Rs. 50,000-1,60,000 (IDA)} in DFCCIL.

Ref: Advertisement No. 02/2020.

On the basis of your performance in the computer based test and on being found medically FIT in the medical fitness test, the Competent Authority is pleased to offer you an appointment in this Company to the post of **Junior Manager (HR) in Grade E-2 {Scale of Pay Rs. 50,000-1,60,000 (IDA)}** plus admissible allowances subject to the following terms and conditions.

(i) You will be governed by DFCCIL's service rules, Conduct, Disciplinary & Appeal Rules etc. and administrative orders as issued/amended from time to time.

(ii) You are liable to be posted/ transferred to any part of India as per administrative requirement. In the normal course, you will be posted in the Offices/Project Sites of the Company.

(iii) As per DFCCIL's (Conduct, Discipline & Appeal) Rules, you will not be eligible for appointment, if:

- You have entered into or contracted a marriage with a person having a spouse living, OR
- You have a spouse living, having entered into or contracted a marriage with any person.

In the requirement thereof, you are requested to complete the declaration in the attached form and submit the same when you report for joining.

(iv) In case, at any stage, it is found that any certificate/Document/Testimonial/Educational Documents etc. furnished by you having bearing on your eligibility is not in order or any information/material facts having bearing on your eligibility have been hidden/misrepresented by you, then your appointment is liable to be cancelled forthwith without prejudice to any other punitive action under relevant rules.

Contd/-2-

(v) It may please be noted that appointment in DFCCIL will remain provisional till verification of antecedents by the appropriate Civil and Police Authorities. If it is reported by any of these authorities that you are unsuitable for service in DFCCIL or the information provided by you is wrong/false, the services will be terminated summarily.

(vi) If you have claimed to be belonging to Schedule Caste/Schedule Tribe/Other Backward Class Community, your appointment will be provisional till the Caste/Tribe/Class Certificates are verified by the appropriate authorities and if, the verification reveals that the claim to belong to Schedule Caste or Schedule Tribe or Other Backward Classes or belonging to non-creamy layer of OBC, as the case may be, is false, the 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.

(vii) You will be on probation for a period of two years from the date of appointment. Probationers shall be required to undergo training/tests as prescribed at such places in such manner and pass such examination as directed from time-to-time. They will also be required to pass a language exam in Hindi Devnagri script of an approved standard. The probation can be extended for unsatisfactory performance, prolonged illness or absence from duty or for similar other reasons. You will continue to be on probation till a specific order for clearance of probation is issued.

(viii) During the period of probation, the appointment can be terminated at three months notice in writing on either side subject to clearance of dues etc. Such notice is not however required in cases of dismissal or removal as a disciplinary measure. If in the opinion of the Company, the work or conduct of a probationer is unsatisfactory or shows that he is unlikely to become efficient, Company may discharge him forthwith. Failure to pass the Departmental examination may result in termination of services. Failure to pass the examination in Hindi of an approved standard within the period of Probation shall involve liability to termination of services.

(ix) You are required to execute a "Service agreement-cum-Bond" as in the proforma annexed herewith to serve DFCCIL for a minimum of Three (03) years from the date of joining failing which the candidate would have to indemnify DFCCIL for an amount Rs. 4 lakhs + GST. For this purpose the candidate has to sign a Bond in the appropriate format at the time of joining DFCCIL.

(x) On your joining you will not be granted any kind of long leave before completing the probation/training.

(xi) A DFCCIL employee can not without the prior permission from the Company, engage in any trade or business or undertake or negotiate for any other work or employment, full time or part time, while in the service of the Company. Also a DFCCIL employee can not apply for posts in other organization without the prior approval of the Competent Authority. **The notice period for resignation is minimum 3 months or pay in lieu thereof.**

(xii) If you have received any ex-gratia / compensation under the VRS scheme of the Govt./ PSU, you will have to refund the amount to the Govt./PSU and submit proof of the same before joining DFCCIL.



Contd/-3-

(xiii) You will have to submit the following Certificates/Documents as per enclosed checklist at the time of joining:-

- (a) Duly filled in joining proforma (Annexure-I)
- (b) Five copies of passport size photographs.
- (c) Bank details such as Account No., MICR Code and IFSC Code alongwith a cancel cheque and a copy of PAN card.
- (d) **Relieving order** issued by the Competent Authority in your last organization, if any.
- (e) Service Agreement cum Bond to be given on affidavit of Rs.100/- as per format enclosed, alongwith copy of ID proof of surety.
- (f) Declaration of marriage in the enclosed format.
- (g) Declaration of relationship/connection, if any, with the Director(s) of DFCCIL.
- (h) Attestation Form (**in triplicate**) (**in Original**).
- (i) Character certificate duly signed by a Gazetted officer, if not produced during document verification.

2. If any of the certificates/documents/papers as mentioned in para-1 (xiii) is not submitted the offer will be liable for termination.

3. Please convey your acceptance or otherwise to this offer of appointment by returning the duplicate copy of this offer letter duly signed by return email and report to this office at 5th Floor, Supreme Court Metro Station Building Complex, New Delhi-110001, positively on 29.10.2021 at 09:30 AM.

4. It may please be noted that this is not an open - ended offer and if you do not report with requisite original documents, this offer will liable to be treated as cancelled. Please note that you will be sent for training immediately after joining and hence, it is not possible to extend date of joining.

DA/- As above


(Rajeev Kr. Goyal)
Group General Manager/HR

Ref.: PGT 2021/IR/WET-20216305363327

03rd August 2021

Mr. Pramod Kumar Mahapatra
Utkal University
Contact No. 7008528076

Dear Sir,

Sub: Appointment as Post Graduate Trainee- IR

Hearty Congratulations on being selected for the position of Post Graduate Trainee-IR through our rigorous campus selection process. We are pleased to attach the offer of your appointment as PGT-IR. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Post Graduate Trainee -IR shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be posted at Project sites in **Uttar Pradesh state / region** under **Lucknow Cluster**. Our Cluster HR will share the project location and reporting details in the due course. You will be required to report for the joining formalities latest on or before **15th September 2021**. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained. Based on your travel plan of reporting at the project location and the local quarantine norms, your date of joining will be considered.

You are requested to submit the following documents online (scanned in colour) on or before **30th August 2021**: You will also be required to produce the following original documents at the place of posting for verification, on the date of your physical joining

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation/Post Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

Cluster HR Person	Cluster HR Contact No.	Cluster HR E-Mail ID
Mr. Manoj Kumar Dubey	9453827684	manojdubey@Lntecc.com

In case of any clarification, kindly contact Mr. Sivakumar B / 9500010533 / Sivakumar.b@Lntecc.com

Yours Faithfully,
for LARSEN & TOUBRO LIMITED



(R SAI RADHA)
HEAD – TALENT ACQUISITION
WATER & EFFLUENT TREATMENT IC

Ref.: PGT 2021/IR/HCI-20216305363350

02nd August 2021

Mr. Rajesh Kumar Rout
Utkal University
Contact No. 9337892814

Dear Sir,

Sub: Appointment as Post Graduate Trainee - IR

Hearty Congratulations on being selected for the position of Post Graduate Trainee-IR through our rigorous campus selection process. We are pleased to attach the offer of your appointment as PGT-IR. We would advise you to sign online and submit your acceptance within 7 days from the date of this letter. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Post Graduate Trainee-IR shall lapse automatically.

Further to the Pre-Employment Medical Checkup you are declared **MEDICALLY FIT** for training with us.

You will be required to report for the training **latest by September**. Your site/office location details will be shared to you soon. Your joining formalities will be completed through an online system. A detailed email will be sent to you on this separately on receipt of your acceptance of this offer. However, your physical date of reporting will depend on easing of travel restrictions to your place of posting. Please note that request for extension in joining time / Change of Department or Division or Location will not be entertained.

You are requested to submit the following documents online (scanned in colour) on or before **09th August 2021**: You will also be required to produce the following original documents at the place of posting for verification, on the date of your physical joining

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation/Post Graduation) of all the semesters/years- In Original - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

Please note that this offer of employment given to you is based on the educational qualification declared by you in your application for employment. This offer will stand automatically cancelled and withdrawn in case the information provided in the application is false or incorrect.

In case of any clarification, kindly contact Mr. Vignesh / 8939300022 / AVIGNESH@Intecc.com

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



(RAVI KUMAR MATTA)
HEAD – TALENT ACQUISITION
HEAVY CIVIL INFRASTRUCTURE IC

Ref.: PGT 2021/IR/HCI-20216305363350

02nd August 2021

Mr. Rajesh Kumar Rout
Utkal University
Contact No. 9337892814

Dear Sir,

Sub: Appointment as Post Graduate Trainee- IR

With reference to the interview you had with us, we have pleasure in selecting you as **POST GRADUATE TRAINEE- IR** on the following terms and conditions, subject to:

- (a) Your passing the final Degree Examination in FIRST attempt and
 - (b) Being found medically fit by the Company's Doctor.
1. Your period of training will be for twelve months from the date you report for training.
 2. During the course of twelve months training period, you will carry out all directions and instructions issued to you by the Company, its officers and representatives diligently and faithfully carry out your duties and obligations. The course and manner of your training will be decided solely by the Company at its discretion and you may be required to work, as part of your training, in any one of the Departments / Offices / Projects of the Company and/or its Associates / Subsidiary Companies.
 3. During the course of your training, the company will pay you the following salary:

PARTICULARS	AMOUNT (₹) (Office Based)	AMOUNT (₹) (Project Based)
STIPEND	15500/- P.M	15500/- P.M
FLEXIPAY	25210/- P.M	24410 /- P.M
TOTAL	40710/- P.M	39910 /- P.M

You will be eligible for reimbursement of Site Compensatory Allowance when posted at Project Sites as follows: -

Site Compensatory Allowances (P.M)	Project Based
	₹ 3160/-P.M.

A lump sum amount of **₹ 60,000/-** will be payable to Post Graduate Trainees -IR on successful completion of training period.

You are also eligible to get Leave Travel Assistance **₹ 21,000/-** after the completion of eleven months of your training period.

