



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

मानव संसाधन अधिग्रहण विभाग
HRACQUISITIONS DEPARTMENT
DULIAJAN-786602
Telephone : 0374-2806779
e-mail : hra@oilindia.in

Ref. No. HRAQ/REC-WP-D/22-204389

Date: 12/07/2022

Shri Biman Moran
S/o. Jiten Moran
No. 2 Mohang,
P.O. Bordumsa,
Dist. Tinsukia,
Assam 786174

SUB: APPOINTMENT LETTER

Sir,

Congratulations on your selection for appointment as "Assistant Operator/Assistant Mechanic/Assistant Technician (Electrical)" in Grade-III. We extend you a warm welcome to the family of OILINDIANS and look forward to a long lasting and mutually satisfying association.

- 2.0 Your appointment and continuance in the service is provisional and subject to verification of your caste (applicable only for SC/ST/OBC-NCL), Disability Certificate (applicable only for PwBD), Income and Assets Certificate (applicable only for EWS), Discharge Book/Service and Release Certificate (applicable only for Ex-Servicemen), all educational testimonials, experience (if applicable) and character & antecedents being found satisfactory. In the event of your antecedents not being found satisfactory or any of the above documents found to be false/fake/incorrect, this appointment offer will be deemed to have been withdrawn and cancelled automatically.
- 3.0 You will be required to serve a probationary period of 12 months which may be extended at the discretion of the Company during which your performance will be assessed on quarterly basis. During the probationary period, we reserve the right to dispense with your services without notice as per applicable rules.
- 4.0 You will be assessed for your suitability for confirmation in Grade-III nearer completion of a total 12 months period of probation with the Company. In case your performance is not found satisfactory, the competent authority, at its discretion, may extend your probationary period initially for a period of six months and again for a period of another six months. In case your performance is not found satisfactory even after the extended period of probation, your appointment will stand terminated. Unless so confirmed in writing, you will continue to be on probation. You will be required to sign an undertaking with us.
- 5.0 Other terms and Conditions:
 - 5.1 **Appointment Details:**
 - 5.1.1 Your date of birth is **04/12/1999** as mentioned in your Class X Admit/Pass Certificate/Marksheet and you will be governed by the same for all purposes in the service and no change will be permitted in future.
 - 5.1.2 Your date of appointment will be effective from the date of joining the Company.
 - 5.1.3 The retirement age is 60 years as per present rules. You will superannuate from the service of the Company after close of working hours of the last day of the month in which you attain the age of 60 years.
 - 5.1.4 You are liable to be transferred in such capacity as the company may from time to time determine to any other location, department, function, establishment, or branch of the company or subsidiary, associate or affiliate company including overseas offices. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

- 5.1.5 The appointment is provisional and is subject to the Caste/Tribe/OBC-NCL certificate being verified through the proper channels. In case the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe/OBC-NCL, as the case may be, is false, the probation/service 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 certificate. Since the creamy layer status of OBC candidates may change after issue of certificate making him/her ineligible for reservation, the OBC candidates shall be required to submit a declaration as per the format enclosed at Annexure A.
- 5.1.6 In case you belong to Scheduled Caste community, you should inform the Management about the change of your religion during the period of service, if any, immediately after such a change, failing which suitable action/disciplinary proceeding can be taken.
- 5.1.7 In case you have applied under Economically Weaker Section (EWS) category then the appointment is subject to Income and Asset Certificate being verified through the proper channel and if the verification reveals that your claim to belong to EWS is fake/false, then 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 fake/false certificate. The EWS candidates are required to submit a declaration as per the format enclosed as Annexure B.
- 5.1.8 This offer of appointment is subject to your giving a marriage declaration in the enclosed proforma at Annexure C. As per existing rules of the Company, a person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, is not eligible for appointment in the service of the Company. Provided that where such marriage is permissible under the personal law applicable to such person and the other party to marriage and there are other grounds for so doing, the Board of the Company may exempt any employee from the operation of this rule. Candidate covered under the above rule may enclose application for grant of exemption. Such appointee will be allowed to join the offered post only after necessary exemption is granted to him/her by the Board and in case exemption is not granted, the appointee will not be allowed to join and the offer of appointment will stand withdrawn and cancelled.
- 5.1.9 This appointment is subject to your making a declaration in writing whether you are a partner or a relative of a Director of this Company within the meaning of Section 188(1)(f) of the Companies Act, 2013 (A list of Directors of the Company is enclosed).
- 5.1.10 In case you are found to have remained absent without authorized leave or permission for more than fourteen consecutive days or taken leave/absented from duty and taken up second employment in the country or abroad, you shall render yourself liable for dismissal from service of the Company from the date of such leave / absence.
- 5.2 Compensation:**
- 5.2.1 You will receive a basic pay of ₹26,600/- per month in the Grade-III scale of pay of ₹26,600-90,000/-. You will also be eligible for all allowances as applicable in your category. The allowances may be amended or withdrawn at any time at the discretion of the Company.
- 5.2.2 If posted in North Eastern Region you will be entitled to North East Allowance as per applicable rules which presently is 10% of Basic pay.
- 5.2.3 You will receive free medical facilities in accordance with the Company's rules.
- 5.2.4 You will be required to join Oil India Limited Employees' Provident Fund (OILEPF), Oil India Superannuation Benefit Scheme Fund (OISBSF) and Oil India Employees' Pension Fund (OIEPF) according to the rules of the fund and also the contributory Oil India Limited Social Security Scheme according to the rules of the said scheme. Oil India Employees' Pension Fund (OIEPF) is an exempted fund under EPS'95 Scheme.



