



## APPOINTMENT LETTER

**9 December, 2020**

Dear **Rahila Naseer,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

### **1. Place of Employment and Timing:**

1. Your initial place of work will be at **IN-Sarita Vihar**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

### **2. Compensation and Benefits:**

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 108000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### **3. Reimbursement of Expenses:**

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

#### **4. Leaves:**

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

#### **5. Term:**

Employment period shall commence on **11 December, 2020** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may Deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

#### **6. Retirement:**

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

## 7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

#### **8. Whilst employed by the company, you:**

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

#### **Other Provisions**

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **11 December, 2020** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,  
For Wipro Limited.**



Sandesh Kumar  
Associate Vice President – Talent Acquisition

**I accept the terms of this letter.**

**Signature:** E-Signature Signature

**Date:** E-Signature Date

**Name:** Rahila Naseer

Recd.

भारतीय खाद्य  
कॉर्पोरेशन  
भारत  
पिन : 200000

भारतीय खाद्य  
कॉर्पोरेशन  
भारत  
FOOD  
CORPORATION  
OF INDIA



क्षेत्रीय कार्यालय, पंजाब, भारतीय क्षेत्रीय Regional Office, Punjab, Chandigarh  
ब्लॉक नं. 94 99, बस्ती 41, 9, चण्डीगढ़ 160 047  
Block No. 94 99, Sector 41 A, Chandigarh 160 047  
E-mail: [rcp@fci.gov.in](mailto:rcp@fci.gov.in)

No Estt. 1 (Rect.)/Cat III/2020-21/Appointment/15

Date: 18.09.2020

**Sub: OFFER OF APPOINTMENT FOR THE POST OF AG-III (TECHNICAL) IN FOOD CORPORATION OF INDIA.**

Shri/Smt **POOJA SINGH**, S/o / D/o **PHOOL SINGH** (Date of Birth: **12/13/1993**) (MM/DD/YYYY) (Roll No. **1411023516**) is hereby offered appointment to the post of **AG-III (TECHNICAL)** in the Food Corporation of India on the following terms and conditions:-

1. He/She will be eligible to draw Basic pay of **Rs. 28200/-** per month in the pay scale of **Rs. 28200-79200** under IDA pattern, in addition to allowances as admissible subject to the conditions laid down in Rules/Regulations and Orders of the Corporation issued from time to time governing the grant of such allowances.
2. He/She will be on probation for a period of one year from the date of appointment which may be extended for a further period not exceeding one year at the discretion of the Appointing Authority. During the period of probation, he/she shall be liable to be discharged from service without assigning any reason by giving a notice of 30 days or pay and allowances in lieu thereof. An employee who has satisfactorily completed his probation shall thereafter be confirmed.
3. His/Her appointment is subject to the provisions of the Food Corporations Act 1964 and the Rules and Regulations framed there under & amended from time to time and also such orders and directions issued by the Corporation from time to time.
4. He/She will be liable to serve in any part of India. Presently he/she is posted to Divisional Office **PATIALA** for further deployment.
5. An employee may resign from the services of the Corporation by giving 30 days

Handwritten signature

Notice during probation period or 90 days Notice after satisfactorily completed his probation period; or by paying compensation in lieu of such notice or for the shortfall in the notice period. The Competent Authority may accept the resignation either immediately or at any time before the expiry of notice period, subject to Rules. The Corporation reserves the right not to accept the resignation of the employee, if circumstances so warrant.

6. He/She will not be entitled to any travelling allowances/daily allowances for joining the post.
7. The appointment will be provisional and subject to the following conditions:
  - i) his/her being found medically fit by the prescribed Authority i.e., Civil Surgeon/Medical Superintendent of Govt. Hospital. In case he/she is found medically unfit the appointment is liable to be cancelled.
  - ii) Verification of caste (SC/ST/OBC-Non Creamy Layer)/ PwBD/EWS certificate through proper channel from Issuing Authority, if applied under such category. If the verification reveals that the certificate submitted by the candidate is false or invalidated, his/her services is liable to be terminated at any stage without assigning any reason and without prejudice to any such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate for securing employment.
8. (a) He/she should communicate his/her acceptance of offer to the undersigned by **08.10.2020** through post or by email at ***agmadmnpb.fci@gov.in***
  - (b) He/She should report for duty to Divisional Manager **PATIALA** at **FOOD CORPORATION OF INDIA, DIVISIONAL OFFICE, SARHIND ROAD, PATIALA** on or before **18.10.2020**
  - (c) If his/her acceptance is not received by 08.10.2020 and he/she do not join for duty by **18.10.2020** in which case this offer of appointment is liable to be cancelled, subject to the decision of the Appointing Authority.