Mr. Rajesh Kumar Rout

4. **Gratuity:** Your tenure of training of twelve months will not be reckoned as "Service" for the purpose of Gratuity.
5. **Provident Fund:** You will be enrolled as a member of "LARSEN & TOUBRO OFFICERS AND SUPERVISORY STAFF PROVIDENT FUND" from the day of your joining our Organization, under which at present the employee shall subscribe a sum equal to 12% of his monthly salary and the Company contributes an equivalent amount.
6. **Tax Liability:** Income Tax Liability, if any, will be borne by you.
7. During the period of training, you will be entitled to leave as per the leave rules shown in **Annexure-I**.
8. You shall not at any time engage in, or be concerned with, or be interested in, directly or indirectly, any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business (the Company being the sole judge thereof).
9. The Company shall have the right to terminate this agreement forthwith without any notice in the event of any of the following: -
 - (i). Breach of any of the conditions of this agreement;
 - (ii). Any misconduct on your part;
 - (iii). Failure to carry out any of your duties and obligations;
 - (iv). Being continuously absent from or omit to attend to your work for 10 days without the Company's previous permission in writing whatever be the cause of such absence or omission.
10. Either party can terminate the training hereunder by giving one month's notice in writing to the other and upon expiration of such period of one month, the training hereunder shall terminate.

The Company may at its sole discretion terminate the Contract of Employment without notice and / or salary in lieu of notice, if in the opinion of the Company, the continuance of your employment is detrimental to the interest of the Company. Provided that, in the event of termination as provided hereinabove, all benefits / perquisites / allowances shall stand forfeited immediately, and you will only receive any statutory benefits as applicable to you on the date of your termination.
11. You are to treat the terms of this agreement as confidential.
12. You are to treat the following as strictly confidential
 - Your salary, allowances, benefits, rewards.
 - The affairs of the Company and its customers of which you may be cognizant and particularly the drawings, quotations, specifications and other manufacturing information.

By accepting employment with the Company, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct.
13. You will keep us informed of your local contact address whenever there is any change.

Mr. Rajesh Kumar Rout

14. You will be assigned to work in our **Lower Kopili, Hydel & Tunnels, Heavy Civil Infrastructure IC**. Please report to The Project Manager. Please note that requests for extension in joining time will not be entertained. Please note that you will not be eligible for reimbursement of any expenses that you may incur for reporting.
15. The Company may extend the training period if the trainee has not attended training on all days or has not fulfilled the learning objectives.
16. On successful completion of the said 12 months training period to the satisfaction of the Company of which the Company shall be the sole judge and depending on the vacancies existing in the Company at that time you will be considered for appointment in the Company's regular cadre.
17. **Code of Conduct:** You shall abide by the internal regulations specified in the company's 'Code of Conduct' inter alia Confidentiality policy, Gift policy, Insider Trading and Policy on Sexual Harassment and any amendments thereof and /or other policies which may become applicable from time to time. Any violation /breach thereof shall call for consequence management, which May include as disciplinary action for those found guilty of such misdemeanors, termination of Services with immediate effect without any compensation. The Company expects all employees to comply with these regulations in letter and spirit.

Company further expects that you will abide by the law of land in your dealings with the Company, its stakeholders & society.

Please note that it is the duty of every employee to familiarize themselves with the dos and don'ts of all policies concerning conduct, discipline and behaviors. In case of any concerns or clarification the HR department may be approached. However, ignorance of the rule will not be accepted as a defence in any case. Please refer **Annexure II**.

18. **Disputes & Arbitration:** Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T at its sole discretion. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996. The language of arbitration shall be English. Each of L&T or the employee shall be respectively entitled to approach the Court of competent jurisdiction for such interim reliefs as the Company or the Employee may in its discretion deem fit. The venue of arbitration shall be at Chennai. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India.
19. The company reserves the right to verify your documents and background through internal or external agencies. These may include your current / previous employment history, educational/professional credentials and other background checks.
20. **Confidentiality Agreement:** As a part of our Information Security Management System, you are responsible for the security of all information including prevention of misuse of information / information processing facilities, relevant to the company affairs and its customers of which you may be cognizant and treat as strictly confidential, in particular, the drawing, quotations, specifications and other manufacturing information. You shall also be responsible for maintaining the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any computer programmes.

Mr. Rajesh Kumar Rout

Any invention or discovery made by you during the course of employment with the Company shall become the property of the Company and you shall forthwith execute such documents including assignment agreements as provided under applicable law for transfer of title to the Company to enable the Company to register the same as Company owned intellectual property and you shall not raise nor have any claim in respect thereof.

21. **Non-disclosure of confidential information and trade secret:** You shall not, except as authorized, reveal/disclose/disseminate to any person or entity including competitors or persons involved directly or indirectly in allied trade, any of the trade secrets, secret or confidential information, information contained in any manuals and/or dealings or any information concerning the businesses, finances, external and internal transactions of the company and/or its affiliates / associates / group companies including but not limited to all data, all company contracts, processes, policies, strategies involving marketing, advertising, operations, contractual obligations, business expansion ("confidential information") which may come to your knowledge and/or imparted to you by the company during your employment. You shall hold strict confidence of such confidential information. This restriction shall survive after termination of employment / retirement / resignation / severance of employment for any reason whatsoever without limit in point of time. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memorandum, contracts or processes relating to the business and/or the transactions of the company and/or its affiliates / associates / group companies which may come to your knowledge and/or possession by virtue of his employment with the company for any purpose other than for the benefit of the company. You will be responsible for the safe custody of all the documents, manuals, processes, contacts, kits and other properties belonging to the company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the company.

22. **Non-competition restriction:** You shall not engage directly or indirectly in any professional services or employment nor advise, manage, render or perform services to or for any person or entity during the term of your employment with the company. You agree that the company's services are highly specialized. You further agree that the identity and particular needs of the company's customers are not generally known in the industry.

Documents and other information regarding company's services, pricing and cost as well as information pertaining to the company's customers including but not limited to identity, location, service requirements and charges to the customer are highly confidential and secret and hence, you shall not for a period of one year from the termination/ retirement / resignation / severance of your contract of employment for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the company within the geographical location wherein the company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your employment specially the terms related to Non-disclosure of confidential information and trade secret & Non-Solicitation and Non-Poaching to that of the company.

23. **Non-Solicitation and Non-Poaching:** You shall not at any time during the term of your employment with the company or thereafter, under any circumstances, directly or indirectly solicit or attempt to solicit the company's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of the company and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the company.

Mr. Rajesh Kumar Rout

You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the company, or with those customers of the company with whom you may have had any contact during your employment with the company and for a period of one year after your employment ceases within the company.

On arrival at our office, please contact our Recruitment Section along with the following documents in original and two attested Xerox copies

- S.S.L.C (10th Std) Certificate and Mark sheet - In Original
- H.S.C (12th Std) Certificate and Mark sheet - In Original
- Certificate & Mark sheets of Degree (Under Graduation/Post Graduation) of all the semesters/years- In Original (Except final semester / final year, if results have not been declared) - [Attested copies of degree certificate and final year / semester mark sheets should be forwarded to us within 3 months of your joining].
- Course Completion Certificate (if your final semester/ final year result is not declared) - In Original (Mandatory)
- Good Conduct certificate issued by the College
- Photocopies of achievements in extra-curricular activities claimed (College / District / State /National/ International levels)
- 2 Passport size photographs (Mandatorily photo should be taken in business formals in white background (for Men - Blazer and tie & Women - formal office wear).
- A Copy of your Aadhar Card & PAN Card
- Proof of age - either S.S.C or school leaving certificates

All communications/notices should be addressed to **HR Department, Heavy Civil Infrastructure IC, L&T Construction, TC 3 Building, Tower A, 4th Floor, D Wing, Mount Poonamallee Road, Manapakkam, PB No.979, Chennai-600089, Tamil Nadu, India.**

Please give your acceptance online as a token of agreement to the terms and conditions thereof, within 07 days from the date of this offer. In case we do not hear anything from you by that date, we will presume that you are not interested in our offer. Thereafter, this offer of appointment as Post Graduate Trainee-IR shall lapse automatically.

**Yours Faithfully,
for LARSEN & TOUBRO LIMITED**



**(BARTTANU KUMAR DAS)
HEAD – HUMAN RESOURCES
HEAVY CIVIL INFRASTRUCTURE IC**

Encl: As above

I have read the letter and accept my selection and all the terms and conditions thereof.


Rajesh Kumar Rout (Aug 4, 2021 21:24 GMT+5.5)

(Signature)

Date: Aug 4, 2021

ANNEXURE – I
LARSEN & TOUBRO LIMITED
L&T CONSTRUCTION
Leave Rules for Post Graduate Trainees - IR

Privilege Leave:

1. Eligibility : After 11 Months Training
2. Quantum : 23 days per annum
3. PL not availed at the end of the training period will be encashed and cannot be carried over to the Next Year.
4. If for any reason the leave extends beyond the period of training, your training period will be proportionately extended and if the trainee is offered employment with the company, the date of employment will be from the date of training is completed.

Casual Leave:

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum
3. Not more than 2 days CL will be allowed to be taken at one time. With holidays/ weekly off days prefixed / suffixed to CL, the total absence should not exceed 5 days.
4. Except in the case of extreme emergency, application for CL shall be made to the appropriate authority and sanction to be obtained prior to availing of leave.

Sick Leave:

1. Eligibility : From the date of Joining
2. Quantum : 07 days per annum on full stipend
3. The trainee shall produce a medical certificate from Registered Medical Practitioner in support of his sickness.
4. The company has the right to have the trainee examined by the company's Medical officer to ascertain the sickness.
5. SL shall not be combined with CL

If for any reason, the attendance of the trainee falls short of 240 working days per annum his training period will be extended by the period of such shortfall.



LARSEN & TOUBRO LIMITED

CODE OF CONDUCT

FOR

**S & E AND COVENANTED
OFFICERS**

2020

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I. PREAMBLE

- L&T is a professionally managed Indian multinational, committed to total customer satisfaction & enhancing stakeholders' value.
- The Company's philosophy on corporate governance is built on a rich legacy of fair & transparent governance & disclosure practices. This includes respect for human values, individual dignity, & adherence to honest, ethical & professional conduct. "L&T-ites" are guided by the vision statement & values mentioned therein for the success & reputation of L&T.

