



Ref. No. HRAQ/CALL-WP-B/2021-1715152627

Date: 05/08/2021

SHRI SUBHAM UPADHYAY  
S/O. SURENDRA UPADHYAY  
SRIPURIA,  
P.O. SRIPURIA,  
DIST. TINSUKIA,  
ASSAM, 786145

**SUB: OFFER OF APPOINTMENT**

Sir,

We write with reference to your provisional selection and subsequent pre-employment medical examination against our vacancy notification and newspaper advertisement dated 18/10/2017.

2.0 In this regard, we have the pleasure of offering you employment as a 'Probationer' in Grade-V in the Company. Please note that, all terms and conditions for appointment as a 'Probationer' will be applicable to you as per the rules/regulations/policy decisions of the Company in force from time to time.

3.0 Please be informed that, your appointment as a 'Probationer' in the above post will be provisional and further subject to verification of all the documents/certificates/testimonials submitted by you in respect of Age, Caste/Tribe/OBC-NCL/EWS certificate, Educational and Experience qualifications, etc. as applicable, and also verification of your character & antecedents through proper channels. You will be eligible for confirmation in the Company in a regular grade only after requisite documents/certificates/testimonials are duly verified as authentic and positive character and antecedents are received from the concerned Issuing Authorities, subject to achieving the desired level of performance and further successful completion of your probationary period. In case the verification report received reveals that any of the documents/certificates/testimonials submitted by you is false/fake/incorrect or any adverse report of your character and antecedents is received, your provisional appointment as a 'Probationer' will be terminated/cancelled/disqualified at any stage with 15 (fifteen) days notice, besides liable for penal action under the provisions of the Indian Penal Code for production of false/fake/incorrect documents/certificates/testimonials or for adverse report of your character and antecedents.

4.0 You are advised to report to **ETDC Complex, HR Acquisitions Department, Oil India Limited, Duliajan** on **09/08/2021 at 7.00 AM** for necessary appointment formalities. Please bring the following documents while reporting for appointment formalities:

- 01 (one) no. of your recent 3cm x 3cm coloured photograph with white background.
- Release order from Previous Employer, in original, if any.
- Affidavit(s), in original, if any.
- All the filled-up declaration and nomination forms.

5.0 We request you to acknowledge the receipt of this letter in the duplicate copy enclosed herein as a necessary confirmation and advise you to report on the above date without fail.

Yours faithfully,  
Oil India Limited

(Dr. Shyamal Baruah)  
General Manager (HR Acquisitions)  
**For Resident Chief Executive**