Leave:

- 1 You will be entitled for Casual Leave during your probationary period on pro rata basis as per the rules of the company from the date of joining.
- 2 Please note that you will NOT be entitled to take privilege leave during the probationary period.
- 3 On completion of 12 months probation, you will be entitled to 30 days privilege leave. Thereafter, the privilege leave will accrue at the rate of 2½ days for each completed month of service. This may be accumulated upto a maximum of 300 days.
- 4 During your probationary period you may take Special Leave without pay for a period not exceeding 15 days only. Please note that absence from duty due to Sickness certified by the Company's Medical Officer and Special Leave without Pay in combination or separately in excess of 15 days during the probation period will result in extension of probation period by that many numbers of days the leave exceeds 15 days.

Responsibilities: Oil India Limited being basically an exploration and production Company, the nature of job may be mostly shift oriented, field oriented, arduous as well as challenging in nature. Therefore, we expect you to be physically and mentally prepared to work under such conditions. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. The working conditions will remain same even after your confirmation in the regular grade if you are considered for the same after completion of your probation.

- 5 **Confidentiality:** You shall not use or disclose any Confidential Information except as may be required under obligation of law or as may be required by OIL and in the course of your employment as defined from time to time in the Confidentiality Policy of the Company. By signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for OIL and will adhere to the IT Security Policies and Procedures of OIL. Any non-compliance of the same on your part will result in disciplinary action depending upon the nature and extent of non-compliance. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with OIL (irrespective of the circumstances of, or the reasons for, the cessation).

6 General:

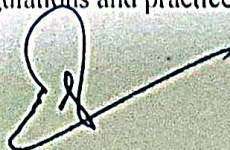
- 6.1 We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- 6.2 You will not be eligible for any other benefits other than those mentioned in this Offer or rules applicable in the Company from time to time.
- 6.3 Notwithstanding anything to the contrary herein, the Company shall be at liberty to withdraw or terminate this appointment letter forthwith upon or at any time on the happening of the following events:
 - If any information given by you in your application for the post or in any other documents connected therewith or filled in support thereof is found to be untrue or incorrect.

OR

- If you have concealed any information which, if disclosed, would have disentitled you to secure appointment for the post.

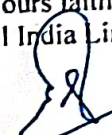
- 0 At all times, you must follow and abide by all the rules and regulations which have been specified in the Company's Health, Safety and Environment (HSE) Policy.

- 0 In all matters not spelt out in this offer of appointment, you will be governed by the Modified Standing Orders, as amended and other rules, regulations and practices as applicable in this regard.



- 8.0 You shall not bring or attempt to bring any outside influence to bear upon any superior authority to further your interests in respect of matters pertaining to your service in the company. Outside influence will mean any request-verbal or written, upon receipt of appointment letter and/or during service, in service related matters like posting, transfer, assignment, promotion etc., from individual(s) outside Oil India Limited.
- 9.0 After confirmation, your services are liable for termination at any time by serving one month's notice or payment of a sum equal to one month's wages in lieu of the notice. You on your part may offer to resign at any time by giving one month's notice or payment of sum equal to one month's wages in lieu of the notice. Your release from the Company on resignation will be subject to rules prevalent in the Company.
- 10.0 The terms and conditions stipulated in the Advertisement no. HRAQ/REC-WP-B/2021-06 dated 24/08/2021 shall be applicable to you during your service tenure in the Company. However, in case of any inconsistency in the terms & conditions of the Advertisement and this Agreement, the terms & conditions of this Agreement shall prevail.
- 11.0 If the above mentioned terms and conditions are acceptable, you are requested to sign the duplicate copy of this letter and return the enclosed "Employment Undertaking" confirming your acceptance of the terms and conditions of appointment and return the same on 12/07/2022.
- 12.0 Subject to submission of "Employment Undertaking" as referred in Clause-11 above, your date of joining will be 12/07/2022 and you are requested to report to GM (HR Acquisitions), HR Acquisitions Department, MTDC Complex, Oil India Limited, Duliajan, Assam, 786002 at 07:30 A.M. on 12/07/2022.

Yours faithfully,
Oil India Limited


(Jayanta Kumar Das)
GM (HR Acquisitions) Officiating
For Resident Chief Executive

- C.
- Enclosed : i. Employment Undertaking.
ii. Declaration to be submitted by OBC (NCL) candidates only (Annexure A).
iii. Declaration to be submitted by EWS candidates only (Annexure B).
iv. Declaration regarding marriage (Annexure C).
v. List of Board of Directors and declaration regarding relationship.