II. APPLICABILITY

This Code of Conduct is applicable to all Supervisory, Executive, Covenanted and equivalent grades of Larsen & Toubro Limited and its group of Companies.

The Board Members, Executive Directors and Senior Managerial Personnel (Senior Officers) will continue to be governed by the Code of Conduct signed by them.

III. CODE OF CONDUCT

i). Honesty, Integrity, Ethics

All L&T-ites shall act in conformity with professional standards of personal integrity, honesty & ethical conduct, especially when on Company's business, at Company sponsored events, or when representing the Company.

Ethical conduct is one that is free from fraud & deception and includes actual or potential conflicts of interest between personal advantages as against organization's needs and/or values.

ii). Respect for Individuals

Our success can be achieved only when we treat everyone, both within and outside our Company, with respect. Respect in the workplace, along with individual excellence and collaborative teamwork, is how we will accomplish our goals.

L&T-ites shall treat their colleagues & business associates with dignity & respect, irrespective of caste, creed, gender, religion/region, nationality, appearance or any disability.

Superiors shall encourage their subordinates/colleagues to express their professional views in meetings / discussions, candidly and without fear. Feedback on performance will be provided as far as possible in private. They shall treat them with equity & fairness.

L&T-ites shall not use abusive or offensive language, tone or gesture with their colleagues or business associates. Superiors shall not insult/demean their subordinates.

L&T-ites shall commit to create an environment which is free of any type of sexual harassment & abide by the Policy for Protection of Women's Rights at the Workplace. Every employee shall strive to protect women employees' from any act of sexual harassment.

The Provisions of the relevant law, rules and norms regarding the Sexual Harassment of Women at Workplace have become contextually very relevant in today's time. It is very important for every male employee to exercise diligence in drawing the line with respect to professional interactions with female employees. Maintaining decorum and ensuring that the employee is not exposed to complaints is important, for which it is the responsibility of each male employee to be fully aware of the provisions of the relevant law and repercussions of violations. It is the responsibility of the employee concerned to familiarize himself with the relevant law as applicable.

The details of the relevant law as applicable in India are in the link below

Please click [here](#) for the policy

iii). Customer Need and Stakeholder Value

L&T-ites are passionate about meeting customers' needs and delivering to stakeholders. L&T-ites shall:

- ✓ Demonstrate a passion for understanding and meeting the needs of customers and stakeholders
- ✓ Shall be fair, professional and transparent in its dealings with the customers and stakeholders.
- ✓ Take active responsibility for the quality of service we provide to customers and stakeholders

- ✓ Are open to change and readily implement better ways of doing things
- ✓ Have high performance expectations and a mindset of excellence
- ✓ be innovative in identifying new opportunities and approaches for our customers, stakeholders and ourselves
- ✓ respect customers' right to privacy in relation to their personal data
- ✓ Comply with all data privacy laws that prescribe how to responsibly collect, store, use, share, transfer and dispose of personal information, and strive to comply with those laws everywhere the Company operates.

iv). *Fair Competition and Anti-trust*

Company believes fair and open competition benefits customers, stakeholders, and society as a whole. Company supports the development and operation of competitive open markets and the liberalisation of trade and investment in each country and market in which we operate.

L&T-ites shall not enter into any activity constituting anti-competitive behaviour such as abuse of market dominance, collusion, participation in cartels or inappropriate exchange of information with competitors. L&T-ites shall collect competitive information only in the normal course of business and obtain the same through legally permitted sources and means.

v). *Sharing of Official Information*

L&T-ites shall not divulge or communicate in any manner sensitive/confidential information to third parties, except when authorized to do so for business reasons. Company's Policy Guideline on Designated Spokespersons authorized for communicating to the media in this regard, shall be strictly followed.

L&T-ites shall not speak ill about the organization to any external agency which would tarnish the image of the organization.

Similarly, L&T-ites shall desist from indulging in rumour mongering/loose talks, about the organization that is detrimental to the Company's interest.

Please click [here](#) for the policy

vi). *Maintaining Confidentiality*

In addition to the above, the employees shall maintain the integrity of internal communications. Care shall be taken to mitigate various risks emanating out of communication such as misrepresentation of facts/ events, leakage of price sensitive information, unfavourable reports on developments in the Company and inconsistent communication at the times of crisis. The contents of all the internal & external communications shall conform to the guidelines of Communication Risk Management Policy issued jointly by the Corporate Brand Management & Communication Department and Corporate Risk Management.

Please click [here](#) for the policy

The employees and personnel of L&T Group may in the course of their employment and engagement, become aware of and possess information of L&T Group or third parties disclosed to the L&T Group that is not generally known. This may include information which if disclosed could jeopardize the interests of the L&T Group.

As an HR process the Company conducts Development Centre (DC) regularly to assess leadership potential. The participants in these centres will be expected to maintain utmost confidentiality with respect to the content, material received in the DC's and conduct themselves with the highest sense of professional ethics.

Hence as per the Confidentiality policy, all the employees have been entrusted with the duty to keep such information strictly confidential and use it only for proper purposes in accordance with the law. This would apply during the course of employment as well as post separation.

Please click [here](#) for the policy

vii). *Dealing in Securities While in Possession of Unpublished Price Sensitive Information (UPSI)*

Every employee will be considered as an 'INSIDER' under the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended in 2018. As an Insider, it is the duty of the employee not to deal in or advocate trade in securities (eg. equity shares / preference shares / derivatives) of the Company when in possession

of any UPSI and till such time the information comes in the public domain.

The onus will be on the employee to demonstrate that he / she was not in possession of UPSI at the time of dealing in securities.

Please click [here](#) for the circular on prevention of insider trading along with the L&T Securities Dealing Code and the SEBI (PIT - Prohibition Of Insider Trading) Regulations.

viii). Professional Engagement & Public Advocacy

L&T-ites are encouraged to associate themselves with activities of professional bodies/fora to enrich their knowledge and also help in building organization's image.

The government is an important stakeholder in our business and we therefore engage with it through multiple business forums and trade organisations. We shall engage with the government and regulators in a constructive manner in order to promote good governance. Our senior executives are active members of industry bodies that participate in the development of public policy that addresses issues affecting industry, business, products and customers. However, such engagement should not result in dereliction of duty or in discrediting the organization's image/reputation or abuse of organization's resources.

ix). Use of Company Assets & Brand Logo

L&T-ites shall not exploit the organizational resources for one's own personal gain/pecuniary advantage. In discharge of official duties, one shall strive for effective and judicious use of resources entrusted to them. Resources include both tangible assets like equipment and facilities etc. or intangible assets like designs, information, software or network with suppliers/customers, etc.

L&T-ites are entrusted with the duty of using the brand logo without modifying the same. All the employees shall abide by the guidelines for Brand applications/usages including on visiting cards. Deviations from the specific logo templates will not be permitted.

Please click here for the policy on [Brand Marks](#) and [Use of Brand Marks by External Parties](#)

x). Intellectual Property

Company's intellectual property is an invaluable asset that must be protected at all times. L&T-ites shall respect and protect all confidential information and intellectual property of the Company.

L&T-ites shall safeguard the confidentiality of all third party intellectual property and data. L&T-ites shall not misuse such intellectual property and data that comes into their possession and shall not share it with anyone, except in accordance with applicable company policies or law.

L&T-ites shall promptly report the loss, theft or destruction of any intellectual property and data of the Company or that of any third party.

xi). Social Media Code of Conduct

L&T encourages social media interaction (during the employees' personal time) in an individual capacity and we trust our employees to act responsibly adhering to the policies of the company with respect to messages pertaining to the business and/or brand.

L&T-ites are expected to use social media in the best interests of the Company wherever there is any reference to the Company's name, brand or reputation. Social media interaction includes all digital social platforms and online interaction including interaction on platforms such as LinkedIn/ Facebook / Twitter / YouTube / Snapchat / Blogs or Review platforms / Whatsapp.

1. Responsibility:

- a) Every employee is responsible for what they post. They have to be aware that social media interactions for or on behalf of the Company (intended or unintended) can have legal repercussions that make the Company liable.
- b) They should not use the L&T logo or trademarks as their display pictures / images
- c) They should not share information about clients, partners, L&T leadership, L&T Businesses and their performance. They should not be involved in Plagiarism or infringement of any copy right, in the context of any reference made about L&T, its business, products or services.
- d) They should avoid anonymous postings

2. What can be posted on social media:

- a) Confidentiality of information should be kept in mind. One may share awards/accomplishments pertaining to the

company after they become public information. Personal views and perspectives shared in the form of blogs, articles, stories, narrations any form of postings should have a disclaimer that these views are views of the individual and not of the company

- b) One should not share information on or comment on current or former employees, clients, competitors, vendors or suppliers.
- c) One should not share any content that is protected by a third party's copyright. When sharing content created by someone else, due credit should be given to the creator.
- d) One should not film or photograph internal events and post them to social media unless one has the authorisation from their department head.

3. Tone:

- a) One should be Respectful. L&T does not condone any abuse and trolling on social media.
- b) One should use first person (don't use 'we' or 'us') when sharing opinions. It should be made clear that what is shared or said, is representative of one's personal views and opinions only and are not necessarily the views and opinions of L&T.
- c) One should be proactive and take responsibility in accepting and clarifying controversies (if any) around one's post on social media.

4. L&T reserves the right to monitor, edit, forbid, stop or / and filter comments or discussions about the group or companies, employees, clients and the industry, including products and competitors, posted by any employee on the Internet / in Social Media.

If any content violates the L&T Code of Conduct or the Social Media Policy, or the company's Communication Policy, the Group reserves the right to seek clarification, and if required, ask the employee to delete that content.

The Group Social Media Policy is covered under sections 5.11.49 through 5.11.51 of the Brand Manual.

Please click [here](#) for the policy.

xii). Use of Information Technology

L&T-ites shall judiciously use the Information Technology facilities provided to them. They shall conform to the policy on Information Technology.