9. At the time of reporting for duty he/ she must furnish the following documents in **original** in support of his/ her candidature for verification:-

- i) Documents in support of his/her educational qualification, age and experience.
- ii) Certificate from a designated authority in support of your claim of being **SC/ST/OBC-Non Creamy Layer/PwBD/EWS** in the prescribed proforma in case you belong to any of such category. The name of caste/tribe should be appearing in notified **Central List**.
- iii) Relieving order and LPC from present employer, if employed.
- iv) Service particulars/ certificate from the office in case he/ she is seeking age relaxation as a departmental candidate.
- v) Complete discharge certificate in support of his/her claim of belonging to Ex-Serviceman category, if applicable.

10. He/ She shall also furnish the following documents duly filled and signed at the time of reporting for duty for Verification:

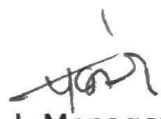
- i) Attestation Form (Annexure I).
- ii) Certificate of Character duly attested by District Magistrate or a Sub-Divisional Magistrate or their superior officers (Annexure II).
- iii) Certificate of Marital status (Annexure-III).
- iv) Medical Certificate (issued by Govt. Hospital only) from the Civil Surgeon/Medical Superintendent. (Annexure-IV).
- v) Declaration of Fidelity & Secrecy (Annexure-V).
- vi) Statement of Immovable Property (Annexure-VI).
- vii) Cardex Form (Annexure VII) with self-attested photograph.
- viii) Three latest passport size photographs (attested on reverse side).

**He/She is advised to bring all original certificates for verification at the time of joining.**





11. He/She will not be allowed to join duty till he/she produces all the requisite documents to the entire satisfaction of the Management.
12. If at any stage it is found that the candidate has indulged in any malpractice during the recruitment process or has furnished any false credentials/ information, his/her candidature/appointment is liable to be cancelled/terminated without prejudice to the right of the Corporation to initiate appropriate legal proceedings against the candidate.
13. His/her appointment will be subject to the final outcome of various Court Cases pending on the subject before various courts.

  
Asstt. Genl. Manager (Pers.)  
For General Manager (Region)

To

**POOJA SINGH**  
**SMQ 148 BY 7 VAYUSENAVIHAR**  
**AFS TUGHLAKABAD**

-

**SOUTH DELHI**  
**DELHI-110062**

**DISTRIBUTIONS:**

1. The Divisional Manager, Divisional Office, **PATIALA** is directed to ensure the verification of the relevant documents of the candidates in original prior to acceptance of joining of the candidates.
2. The Executive Director (North), FCI, ZO (North), Noida.
3. The Manager (Admin/APAR), FCI, local
4. Stock file.

**For any queries, you may contact/ mail at [agmadmnpb.fci@nic.in](mailto:agmadmnpb.fci@nic.in)/ Mob. No. 9517702007**

Date: Dec 31, 2021  
Offer No : QS2433754

**MO MOHAZZAR**  
282, GHALIB APARTMENT, PITAMPURA,  
DELHI 110034  
DELHI

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **MO MOHAZZAR**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to ADANI WILMAR LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JAN 03, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from JAN 03, 2022 to DEC 02, 2022.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**



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Page 1

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

Open the camera on your smart phone and scan.

You are required to work at client's location at DELHI.

**POSITION:**

You are appointed as QA SUPERVISOR.

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid DEC 02, 2022 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by



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Page 2

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

**<http://www.quesscopy.com> | Toll Free No: 1800-572-3333**



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the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

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above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall



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Page 4

Offer No : QS2433754

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



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only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Jan 03 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited**.



