



इंडियन ऑयल कॉर्पोरेशन लिमिटेड

एओडि - डिगबोई रिफाइनरी

पो.ओ. डिगबोई, पिन-786171, असम

Indian Oil Corporation Limited

AOD - Digboi Refinery

P. O. Digboi, PIN: 786171, Assam

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असम ऑयल डिवीजन
Assam Oil Division

Ref. No. Pers/Rectt/DR/R1/2019- 10119037

Dated: 07.03.2019

To,
Sh. Niranjan Kumar Prajapati
C/o. Sh. Nirmal Sukumar
Balugada, Sabjibari, Hukhan Pukhuri Gaon, Nr Omega English Academy
P.O: Tinsukia, Dist: Tinsukia
Pin: 786146, State: Assam

Dear Sir,

**Offer of appointment for the post of Jr. Engineering Assistant- IV (Production),
In the pay scale of ₹11,900/- to ₹32,000/-**

With reference to your Written Test & Skill /Proficiency/Physical Test held at Digboi on 20.01.2019 and 02.02.2019 respectively, and your pre-employment medical examination on 12.02.2019, we are pleased to offer you the post of **Jr. Engineering Assistant- IV (Production)** in the pay scale of ₹.11900/- - 32000/- on the following terms and conditions:

1. Your salary will be fixed at ₹ 11,900/- per month in the pay scale of ₹11,900/- 32,000/- .In addition you will receive Dearness Allowance and other allowances, if any, according to the rules of the Corporation, in force, as amended from time to time. Annual increments would be subject to the rules of the Corporation.
2. You will be required to work under the supervision of such officers and supervisors as you may be directed from time to time.
3. Your services will be liable to be transferred to any place in India in the service of the Corporation at the discretion of the Management.
4. You will be on probation for a period of six months from the date you join the post, which may be extended depending upon your performance, application, attendance, verification of character and antecedents, caste and bearing at the sole discretion of the Management. If your work is found to be satisfactory during the probation period and verification of your caste (applicable to SC/ST/OBC), character and antecedents are also found satisfactory, you may be confirmed in service. Your services will not be regarded as confirmed until a letter of confirmation is issued by the Management. Your services can, however, be terminated at any time during the probation period without notice or without assigning any reason whatsoever.
5. The Management may transfer you for work in any Section/Plant/Department/Unit of the Corporation as it may consider necessary at its discretion from time to time without detriment to your emoluments. You may be transferred from one shift to another according to working convenience. You will work in 48 hours per week shifts.
6. You will diligently and faithfully carry out the instructions given to you by your superiors in connection with your work to the best of your skill and ability.
7. You will abide by the rules and regulations of the Corporation which may be in force, as amended from time to time.

Handwritten signature/initials