The increasing usage of E-mails forms a major portion of the network usage. In order to make the best utilization of the resources and to prevent undesirable fallouts resulting from the use of E-mails, users should comply with the Corporate E-mail usage Guidelines. Please see Corporate E-mail usage policy framed for the proper utilization of the facility.

Please click [here](#) for the policy

xiii). Working Environment & Dress Code Policy

L&T-ites shall not engage in any activity that is likely to result in disturbing peace & harmony in the workplace or engage in activities that are likely to create tension, bitterness or confusion in the minds of colleagues.

Superiors shall endeavour to create a climate in ensuring the above.

All L&T-ites are expected to follow the dress code policy in order to project a professional image through attire and bearing.

Please click [here](#) for the policy

xiv). Environment, Health & Safety (EHS)

Safety is the core component of a Company's responsibility; it is also the foundation of its long-term viability. Company is committed to the safety and health of employees. Company believes that all injuries and occupational illnesses are preventable. Company has a commitment to zero injuries in the workplace.

L&T-ites shall endeavour to create a safe working environment by following the policies and procedures as laid down in the Corporate Environment, Health & Safety Management Systems framework.

Towards this, all the employees shall:

- a) Incorporate EHS considerations in all business decisions
- b) Ensure compliance to statutory and other requirements

- c) Prevent adverse environmental impacts and occupational health and safety risks
- d) Conserve natural resources, minimize waste generation and environmental emissions
- e) Impact structured training for employees and stakeholders for effective EHS performance
- f) Encourage communication, consultation and collaboration with all the stakeholders

L&T-ites shall strive to keep ones' own place and surrounding workplace clean and hygienic.

Please click [here](#) for the policy

xv). *Respect for Human Rights*

The Company respects human rights everywhere it works and while doing business with others. The Company does not employ children at the workplaces. The Company also does not use forced labour in any form.

xvi). *Sustainability*

L&T-ites are committed to fulfilling our economic, environmental and social responsibilities while conducting business. All the L&T-ites shall strive to conserve natural resources, and achieve sustainable growth, through a culture of trust and care.

Please click [here](#) for the policy

xvii). *Corporate HR policy*

People are the most valuable resources that contribute towards realizing the dynamic vision of the Company. Hence in consonance with the HR functions, we shall be relentlessly committing ourselves to:

- a) Acquiring, developing and retaining a pool of high-calibre talent
- b) Enabling and empowering our employees to be creative and innovative
- c) Establishing systems and practices for maintaining transparency, fairness and equality
- d) Creating a culture of continuous learning, competitiveness and excellence through change management
- e) Respecting ethics, values and good governance
- f) Provide equal opportunity for growth & development

Please click [here](#) for the policy

xviii). Risk Management Framework Including Tax Risk Management Policy

The employees must comply with all the laws applicable to the Company, adhere to the Risk Management framework and abide by the Internal Control Guidelines including the Tax Risk Management Policy.

Please click here for the policy on:

[Enterprise Risk Management](#)

[Internal Controls](#)

[Risk Management Policy](#)

xix). Prohibited Items

Use, sale, purchase or possession of alcohol/narcotic drugs/arms/weapons by L&T-ites at workplace or when on duty, is prohibited. Smoking is allowed only at designated places.

xx). Anti-Bribery

L&T-ites should never offer, directly or indirectly, any form of gift, entertainment or anything of value to any government official or commercial partners including customers or their representatives to

- a) Obtain or retain business
- b) Influence business decisions; or
- c) Secure an unfair advantage.

This includes bribes, kickbacks and facilitation payments.

L&T-ites should not accept, directly or indirectly, any form of gift, entertainment or anything of conspicuously high value from existing and potential business partners, vendors or their representatives

This includes bribes, kickbacks and facilitation payments.

Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks for academic sessions, contribution to academic boards etc. will be permitted, as mentioned in 'Gift Policy' below.

xxi). Gift Policy

A gift is anything of value and would encompass any gratuitous monetary or non-monetary benefit. It includes tangible items such as cash, precious metals, stones, jewelry, art and any of their equivalents, but also intangible items such as discounts, services, loans, favours, special privileges, advantages, benefits and rights that are not available to the general public. A “**gift**” also includes meals, entertainment, hospitality, vacations, trips, use of vacation homes, tickets to sporting or music events, outings, vendor familiarization trips and use of recreational facilities.

L&T-ites are prohibited from offering gifts, hospitality and entertainment or anything else of value, which might influence the decisions of counterparties or Officials in connection with the business of the Company.

L&T-ites are also prohibited from accepting any gifts, hospitality and entertainment, or anything else of value, which might influence their own decisions.

Only Gifts/Honorarium of nominal value accepted or offered on the occasion of festivals, talks, etc. will be permitted under this Policy. Such gifts should comply with local laws and customs (including cultural and religious festivals) and should not be prohibited under applicable law and should not include cash or cash equivalents, gold or other precious metals, gems or stones. L&T - ites may also initiate or become part of occasional business meals or celebratory events and entertainment, etc. in such manner that this policy remains unstained.

xxii). Information Security

The Information Security Policy sets out the expectations on every employee to safeguard confidential information of the Company and our third parties with the assurance of security, availability, integrity and confidentiality. This policy provides employees with the mandatory directive of safeguarding L&T and its stakeholder’s information.

Please click [here](#) for the policy.

xxiii) And Finally

All L&T-ites besides being good employees, shall endeavor to contribute towards:

- Development of the Community and Society.
- Supporting National & Humanitarian Causes.

IV. MECHANISM FOR IMPLEMENTATION AND MONITORING

Approvals / Disclosures under the points mentioned above should be as per the respective policies.

Violations of the Code of Conduct should be reported as per the [Reporting Matrix](#) which is annexed and forms an integral part of the Code of Conduct.

As a practice, any violations should be reported to the 1st Level Reporting Authority who shall investigate the same and take necessary action. However, if the violation is by the 1st Level Reporting Authority itself, then it should be reported to the 2nd Level Reporting Authority.

In case the Reporting Authority comes to the conclusion that the violation is of a grave nature, the same shall be reported to the Whistleblower Investigation Committee for further action within a reasonable time frame.

The concerned Reporting Authority will give a summary of the violations reported of the Code of Conduct and the action taken thereon on a monthly basis to the IC HR Head who in turn shall provide the same to Corporate HR.

V. ECOM DISCLOSURE

Corporate HR Head will provide a summary of the violations reported of the Code of Conduct and the action taken thereon on a quarterly basis

VI. REVIEW & AMENDMENT

The Code shall be reviewed as and when required to ensure that it meets the objectives of the relevant legislation and remains effective. The ECOM has the right to change/amend the Code as may be expedient taking into account the law for the time being in force.

VII. NON-COMPLIANCE:

Non-compliance of the provisions of this Code shall be treated as dereliction and an act of misconduct.

MATRIX - AUTHORITIES FOR BREACH REPORTING & CLARIFICATIONS /SEEKING PERMISSIONS				
SI No	Breach reporting	Reporting Structure		Remarks
		1st Level	2nd Level	
1	Work Place Conduct (Abusive or offensive language)	DH	CHR	#
2	Reporting of Bribe/ Fraud	WBIC		@
3	Breach of Confidentiality/Intellectual Property - sharing trade secrets and confidential information	WBIC		@
4	Dealing in securities while in possession of UPSI	Company Secretary	ECOM Member	
5	Misuse of Company's Assets	IC HR	CHR	#
6	Breach of information security	DH/IC HR	CHR	#
7	Use of prohibited Items like drugs, weapons, etc.	WBIC		@
8	Sexual Harassment	ICC		
SI No	Clarification /Permissions	Authority		
1	Dealing in securities	CS Team		
2	Professional Engagement and Public Advocacy	DH		
3	Company Assets & Brand Logo	CBMC		
4	Social Media Code of Conduct	CBMC/Legal		
5	Information Technology	DH/Corporate IT		
6	Work Environment Dress Code Policy	CHR		
7	Environment, Health & Safety	DH		
DH	Department Head			
WBIC	Whistle Blower Investigation Committee			
ICC	Internal Complaints Committee			
CMBC	Corporate Brand Management & Communications			
CHR	Corporate Human Resources			
#	If not attended to, can be escalated to WBIC			
@	The Complainant has the option to write directly to the Chairperson of the Audit Committee at acc@larsentoubro.com.			

कोल इण्डिया लिमिटेड

(भारत सरकार का एक उपक्रम)
भर्ती विभाग

कोल भवन, प्रीमाईस-4, एम.ए.आर.प्लाट सं: ए.एफ.।।।
एक्सन एरिया: 1-A, न्यूटाउन, राजरहाट, कोलकाता-700156
सी.आई.एन: L23109WB1973GOI028844
फैक्स - 033-23244125
ई-मेल - gmrectt.cil@coalindia.in
वेबसाइट: www.coalindia.in



एक महारत्न कंपनी
A MAHARATNA COMPANY



COAL INDIA LIMITED

(A Govt. of India Undertaking)
RECRUITMENT DEPARTMENT

Coal Bhawan Premise No.4 MAR, Plot No AF-III
AA-1A, New Town, Rajarhat, Kolkata 700156
CIN:L23109WB1973GOI028844
Fax - 033 23244125
E-Mail: gmrectt.cil@coalindia.in
Website - www.coalindia.in

(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:50001:2011 प्रमाणित कंपनी)

Ref.No.:CIL:RECTT:MT-2019:Offer of Appt.:10111

Date: 27-Sep-2021

२४

KRUTARTH PRASAD JENA

AT-Alupatana, PO-Satapada, Puri, Odisha

Category: SC

प्रिय महोदय / महोदया,
Dear Sir / Madam,

विषय: कोल इण्डिया लिमिटेड में प्रबंधन प्रशिक्षु (कार्मिक) के रूप में नियुक्ति का प्रस्ताव ।

Sub: Offer of Appointment as Management Trainee (**PERSONNEL & HR**) in Coal India Limited.