**Tej Hans Raj Singh**  
COO Staffing



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Page 5

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*Suchhanda Bhattacharya*

**JAMIA HAMDARD**  
(Deemed to be university)  
**[HAMDARD NAGAR, NEW DELHI - 110 062]**


No.: Estab/LD/896  
Dated: 7.11.2019

Ms. Suchhanda Bhattacharya  
Tutor  
Rufaida College of Nursing  
School of Nursing Sciences & Allied Health

**Subject: Appointment as Tutor in Rufaida College of Nursing,  
School of Nursing Sciences & Allied Health.**

On the recommendation of the Selection Committee held on 27.08.2019, you were offered appointment as Tutor in Rufaida College of Nursing, School of Nursing Sciences & Allied Health vide university letter No. Estab/ED/257 dated 29.10.2019.

Consequent upon your acceptance of the terms & conditions attached with the above letter and fulfilling the required formalities, you are hereby, appointed as Tutor in Rufaida College of Nursing, School of Nursing Sciences & Allied Health at the basic pay of Rs.44,900/- in level-7 as per 7<sup>th</sup> Pay Commission Pay Matrix, corresponding pay band of Rs.9300-34800 + GP of Rs.4600/-(pre-revised). You will be on probation for a period of one year w.e.f. 01.11.2019 (F/N), the date of your joining duty.

  
07/11/19  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

**Copy to:-**

1. Finance Officer – alongwith details of Bank Account of Employee concerned.
2. Dean, SNSAH
3. Principal, Rufaida College of Nursing
4. Director, IQAC
5. A.R. to VCS
6. A.R (Academic)
7. SPA to PVC
8. PS to Registrar
9. Personal File/Guard File

Saliqua Sehar

**JAMIA HAMDARD**  
(Deemed to be university)  
**(HAMDARD NAGAR, NEW DELHI - 110 062)**

No.: Estab/LD/913

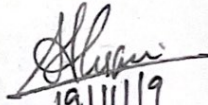
Dated: 19.11.2019

Ms. Saliqua Sehar  
Tutor  
Rufaida College of Nursing  
School of Nursing Sciences & Allied Health

**Subject: Appointment as Tutor in Rufaida College of Nursing,  
School of Nursing Sciences & Allied Health.**

On the recommendation of the Selection Committee held on 27.08.2019, you were offered appointment as Tutor in Rufaida College of Nursing, School of Nursing Sciences & Allied Health vide university letter No. Estab/ED/236 dated 29.10.2019.

Consequent upon your acceptance of the terms & conditions attached with the above letter and fulfilling the required formalities, you are hereby, appointed as Tutor in Rufaida College of Nursing, School of Nursing Sciences & Allied Health at the basic pay of Rs.44,900/- in level-7 as per 7<sup>th</sup> Pay Commission Pay Matrix, corresponding pay band of Rs.9300-34800 + GP of Rs.4600/-(pre-revised). You will be on probation for a period of one year w.e.f. 07.11.2019 (F/N), the date of your joining duty.

  
19/11/19  
(Dr. Sarfaraz Ahsan)  
Deputy Registrar

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5. A.R. to VCS
6. A.R (Academic)
7. SPA to PVC
8. PS to Registrar
9. Personal File/Guard File





# ST. STEPHEN'S HOSPITAL

## Tis Hazari, Delhi-110054



An ISO 9001, 14001 and BSOHSAS 18001 Certified Institution

Tel. : 23957977, 23958005, 23977930, 23982978, 23983580, 23983573-74, 23966021-27

Fax : 23932412 • E-mail : ssh@vsnl.com • Website : www.ststephenshospital.org

Ref. No.SSH/PERS/2019

1 APR 2019

Ms. Shweta,  
D-109, Yadav Nagar,  
Samaypur,  
Delhi-110042.

Dear Ms. Shweta,

With reference to your application dated 21.11.2018 and subsequent interview held on 18.03.2019, we are pleased to appoint you on contract basis in the St. Stephen's Hospital College of Nursing, Delhi on the following terms and conditions with effect from 01.04.2019.

