



CIN No. L23201MH1952GOI008858

HRD: RECT: CA (OPEN ADVT) – 2014

24th November, 2014

Application No: 201407002481

ANKIT KESHORAM MODA

B14-102, SIDDHARTH COMPLEX, OPP. AGRA SWEETS, CITYLIGHT ROAD

SURAT 395007

GUJARAT

Sub : Appointment in Salary Grade 'A' with Hindustan Petroleum Corporation Limited

Dear Sir / Madam,

In reference to your application for employment against All India Open Advertisement and the subsequent Interview you had with us, we are pleased to offer you appointment as “Chartered Accountant” in our Corporation in Salary Grade 'A'. This appointment shall be subject to your satisfactorily complying with the relevant and applicable terms and conditions mentioned hereunder:

1. Your appointment, as above in Salary Grade 'A' is in Salary Scale of ₹24,900 – 50,500 and your starting Basic pay will be ₹ 24,900/- per month.

Please note that an amount of ₹ 5,000/- per month will be deducted as Retention Amount from the total emoluments for first six months during the period of probation. The amount will be refunded to the Officers only after their Confirmation in Salary Grade-'A'. The retention amount will be forfeited, upon leaving the Corporation or termination of service before the Confirmation.

2. In addition to the basic pay, you will be entitled to receive applicable allowances such as Dearness Allowance, House Rent Assistance etc. in accordance with the rules and regulations relevant and applicable from time to time, to your grade.
3. You will be entitled to other applicable benefits like Contributory Provident Fund, Contributory Medical Insurance Scheme, Group Savings Linked Insurance Scheme, Group Personal Accident Insurance Scheme and Gratuity etc.
4. You shall also be governed by the provisions of Conduct, Discipline and Appeal Rules as applicable to the Management staff of the Corporation.



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5. You will be on probation for a period of one year from the date of joining. The period of probation may be extended, if it is considered necessary by the Corporation to do so. On satisfactory completion of probation, based on your performance and various assessments during probation period, your scores in Technical Competency Test & On-the-job Project and your attendance, you will be confirmed in writing as a regular employee of the Corporation. During the probation/extended probation period, your services are terminable by either side, without notice.
6. You shall not be regarded as a regular employee of the Corporation till you satisfactorily complete the period of probation/extended period of probation and you are issued with a letter to that effect. Upon such confirmation, you will be treated as a regular employee under the service conditions applicable and would be entitled to all such benefits of a regular employee.
7. If you wish to resign from the services of the Corporation after confirmation, you may do so by giving one month's notice or one month's salary in lieu thereof. However, your resignation before or after confirmation, will be effective only on its formal acceptance and not otherwise.

You shall be precluded from withdrawing such notice of resignation except with the specific approval of the competent authority, provided that the request for such withdrawal is received before the intended date of your resignation.

The Corporation reserves the right not to accept the resignation of an officer against whom disciplinary proceedings are pending or contemplated.

8. Your appointment is in the Management category and as one of the terms and conditions of service, you may be posted, transferred or assigned to any section/department/location of the Corporation in India as is deemed necessary by the Corporation at its discretion from time to time.
9. At the discretion of the Corporation, your service may be placed at the disposal of the Government or any Government Undertaking/department on deputation.
10. The age of Superannuation, as applicable at present is 60 years. This may be altered as decided by the Corporation or as directed by the Government of India from time to time. On Superannuation, Provident Fund, Gratuity etc. are payable to you as per rules applicable at that time.
11. This appointment is offered to you on the basis of your having furnished to the Corporation, correct and factual information and documents regarding your date of birth, qualifications, past service, caste and other details. If at any time, it is found or revealed that you have furnished false or incorrect information and/or documents or withheld pertinent information etc. to secure or have secured employment, your services shall be liable to be terminated with immediate effect.



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12. In case you belong to SC/ST/OBC/PWD category, you are required to obtain caste/tribe/community/category certificate in the prescribed format and submit the same to us at the time of joining the duty. This appointment is provisional and is subject to the caste/tribe/community certificate being verified through proper channels and if the verifications reveal that your claim to belong to Scheduled Caste or Scheduled Tribe, or Other Backward Class or not to belong to creamy layer in the Other Backward Class as the case may be, is false, your 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. Also it is your responsibility to advise the Corporation in case of any change in your social status due to change of religion.
13. Your appointment and continuance in service shall be subject to your character and antecedents being found satisfactory on verification. Any statement, affidavit or declaration made at any time if found to be false or misleading, shall lead to automatic disqualification for further continuance in the Corporation.
14. On the question of interpretation of any of the terms and conditions, the decision of the Corporation shall be final and binding on you.
15. You are requested to produce the following documents at the time of joining :
 - a. Acknowledged copy of this appointment letter alongwith the Relieving letter from the competent authority of your present Employer, if serving or under training.
 - b. Original certificates in support of your date of birth, educational qualifications (i.e. mark-sheets/degree certificate etc.), experience, Category (if applicable) etc., for verification, and attested xerox copies of these certificates for submission along with recent two passport size photographs.
 - c. Attestation Form duly completed, in quadruplicate (Forms enclosed) & Application form for Employment.
 - d. A Character Certificate from a person not related to you, preferably from a Gazetted Officer, Member of Parliament or Legislative Assembly or Head of an Educational Institute.
16. You will not be allowed to join unless and until you submit Qualification/Degree Certificate along with each semester Mark sheets in support of your claim that you have acquired the requisite/prescribed educational qualification. Please ensure that you have no backlog/revaluation papers and the Degree is completed in all respects.
17. If you fail to communicate your acceptance of the appointment by December 1st, 2014 or to comply with the requirements mentioned hereinabove, this offer of appointment shall automatically stand cancelled.



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We take this opportunity to welcome you to the Corporation and wish you a long and fruitful association with us.

Yours very truly,

Rakesh Misri
Executive Director – HR

I agree to accept appointment on the terms and conditions mentioned in this letter.

Signature : _____

Name : ANKIT KESHORAM MODA

Date : _____

Witness :

Name : _____

Signature : _____

Date : _____