दिनांक 27.02.2020 को आयोजित परीक्षा और उसके उपरांत आयोजित व्यक्तिगत साक्षात्कार में आपके प्रदर्शन तदोपरांत साउथ ईस्टर्न कोलफील्ड्स लिमिटेड (एस.ई.सी.एल.) में आयोजित प्रारंभिक चिकित्सा परीक्षा (IME) में चिकित्सकीय रूप से फिट घोषित होने पर, अध्यक्ष, कोल इण्डिया लिमिटेड को आपको "प्रबंधन प्रशिक्षु (कार्मिक)" के रूप में नियुक्ति की पेशकश करते हुए प्रसन्नता हो रही है। आपकी पदस्थापना साउथ ईस्टर्न कोलफील्ड्स लिमिटेड (एस.ई.सी.एल.) में की जाती है।

Based on your performance in the written test held on 27.02.2020 followed by personal interview and on being declared medically fit in the Initial Medical Examination (IME) held at South Eastern Coalfields Limited (SECL), Chairman, Coal India Limited is pleased to offer you appointment as "Management Trainee (**PERSONNEL & HR**)". You are hereby posted at South Eastern Coalfields Limited (SECL).

खदान से बाजार तक सर्वोत्तम प्रथाओं के माध्यम से पर्यावरण और सामाजिक रूप से सतत विकास प्राप्त करके देश को ऊर्जा सुरक्षा प्रदान करने के लिए सीआईएल का विजन प्राथमिक ऊर्जा क्षेत्र में एक वैश्विक कंपनी के रूप में उभरना है। हम इस संगठन का हिस्सा बनकर आपको एक श्रेष्ठ, चुनौतीपूर्ण और समृद्ध अनुभव होने का आश्वासन दे सकते हैं।

CIL's vision is to emerge as a global player in the primary energy sector committed to provide energy security to the country by attaining environmentally & socially sustainable growth through best practices from mine to market. We can assure you of a great, challenging and enriching experience by being part of this organization.

आपको ई-2 वेतनमान अर्थात् ₹ 50000/- से ₹ 160000/- के तहत ₹ 50000/- प्रतिमाह की प्रारंभिक मूल वेतन के साथ मान्य डीए एवं भत्तों आदि का भुगतान किया जाएगा।

You will be paid initial basic of ₹ 50000/- per month in E-2 scale of pay i.e. ₹ 50000 - ₹ 160000/- plus DA etc., as admissible.

आपकी नियुक्ति के नियम एवं शर्तें इस नियुक्ति के प्रस्ताव के साथ **अनुबंध-I** के रूप में संलग्न हैं। यदि आपको यह नियुक्ति प्रस्ताव स्वीकार हो तो, कृपया नियुक्ति प्रस्ताव एवं नियुक्ति के नियम एवं शर्तें (**अनुबंध-I**) के प्रत्येक पृष्ठ पर हस्ताक्षर कर, कार्यभार ग्रहण करने हेतु **अध्यक्ष-सह-प्रबंध निदेशक, एस.ई.सी.एल.** को रिपोर्ट करें।

The terms of your appointment are annexed to this letter as **Annexure-I**. In case of acceptance of this offer, kindly sign each page of offer of appointment and terms and condition (**Annexure-I**) as laid down therein, and report to **Chairman-cum-Managing Director, SECL** for further assignment of duties.

ज्वाइनिंग के समय आपको अपने सभी मूल दस्तावेजों को प्रस्तुत करना होगा, जिसमें आपके पूरे दस्तावेज और आवश्यक जाति प्रमाण पत्र (यदि लागू हो) एवं दस्तावेजों की छायाप्रती भी प्रस्तुत करनी होगी। यदि आप सरकारी / अर्ध-सरकारी / सार्वजनिक क्षेत्र के उपक्रम / स्वायत्त निकाय में कार्यरत थे/हैं तो आपको अपने पिछले/वर्तमान नियोक्ता से संतोषजनक विमुक्ति पत्र देना होगा।

At the time of joining you will need to furnish all your original documents, which include your complete testimonials and necessary Caste Certificate (if applicable), along with photocopies of the same. If you were/are employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body you would be required to give a satisfactory Letter of Release from your past/present employer.

कृपया ध्यान दें कि यदि आपके द्वारा प्रस्तुत सूचना/घोषणा/प्रमाण पत्र या दस्तावेज झूठे, जाली या मनगढ़ंत पाये जाते हैं तो ऐसी स्थिति में, नियुक्ति का यह प्रस्ताव रद्द कर दिया जाएगा और यदि आप नौकरी ज्वाइन कर चुके हैं, तो ऐसी स्थिति में आपके सेवा को नियंत्रित करने वाले नियमों एवं शर्तों और अन्य सेवा नियमों के तहत, सेवा से हटाने या समाप्त करने के लिए उचित कार्रवाई की जाएगी जिसके लिए आप स्वयं उत्तरदायी होंगे।

Please note that in the event of any of the information/declaration/ certificate or document being found false, forged or fabricated at a later date, this offer of appointment shall be cancelled and in the event of your having joined the service, you will render yourself liable for appropriate action for removal/termination of service, as per terms and conditions and rules governing service.

ज्वाइनिंग के समय आपको संगठन की संतुष्टि के लिए अपनी पहचान का प्रमाण प्रस्तुत करना होगा। कृपया ध्यान दें कि यदि आप नियुक्ति के इस प्रस्ताव की प्राप्ति के **10 दिनों** के भीतर रिपोर्ट करने में विफल रहते हैं, तो यह प्रस्ताव स्वतः ही निरस्त हो जाएगा बशर्ते की सक्षम प्राधिकारी द्वारा उसे लिखित रूप में बढ़ाया न गया हो।

You will have to submit proof of identity to the satisfaction of the organisation at the time of joining. Please note that in case you fail to report within **10 days** of the receipt of this offer of appointment, the same shall stand automatically cancelled unless extended in writing by the Competent Authority.

हम आपके इस महान संगठन का हिस्सा बनने का बेसब्री से इंतजार कर रहे हैं।

We eagerly look forward to you becoming part of this great organisation.

Wishing you a bright future ahead / आपके उज्ज्वल भविष्य की कामना के साथ,

जे. जाफरी 28/08/2021
महाप्रबंधक (कार्मिक / भर्ती)
GENERAL MANAGER (PERSONNEL / RECRUITMENT)

कोल इण्डिया लिमिटेड

(भारत सरकार का एक उपक्रम)
भर्ती विभाग

कोल भवन, प्रीमाईस-4, एम.ए.आर.प्लॉट सं: ए.एफ.111
एक्सन एरिया: 1-A, न्यूटाउन, राजरहाट, कोलकाता-700156
सी.आई.एन: L23109WB1973GOI028844
फैक्स - 033-23244125
ई-मेल - gmrectt.cil@coalindia.in
वेबसाइट: www.coalindia.in



एक महारत्न कंपनी
A MAHARATNA COMPANY



COAL INDIA LIMITED

(A Govt. of India Undertaking)
RECRUITMENT DEPARTMENT

Coal Bhawan Premise No.4 MAR, Plot No AF-III
AA-1A, New Town, Rajarhat, Kolkata 700156
CIN:L23109WB1973GOI028844
Fax - 033 23244125
E-Mail: gmrectt.cil@coalindia.in
Website - www.coalindia.in

(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:50001:2011 प्रमाणित कंपनी)

Ref.No.:CIL:RECTT:MT-2019:Offer of Appt.:10214

Date: 29-Sep-2021

ABHINANDAN RATH

At- Gopinathpur, PO- Singhanathpitha,
Cuttack, Odisha

Category: EWS

प्रिय महोदय / महोदया,

Dear Sir / Madam,

विषय: कोल इण्डिया लिमिटेड में प्रबंधन प्रशिक्षु (कार्मिक) के रूप में नियुक्ति का प्रस्ताव ।

Sub: Offer of Appointment as Management Trainee (**PERSONNEL & HR**) in Coal India Limited.

दिनांक 27.02.2020 को आयोजित परीक्षा और उसके उपरांत आयोजित व्यक्तिगत साक्षात्कार में आपके प्रदर्शन तदोपरांत ईस्टर्न कोलफील्ड्स लिमिटेड (ई.सी.एल.) में आयोजित प्रारंभिक चिकित्सा परीक्षा (IME) में चिकित्सकीय रूप से फिट घोषित होने पर, अध्यक्ष, कोल इण्डिया लिमिटेड को आपको "प्रबंधन प्रशिक्षु (कार्मिक)" के रूप में नियुक्ति की पेशकश करते हुए प्रसन्नता हो रही है। आपकी पदस्थापना ईस्टर्न कोलफील्ड्स लिमिटेड (ई.सी.एल.) में की जाती है।

Based on your performance in the written test held on 27.02.2020 followed by personal interview and on being declared medically fit in the Initial Medical Examination (IME) held at Eastern Coalfields Limited (ECL), Chairman, Coal India Limited is pleased to offer you appointment as "Management Trainee (**PERSONNEL & HR**)". You are hereby posted at Eastern Coalfields Limited (ECL).

खदान से बाजार तक सर्वोत्तम प्रथाओं के माध्यम से पर्यावरण और सामाजिक रूप से सतत विकास प्राप्त करके देश को ऊर्जा सुरक्षा प्रदान करने के लिए सीआईएल का विजन प्राथमिक ऊर्जा क्षेत्र में एक वैश्विक कंपनी के रूप में उभरना है। हम इस संगठन का हिस्सा बनकर आपको एक श्रेष्ठ, चुनौतीपूर्ण और समृद्ध अनुभव होने का आश्वासन दे सकते हैं।

CIL's vision is to emerge as a global player in the primary energy sector committed to provide energy security to the country by attaining environmentally & socially sustainable growth through best practices from mine to market. We can assure you of a great, challenging and enriching experience by being part of this organization.

आपको ई-2 वेतनमान अर्थात् ₹ 50000/- से ₹ 160000/- के तहत ₹ 50000/- प्रतिमाह की प्रारंभिक मूल वेतन के साथ मान्य डीए एवं भत्तों आदि का भुगतान किया जाएगा।

You will be paid initial basic of ₹ 50000/- per month in E-2 scale of pay i.e. ₹ 50000 - ₹ 160000/- plus DA etc., as admissible.