1. You will be designated as Tutor.
2. You will be paid a consolidated salary of Rs.45,000/- (Rupees forty five thousand) only per month.
3. You will be on contract for a period of one year and your contractual appointment shall come to an automatic end on the expiry of one year, unless extended in writing by the Management.
4. You will be eligible for a total of 12 days leaves for a period of one year which can be availed on pro-rata basis. The unavailed leaves can neither be accumulated nor encashed and shall stand lapsed at the end of the contract.
5. You will not be eligible for Medical Assistance.
6. You may be transferred according to the exigencies of work at the discretion of the management from one section/department to another, from one shift to the other or from one centre of the hospital to another centre.
7. During the contract, one month's notice or one month's salary in lieu of notice period is required for termination of service from either side, at any time during the service period. The management shall not assign any reason for termination of service.
8. It is made clear that since your appointment is on contract basis for a period of one year and your starting wages is more than the statutory limit, you shall not be eligible to become P.F. member as per the rules.
9. You will abide by the rules and regulations of the hospital as applicable and also those changes and amendments that may be introduced by the management from time to time. The decision of the Director shall be final on all matters.
10. You are required to deposit Rs.10,000/- (Rupees ten thousand) in cash as security deposit at the time of joining and this money shall be refunded to you on completion of your term or if you are relieved by the Hospital before completion of your term. In the event of your leaving the services before completion of the contract period of one year, the deposit shall be forfeited.
11. This appointment is subject to satisfactory result of medical check up in this hospital.

Please let us have your acceptance in writing.

Yours sincerely,

Dr. Sudhir C. Joseph  
Director



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA**

ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ  
अखिल भारतीय आयुर्विज्ञान संस्थान, बठिंडा

**ADMINISTRATION**



AIIMS/BTI/Rect.Cell/Nursing Officer/223

02 May 2020

To,

List A Candidates  
Selected as Nursing Officers for AIIMS Bathinda

**Sub: - Offer of appointment to the post of Nursing Officer (Grade-II) on regular basis in All India Institute of Medical Sciences, Bathinda-151001, Punjab.**

Dear Candidate,

All India Institute of Medical Sciences, Bathinda offers you appointment to the post of Nursing Officer (Grade-II) in the Pay Scale Level-7 and other allowances as admissible to the Central Government employees of your status on the following terms and conditions: -

**TERMS OF EMPLOYMENT AND JOINING FORMALITIES**

You will be governed by the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time. Other conditions of service will be as provided under the Rules, Bye laws and Regulations of the Institute. Other conditions of service shall be applicable as provided under the Rules & Regulations etc. of the Institute and as amended from time to time.

**Pay Scale**

The Central Pay Scale applicable for the said post will be Level- 7 of Pay Matrix having scale of Rs. 44900-142400 (as per Govt. Notification dated 25.07.2016) plus usual allowances as may be sanctioned from time to time for the same category of employees of Central Government stationed at Bathinda.

**Probation Period**

Your appointment will be temporary and you will be on two years' probation. Your appointment during the probationary period may be terminated at any time with one month's notice by either side viz. the appointing authority, or the appointee, without assigning any reason whatsoever. It will be open to the Institute to pay salary and allowances to you, in lieu of notice, for the period by which the notice falls short of one month. Similarly, if you wish to resign, you may do so by depositing with the Institute one-month salary and allowances in lieu of the notice in respect of the period by which it falls short of one month. This amount would be in addition to the bond money mentioned hereinafter. The period of probation may be extended at the discretion of the competent authority.

**Surety Bond**

Your appointment is subject to production of surety bond amounting to Rs. 1,00,000/- (Rupees one lac only) thereby binding you to serve the Institute for two years and in the event of default, you shall be liable to remit an amount of Rs. 1,00,000/- (Rupees one lac only) to the Institute for the above said default.

### **Medical Treatment**

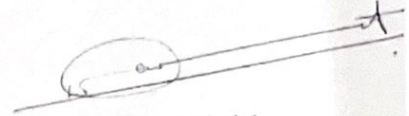
You will be entitled for medical treatment for yourself/your dependents, as per the existing Rules/Regulations of the Institute. You are advised to apply for the staff clinic facility on joining the Institute.

In case you accept this offer on the above terms and conditions, you may please communicate your acceptance to the undersigned immediately and report for duty **within fifteen days from the date of issue of this appointment letter**.

The above appointment shall be strictly subject to the rules, regulations and schemes governing the service conditions as applicable to the employees of the Government of India including the new contributory pension scheme (NPS) as applicable to all the new appointees.