आपकी नियुक्ति के नियम एवं शर्तें इस नियुक्ति के प्रस्ताव के साथ **अनुबंध-I** के रूप में संलग्न हैं। यदि आपको यह नियुक्ति प्रस्ताव स्वीकार हो तो, कृपया नियुक्ति प्रस्ताव एवं नियुक्ति के नियम एवं शर्तें (**अनुबंध-I**) के प्रत्येक पृष्ठ पर हस्ताक्षर कर, कार्यभार ग्रहण करने हेतु **अध्यक्ष-सह-प्रबंध निदेशक, ई.सी.एल.** को रिपोर्ट करें।

The terms of your appointment are annexed to this letter as **Annexure-I**. In case of acceptance of this offer, kindly sign each page of offer of appointment and terms and condition (**Annexure-I**) as laid down therein, and report to **Chairman-cum-Managing Director, ECL** for further assignment of duties.

ज्वाइनिंग के समय आपको अपने सभी मूल दस्तावेजों को प्रस्तुत करना होगा, जिसमें आपके पूरे दस्तावेज और आवश्यक जाति प्रमाण पत्र (यदि लागू हो) एवं दस्तावेजों की छायाप्रती भी प्रस्तुत करनी होगी। यदि आप सरकारी / अर्ध-सरकारी / सार्वजनिक क्षेत्र के उपक्रम / स्वायत्त निकाय में कार्यरत थे/हैं तो आपको अपने पिछले/वर्तमान नियोक्ता से संतोषजनक विमुक्ति पत्र देना होगा।

At the time of joining you will need to furnish all your original documents, which include your complete testimonials and necessary Caste Certificate (if applicable), along with photocopies of the same. If you were/are employed with Government / Semi-Govt. / Public Sector Undertaking / Autonomous body you would be required to give a satisfactory Letter of Release from your past/present employer.

कृपया ध्यान दें कि यदि आपके द्वारा प्रस्तुत सूचना/घोषणा/प्रमाण पत्र या दस्तावेज झूठे, जाली या मनगढ़ंत पाये जाते हैं तो ऐसी स्थिति में, नियुक्ति का यह प्रस्ताव रद्द कर दिया जाएगा और यदि आप नौकरी ज्वाइन कर चुके हैं, तो ऐसी स्थिति में आपके सेवा को नियंत्रित करने वाले नियमों एवं शर्तों और अन्य सेवा नियमों के तहत, सेवा से हटाने या समाप्त करने के लिए उचित कार्रवाई की जाएगी जिसके लिए आप स्वयं उत्तरदायी होंगे।

Please note that in the event of any of the information/declaration/ certificate or document being found false, forged or fabricated at a later date, this offer of appointment shall be cancelled and in the event of your having joined the service, you will render yourself liable for appropriate action for removal/termination of service, as per terms and conditions and rules governing service.

ज्वाइनिंग के समय आपको संगठन की संतुष्टि के लिए अपनी पहचान का प्रमाण प्रस्तुत करना होगा। कृपया ध्यान दें कि यदि आप नियुक्ति के इस प्रस्ताव की प्राप्ति के **10 दिनों** के भीतर रिपोर्ट करने में विफल रहते हैं, तो यह प्रस्ताव स्वतः ही निरस्त हो जाएगा बशर्ते की सक्षम प्राधिकारी द्वारा उसे लिखित रूप में बढ़ाया न गया हो।

You will have to submit proof of identity to the satisfaction of the organisation at the time of joining. Please note that in case you fail to report within **10 days** of the receipt of this offer of appointment, the same shall stand automatically cancelled unless extended in writing by the Competent Authority.

हम आपके इस महान संगठन का हिस्सा बनने का बेसब्री से इंतजार कर रहे हैं।

We eagerly look forward to you becoming part of this great organisation.

Wishing you a bright future ahead / आपके उज्ज्वल भविष्य की कामना के साथ,

28/09/2024
महाप्रबंधक (कार्मिक / भर्ती)

GENERAL MANAGER (PERSONNEL / RECRUITMENT)

मॉयल लिमिटेड

(भारत सरकार का उपक्रम)

मॉयल भवन, 1ए, काटोल रोड, नागपुर - 440 013

ई-मेल : moilhr1@gmail.com

वेबसाइट : www.moil.nic.in

दूरभाष : 0712 - 2806100 / 2806172

CIN No. : L99999MH1962GOI012398



MOIL LIMITED

(A Government of India Enterprise)

MOIL Bhavan, 1A Katol Road, NAGPUR - 440 013

E-mail : moilhr1@gmail.com

Website : www.moil.nic.in

PHONE : 0712 - 2806100 / 2806172

CIN No. : L99999MH1962GOI012398

MOIL/HO/ Pers./ Recruit./ GT-MT Offer /2021-22/ 206

September 02, 2021

Ms. KABITA PADHI
Haripur Sasan,
Haripur, Ps Tangi,
Khordha - 752034
Orissa

ENGAGEMENT AS MANAGEMENT TRAINEE (PERSONNEL)

Dear Kabita,

This is with reference to the written test held on 16.01.2021, subsequent Personal Interview held online on 22.06.2021 and Pre-Employment Medical Examination held in this Office on 16.08.2021 for the post of Management Trainee (Personnel). The management is pleased to inform that you have been selected at MOIL Limited, as Management Trainee (Personnel) for a period of one year from the date of your joining as a Trainee, on the following terms and conditions:

1. DATE OF JOINING

- i. You are requested to join on 16th September 2021 at Head Office, Nagpur at 10:00 A.M.
- ii. In case of exceptional circumstances, on reasonable grounds and on a written request, the date of joining may be extended with the approval of the Competent Authority as per the Rules of the Company.

2. TRAINING

- i. During the period of one year training, you will be required to undergo 'ON-THE-JOB TRAINING' as a Management Trainee and carry out the duties and responsibilities as assigned to you by your Superior Officers from time to time. During this period, you will be paid an all inclusive and consolidated stipend of Rs. 50,000/- per month. In addition to this, you will not be eligible for any other allowances or benefits as may be admissible to the other regular employees of the Company except free medical facility, for self only.

Adding Strength to steel

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- ii. Service rendered during the training period will not be counted for any other purpose such as grant of increment, Earned leave, Gratuity, Seniority etc. If your performance during the above period is not found satisfactory, your engagement as Management Trainee (Personnel) will stand as terminated on or before completion of one year period of training.

3. **PROBATION**

On successful completion of 12 months training as a Management Trainee, you will be appointed on probation for one year to a regular post of Manager (Personnel) in the scale of pay of Rs. 50,000-3%-1,60,000/- (E-02) (IDA pattern), by a separate letter of appointment.

4. You will be liable to serve in any Defence service or post connected to the Defence of India, if required, for a period of not less than four years including the period spent on training, provided that:
 - a) You will not be required to serve at aforesaid after the expiry of ten years from the date of appointment and
 - b) You will not ordinarily be required to serve at aforesaid after attaining the age of forty years.
5. During the period of training, you will be liable to be discharged, without notice and without any reason being assigned thereof, at the discretion of the Management. However, you shall have the right of discontinuing this assignment after giving one month's prior notice in writing of your intention or after paying to the Company a sum equal to your monthly consolidated payment referred to above for one month in lieu of notice.
6. Your above training will be subject to the condition that on verification by the Police Authorities, there is no adverse report about your Character and Antecedents. If there is any adverse entry in the said report, this offer of training will stand as cancelled without any notice.

7. **OTHER CONDITIONS**

Your whole time shall be at the disposal of the Company and you shall faithfully serve the Company, obey its lawful commands, keep its secrets, diligently and carefully learn and perform such work and business as may be entrusted to you, attend to your work regularly during such hours, as may be prescribed, and perform such duties as may be assigned.

8. You shall devote your whole time to your duties and shall not carry on or be concerned

in any other business or occupation whatsoever.

9. You shall be responsible for charge and care of the Company's money, goods, stores and any property entrusted to you or in your hands and shall truly and faithfully account for, or pass over or deliver to the proper person all money, goods, stores and property which shall at any time come to your hands or under your charge, on account of the Company.
10. You shall not take out any patent for any invention made by you during the period of your service without prior permission of the Company.
11. This offer of appointment is subject to the condition that if married, you do not have more than one spouse living, unless or otherwise you are exempted from the enforcement of the requirements in this behalf.
12. This appointment is subject to you not having directly or indirectly by yourself or your partner or Agent, any share or interest in any Contract by or on behalf of the Company, otherwise than as an Employee of the Company.
13. **LEAVE**

During the training period, you shall be eligible to the following types of leave:

i) **Casual Leave**: Maximum 12 days in a year (any holiday intervening during the spell of C.L. shall not be counted). Casual leave shall not be accumulative nor shall it be combined with any other leave. Further, on absorption in the Company's service on successful completion of the training, the C.L. availed shall be taken into account for determining the entitlement of C.L. during the remaining portion of the Calendar year.

ii) **Medical Leave**: 15 days per year on full stipend (any holiday intervening during the period of medical leave will be treated as leave). Medical leave shall not be accumulative. Normally medical certificate shall be required to be produced by you when you avail of medical leave for a period exceeding six days.

14. Your initial place of reporting shall be HO, Nagpur and a separate letter for place of posting will be issued, as per which you will be liable to be transferred to any Unit of the Company at the discretion of the Management.
15. If any declaration or information furnished by you proves to be false or if it is found that you have wilfully suppressed any material information, you will be liable to removal from service forthwith without any Notice and without assigning any reason thereof without prejudice to such other action as the Company may deem fit.
16. You will be subject to the Service Rules and Regulations, statutory and non statutory provisions, as may be applicable to you including the Conduct Rules, as well as the

administrative orders of the Company in force from time to time and shall obey all such orders and directions as you may receive from your superiors. In case of any dispute or interpretation of any part of this letter, or the Rules governing your service or otherwise however arising, the decision of the Company thereon shall be final and binding.

17. Travelling allowance i.e. AC-II train fare will be admissible to you for joining this post. No other allowance will be paid other than TA for joining.
18. Your appointment is provisional and is subject to the Scheduled Caste/Scheduled Tribe/OBC/EWS (if applicable) Certificate, being verified through proper channel and if the verification reveals that your claim to belong to Scheduled Caste or Scheduled Tribe or OBC (Non-Creamy Layer)/EWS as the case may be, is false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further as may be taken under the provisions of the Indian Penal Code for production of false certificate.
19. You are also required to bring all your original documents along with one set of photocopy of your testimonials including proof of date of birth, qualification, caste certificate, relieving order if applicable etc. along with 4 copies of latest passport size photographs.

If the above terms and conditions are acceptable to you, please submit the copy of the enclosed offer duly signed by you as a token of your willingness to accept the offer before 08.09.2021 to the undersigned along with police verification form duly filled in, in triplicate for onward submission (copy of the same is also enclosed).

If you fail to join as per point 1 (i) or fail to submit written request for seeking extension in joining on exceptional and reasonable grounds (to be mentioned in application), it will be assumed that you are not interested in joining and hence your Offer will be treated as cancelled.

This offer is subject to the verification of your Character and Antecedents by and from the Authority concerned and with no adverse entries in it (which has to be completed within 6 months from date of your joining in the Company).

MOIL wishes you all the very best. Welcome aboard !!

For MOIL Limited


Chief Manager (Pers.)
MOIL Limited, Nagpur

DECLARATION

I have read and understood all the terms and condition of the above post as indicated above and I hereby signify my acceptance of the same. I hereby declare that I am not a relative of any of the Directors of the Company and in the event of my acquiring such relationship, I shall immediately declare the same to the Company.

Signature_____

Name_____

Place_____

Date _____

Witness:

	Name and Address	Signature	Date
1.	_____		
2.	_____		

- Copy to :**
1. CMD Sect., MOIL Ltd., Nagpur.
 2. Director (Fin) Sect., MOIL Ltd, Nagpur.
 3. Director (HR) Sect., MOIL Ltd., Nagpur.
 4. Director (Commercial) A/C Director (P&P) Sect., MOIL Ltd., Nagpur.
 5. E. D. (Tech.), MOIL Ltd., Nagpur.
 6. G.M. (Prod.), MOIL Ltd., Nagpur.
 7. Jt. G. M. (Fin)/ Dy. G. M. (Fin-I/ A), MOIL Ltd., Nagpur.
 8. Jt. G. M. (Pers.), MOIL Ltd., Nagpur.
 9. Office Order/ Personal file.



मेकॉन लिमिटेड (भारत सरकार का संस्थान)
MECON LIMITED (A GOVERNMENT OF INDIA ENTERPRISE)



प्रधान कार्यालय (Head Office) : राँची-2, झारखण्ड, भारत, Ranchi-2, Jharkhand, India, फोन/Phone : 0651-2483000, फ़ैक्स/Fax : 0651-2482189/2482214
ई-मेल/E-mail : ranchi@meconlimited.co.in, वेबसाइट/Website : https://www.meconlimited.co.in
CIN No. : U74140JH1973GOI001199

By Speed Post

Dated : 18.01.2021

Ref No: 11.73.4.1/2021

To,
Shri Bhabani Sankar Panda
AT-Pattashani Colony
Balugaon
Dist.- Khurda
Odisha - 752030
Email : bhabanisankarpanda2@gmail.com
Contact no: 8908086554

Dear Sir/Madam,

Subject: Offer of Appointment to the post of Junior Executive (HR) on Full Time Fixed Tenure (FTFT) basis

CONGRATULATIONS!

With reference to your application in response to our advertisement and subsequent interview/ test you had with us in connection therewith, the Company is pleased to offer you the post of Junior Executive (HR) on Full Time Fixed Tenure (FTFT) basis. MECON Limited is a home of engineering excellence and a leader in engineering and consultancy and project management execution with a strong and professional Human Capital. Your career with us will definitely help the Company to achieve its Vision, Mission and Goals. The details of remuneration, benefits and terms and conditions are as follows:

1. DURATION OF THE CONTRACT

You shall be engaged for a period of 03 (Three) years from the date of joining.

2. PAY & ALLOWANCES

Your consolidated Pay will be ₹36,500/- per month. In case of posting at Site office/Metro office, you shall be eligible for Site allowance (5% of pay)/ Metro Allowance (2.5% of pay) accordingly. Other benefits like Medical, GPA and Provident Fund etc shall be admissible under Company Rules.

3. ANNUAL INCREMENT

Your annual increment shall be 3% of the pay (rounded to next ten rupees).

4. ACCOMMODATION

Company's residential accommodation (Family accommodation/Bachelor accommodation of the Company or client) shall be provided depending upon availability, on charges as per prevailing rules of Estate Section. In case, Company's residential accommodation is not availed, HRA at the rate of 5% of pay shall be paid.

5. LEAVE & HOLIDAY

- 15 days Casual Leave per year on Pro-rata basis (1.25 days per month) shall be provided.
- National Holiday/Festival Holiday shall be as applicable to regular employees and 4 Restricted Holidays (RH) in a year shall be given as per Company rules.
- Leave shall not be carried over to the next year.

Major Offices:

नई दिल्ली/New Delhi
+91-11-2204 1872 (Phone)
+91-11-2204 1214 (Fax)
delhi@meconlimited.co.in

मुम्बई/Mumbai
+91-22-2781 2155-58 (Phone)
+91-22-2781 2275 (Fax)
mumbai@meconlimited.co.in

कोलकाता/Kolkata
Page 1 of 4
+91-33-2282 2381-82 (Phone)
+91-33-2282 4441 (Fax)
kolkata@meconlimited.co.in

बेंगलुरु/Bangalore
+91-80-2625 2000 (Phone)
+91-80-2657 6352 (Fax)
bangalore@meconlimited.co.in

6. WORKING HOURS

As applicable at the office/site of your deployment. Should the work demand, you may have to work for extended hours also.

7. PROBATION

In the first instance you shall be on probation for a period of 03 months from the date of joining and will be confirmed in the existing post only after successful completion of probation period. The probationary period may be extended maximum of two times and the cumulative extension period of probation shall not exceed the original probation period. Unless confirmed in writing, you shall be deemed as probationary after expiry of the initial or extended period of probation.

8. CONFIRMATION

You will ordinarily be eligible for confirmation on successful completion of the prescribed Probationary Period. However, until you receive the letter in writing confirming your services, you will have the status of a probationer only.

9. TERMINATION OF SERVICE

- i) During probation period: your services are liable to be terminated by the Company without notice and without assigning any reason whatsoever and without any compensation in lieu of notice.
- ii) The services can be terminated by serving 1 months notice by either side or pay in lieu of notice. However, the notice pay from your side is subject to discretion of the management.
- iii) At any time without any previous notice if the Company is satisfied on medical evidence that you are unfit, and are likely for a considerable time to continue unfit, by reasons of ill health for discharge of your duties, provided always that the decision of the Company that you are likely to continue unfit shall be conclusively binding on you.
- iv) Without any previous notice if you are found guilty of insubordination, intemperance or other misconduct or of any breach of any rules pertaining to your service or conduct or non-performance of your duties.
- v) Your appointment is being made on the basis of your declaration made in the application form, the credentials submitted to us and in the attestation form. Pending verification of your character and antecedents by the concerned police authorities/ declaration regarding your previous employment, verification of Caste / Tribe / Disability / Ex-Serviceman / Sport person / J&K Domicile certificate, if any, the offer of appointment shall be provisional.

In the event of the Company receiving any unfavourable/ adverse report at a later date from the concerned authorities/ previous employer or any material information being found suppressed/ omitted by you, your appointment in the Company will be terminated forthwith without assigning any reason, notice or compensation in lieu thereof.

10. SERVICE REGULATIONS

- i) Your engagement will be governed by Laws of India.
- ii) You will be subject to the service rules and regulations including the Conduct, Discipline & Appeal Rules as in force at present and as may be amended, altered or extended from time to time, as well as the administrative orders of the Company in force from time to time and shall obey all such orders and directions as you may receive from your superiors. In case of any dispute or interpretation of any part of this letter, or the rules governing your service or otherwise, howsoever arising, the decision of the Company shall be final and binding. You shall not bring or attempt to bring any political or other outside influence to bear upon any superior authority to further your interests in respect of matters pertaining to your service under the Company.
- iii) The Company will not bear any liability on account of leave salary, pension contribution etc. to your former employers, if any, unless otherwise specifically mentioned.

- iv) You are liable to be transferred to any project/ location/ office of the Company as per the requirement.
- v) You shall faithfully serve the Company, obey its lawful commands, keep its secret, diligently and carefully, learn and perform such work and business as may be entrusted to you, attend to your work regularly during such hours as may be prescribed and perform such duties as may be assigned.
- vi) You shall not engage yourself in any other work, business, profession or employment either full or part time for honorary or otherwise, during the period of your employment without obtaining express permission from the Company in writing.
- vii) You shall be responsible for charge and care of the Company's money, goods, stores and any property entrusted to you or in your hands and shall truly and faithfully account for, or pass over or deliver to the proper person all money, goods, stores and property which shall at any time come to your hands or under your charge, on account of the Company.
- viii) You shall not take out any patent for any invention made by you during the period of your service without prior permission of the Company. You will not, at any time during the course of employment with the Company divulge/ utilize, share or part with any information, which you will acquire, gain, generate and develop knowledge about products, methods, business secrets and other information concerning the products/ business or the Company which are secret and confidential in nature. You will be liable for disciplinary and/ or legal proceedings for divulgence, sharing or parting of any such information.

11. DOCUMENTS TO BE SUBMITTED

- i) At the time of reporting, you will be required to produce the following certificates/testimonials in original along with oneself attested photocopy of each:
 - a) All educational qualification certificates/ testimonials, including Matriculation/Higher Secondary Certificate in support of your date of birth.
 - b) All work experience certificates/ testimonials in support of your work experience.
 - c) Release/ relieving order from your present employer in case you are working.
 - d) Caste / Tribe / Disability / Ex-Serviceman / Sport person / J&K Domicile certificate (as applicable).
- ii) You are required to furnish the following forms duly filled and signed to the Company at the time of your joining:
 - a) Marriage Declaration Form (If married)
 - b) Character certificate from a Gazetted Officer of Central/State Government.
 - c) Declaration regarding relationship with any of the Directors of the Company.
 - d) Three original sets of Attestation form (03 Nos.)
 - e) Pre-employment medical examination form
 - f) Any other form as may be required from time to time at any stage/ period of service.

If any declaration or information furnished by you proves to be false, or if it is found that you have wilfully suppressed any material information, you will be liable for removal from service and to such other action as the Company may deem necessary.

12. Your appointment is provisional and is subject to the Caste / Tribe / Disability / Ex-Serviceman / Sport person / J&K Domicile certificate (as applicable) being verified through the proper channels and if the verification reveals that your claim to belong to particular Caste / Tribe, having Disability, being Ex-Serviceman / Sport person / J&K Domicile (as applicable), is false, your services shall 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.

13. PRE EMPLOYMENT MEDICAL EXAMINATION

Your appointment in the Company is subject to medical fitness test at Company Hospital at Ranchi or any Govt. hospital and submission of the certificate in the prescribed form.

14. We would appreciate a decision on this offer of appointment on or before **20.01.2021**. To accept, please sign and email the document to Deputy Manager (HR) (Email – recruit@meconlimited.co.in). You are also required to send a hard copy of the acceptance to HR Department at MECON Limited, Vivekananda Path, Doranda, Ranchi – 834002, Jharkhand.
15. You are required to report to **undersigned at Recruitment Section, HR Department, MECON Limited, Vivekananda Path, Doranda, Ranchi - 834002** on or before **08.02.2021**.
16. In the event of your not joining by stipulated date or the extended date of joining based on your request and our agreeing to the same in writing, your offer will automatically get cancelled.
17. We stand ready to answer any questions you may have about the Company or the details of this offer. Should you feel the need for any further information, please contact Deputy Manager (HR) (recruit@meconlimited.co.in), Phone: 0651-2483571. We strongly believe that you will bring outstanding capability to MECON Limited. Please feel free to contact me or any other member of HR team during your decision making process. Congratulations again!

Warmest Regards,

Enclosure:

1. Marriage Declaration Form
2. Character certificate
3. Declaration regarding relationship with any of the Directors of the Company
4. Three original sets of Attestation form (03 Nos.)
5. Pre-employment medical examination form

Yours faithfully
For & On behalf of
MECON Limited, Ranchi

Ruchi Rohatgi
18/01/2021
(Ruchi Rohatgi)
Deputy Manager (HR)

ACCEPTANCE OF OFFER

I accept the offer and agree to the terms above.

Tentative date of joining:

Signature:

Name: _____

Date: _____

Place: _____



मेकॉन लिमिटेड (भारत सरकार का संस्थान) MECON LIMITED (A GOVERNMENT OF INDIA ENTERPRISE)



प्रधान कार्यालय (Head Office): राँची-2, झारखण्ड, भारत, Ranchi-2, Jharkhand, India, फोन/Phone : 0651-2483000, फैक्स/Fax : 0651-2482189/2482214
ई-मेल/E-mail : ranchi@meconlimited.co.in, वेबसाइट/Website : https://www.meconlimited.co.in
CIN No. : U74140JH1973GOI001199

By Speed Post

Dated : 18.01.2021

Ref No: 11.73.4.1/2021

To,
Shri Prashanta Pati
AT-Santarabali
PO - Maniabandha, PS - Badamba
Dist.- Kattack
Odisha - 754035
Email : prashantapati033@gmail.com
Contact no: 9777228022

Dear Sir/Madam,

Subject: Offer of Appointment to the post of Junior Executive (HR) on Full Time Fixed Tenure (FTFT) basis

CONGRATULATIONS!

With reference to your application in response to our advertisement and subsequent interview/ test you had with us in connection therewith, the Company is pleased to offer you the post of **Junior Executive (HR)** on Full Time Fixed Tenure (FTFT) basis. MECON Limited is a home of engineering excellence and a leader in engineering and consultancy and project management execution with a strong and professional Human Capital. Your career with us will definitely help the Company to achieve its Vision, Mission and Goals. The details of remuneration, benefits and terms and conditions are as follows:

1. DURATION OF THE CONTRACT

You shall be engaged for a period of 03 (Three) years from the date of joining.

2. PAY & ALLOWANCES

Your consolidated Pay will be ₹36,500/- per month. In case of posting at Site office/Metro office, you shall be eligible for Site allowance (5% of pay)/ Metro Allowance (2.5% of pay) accordingly. Other benefits like Medical, GPA and Provident Fund etc shall be admissible under Company Rules.

3. ANNUAL INCREMENT

Your annual increment shall be 3% of the pay (rounded to next ten rupees).

4. ACCOMMODATION

Company's residential accommodation (Family accommodation/Bachelor accommodation of the Company or client) shall be provided depending upon availability, on charges as per prevailing rules of Estate Section. In case, Company's residential accommodation is not availed, HRA at the rate of 5% of pay shall be paid.

5. LEAVE & HOLIDAY

- 15 days Casual Leave per year on Pro-rata basis (1.25 days per month) shall be provided.
- National Holiday/Festival Holiday shall be as applicable to regular employees and 4 Restricted Holidays (RH) in a year shall be given as per Company rules.
- Leave shall not be carried over to the next year.

Major Offices: *RR*

नई दिल्ली/New Delhi
+91-11-2204 1872 (Phone)
+91-11-2204 1214 (Fax)
delhi@meconlimited.co.in

मुम्बई/Mumbai
+91-22-2781 2155-58 (Phone)
+91-22-2781 2275 (Fax)
mumbai@meconlimited.co.in

कोलकाता/Kolkata
Page 1 of 4
+91-33-2282 2381-82 (Phone)
+91-33-2282 4441 (Fax)
kolkata@meconlimited.co.in

बेंगलुरु/Bangalore
+91-80-2625 2000 (Phone)
+91-80-2657 6352 (Fax)
bangalore@meconlimited.co.in

6. WORKING HOURS

As applicable at the office/site of your deployment. Should the work demand, you may have to work for extended hours also.

7. PROBATION

In the first instance you shall be on probation for a period of 03 months from the date of joining and will be confirmed in the existing post only after successful completion of probation period. The probationary period may be extended maximum of two times and the cumulative extension period of probation shall not exceed the original probation period. Unless confirmed in writing, you shall be deemed as probationary after expiry of the initial or extended period of probation.

8. CONFIRMATION

You will ordinarily be eligible for confirmation on successful completion of the prescribed Probationary Period. However, until you receive the letter in writing confirming your services, you will have the status of a probationer only.

9. TERMINATION OF SERVICE

- i) During probation period; your services are liable to be terminated by the Company without notice and without assigning any reason whatsoever and without any compensation in lieu of notice.
- ii) The services can be terminated by serving 1 months notice by either side or pay in lieu of notice. However, the notice pay from your side is subject to discretion of the management.
- iii) At any time without any previous notice if the Company is satisfied on medical evidence that you are unfit, and are likely for a considerable time to continue unfit, by reasons of ill health for discharge of your duties, provided always that the decision of the Company that you are likely to continue unfit shall be conclusively binding on you.
- iv) Without any previous notice if you are found guilty of insubordination, intemperance or other misconduct or of any breach of any rules pertaining to your service or conduct or non-performance of your duties.
- v) Your appointment is being made on the basis of your declaration made in the application form, the credentials submitted to us and in the attestation form. Pending verification of your character and antecedents by the concerned police authorities/ declaration regarding your previous employment, verification of Caste / Tribe / Disability / Ex-Serviceman / Sport person / J&K Domicile certificate, if any, the offer of appointment shall be provisional.

In the event of the Company receiving any unfavourable/ adverse report at a later date from the concerned authorities/ previous employer or any material information being found suppressed/ omitted by you, your appointment in the Company will be terminated forthwith without assigning any reason, notice or compensation in lieu thereof.

10. SERVICE REGULATIONS

- i) Your engagement will be governed by Laws of India.
- ii) You will be subject to the service rules and regulations including the Conduct, Discipline & Appeal Rules as in force at present and as may be amended, altered or extended from time to time, as well as the administrative orders of the Company in force from time to time and shall obey all such orders and directions as you may receive from your superiors. In case of any dispute or interpretation of any part of this letter, or the rules governing your service or otherwise, howsoever arising, the decision of the Company shall be final and binding. You shall not bring or attempt to bring any political or other outside influence to bear upon any superior authority to further your interests in respect of matters pertaining to your service under the Company.
- iii) The Company will not bear any liability on account of leave salary, pension contribution etc. to your former employers, if any, unless otherwise specifically mentioned.

- iv) You are liable to be transferred to any project/ location/ office of the Company as per the requirement.
- v) You shall faithfully serve the Company, obey its lawful commands, keep its secret, diligently and carefully, learn and perform such work and business as may be entrusted to you, attend to your work regularly during such hours as may be prescribed and perform such duties as may be assigned.
- vi) You shall not engage yourself in any other work, business, profession or employment either full or part time for honorary or otherwise, during the period of your employment without obtaining express permission from the Company in writing.
- vii) You shall be responsible for charge and care of the Company's money, goods, stores and any property entrusted to you or in your hands and shall truly and faithfully account for, or pass over or deliver to the proper person all money, goods, stores and property which shall at any time come to your hands or under your charge, on account of the Company.
- viii) You shall not take out any patent for any invention made by you during the period of your service without prior permission of the Company. You will not, at any time during the course of employment with the Company divulge/ utilize, share or part with any information, which you will acquire, gain, generate and develop knowledge about products, methods, business secrets and other information concerning the products/ business or the Company which are secret and confidential in nature. You will be liable for disciplinary and/ or legal proceedings for divulgence, sharing or parting of any such information.

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Yours faithfully
For & On behalf of
MECON Limited, Ranchi

Ruchi Rohatgi
(Ruchi Rohatgi)
Deputy Manager (HR)
18/01/2021

ACCEPTANCE OF OFFER

I accept the offer and agree to the terms above.

Tentative date of joining:

Signature:

Name: _____

Date: _____

Place: _____