**If you do not send your acceptance or join duty by the stipulated period, your offer of appointment shall stand withdrawn/cancelled.** The receipt of this letter may be acknowledged.

You are also requested to adhere to COVID guidelines for own and others safety. On arrival AIIMS Bathinda, the first action would be to carry out the COVID 19 test. Only after the COVID negative result other actions would commence. This letter has the approval of Director, AIIMS, Bathinda.



Dy. Dir. (Admin)  
AIIMS, Bathinda

**A copy is forwarded to the following for information and necessary action: -**

1. The Chairman, Medical Board, AIIMS, Bathinda
2. The Financial Adviser, AIIMS, Bathinda
3. The In-charge, Service Book Section, AIIMS, Bathinda.
4. The Account Officer, Account Section, AIIMS, Bathinda.
5. PA to Director, AIIMS, Bathinda.
6. PS to Medical Superintendent, AIIMS, Bathinda.

HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH  
AND ASSOCIATED HAH CENTENARY HOSPITAL  
JAMIA HAMDARD, NEW DELHI - 110062

No. HMR/HR/N/2020/15

Dated: 24.06.2020

**OFFICE ORDER**

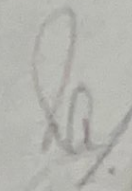
**Subject:** Appointment of Mr. Mohd Yusuf as Staff Nurse in HAH Centenary Hospital

**Reference:** Approval of competent authority vide email dated 22.06.2020

The competent authority is pleased to appoint Mr. Mohd Yusuf S/o Md Akbar as Staff Nurse in HAH Centenary Hospital of Hamdard Institute of Medical Sciences & Research at consolidated salary of Rs 20,000/- per month (all inclusive) for a period of one year from the date of his joining on terms and conditions enclosed herewith.

The appointee is required to submit a medical fitness certificate after a medical check-up in the Hakeem Abdul Hamdard Centenary Hospital. For medical consultation you may please contact the Medical Superintendent, Hakeem Abdul Hamdard Centenary Hospital of HMRP. The appointment is subject to your medical fitness clearance certificate.

All original certificates may be deposited with the undersigned for verification.

  
(Muzaffar A. Zargar)  
Head Finance & Administration

Mr. Mohd Yusuf  
A - 14/10B, UDA Flats,  
Indir Lok Delhi - 110035

**Copy to:**

1. Dean/Principal, HIMS
2. MS, NS & AMS, HAHCH
3. Finance Division, HIMS
4. P.S to CEO
5. Personal File/Guard File



## APPOINTMENT LETTER

**9 December, 2020**

Dear **Rahila Naseer,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

### **1. Place of Employment and Timing:**

1. Your initial place of work will be at **IN-Sarita Vihar**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

### **2. Compensation and Benefits:**

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 108000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### **3. Reimbursement of Expenses:**

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

#### **4. Leaves:**

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

#### **5. Term:**

Employment period shall commence on **11 December, 2020** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may Deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

#### **6. Retirement:**

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

## 7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

#### **8. Whilst employed by the company, you:**

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

#### **Other Provisions**

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **11 December, 2020** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.



**Yours faithfully,  
For Wipro Limited.**



Sandesh Kumar  
Associate Vice President – Talent Acquisition

**I accept the terms of this letter.**

**Signature:** E-Signature Signature

**Date:** E-Signature Date

**Name:** Rahila Naseer

## ANNEXURE I

<b>Name</b>	<b>Rahila Naseer</b>
<b>Designation</b>	<b>Associate</b>
<b>Date Of Joining</b>	<b>11 December, 2020</b>
<b>Level</b>	<b>AA</b>
<b>Basic</b>	<b>108000</b>
<b>House Rent Allowance</b>	<b>54000</b>
<b>Bonus</b>	<b>21600</b>
<b>WBP</b>	<b>54058</b>
<b>PF</b>	<b>19423</b>
<b>Gratuity</b>	<b>5195</b>
<b>ESI</b>	<b>7724</b>
<b>Target Cost To Company (per Annum)</b>	<b>270000</b>

## **ANNEXURE II**

### **CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

## ANNEXURE III

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Rahila Naseer**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

**Name: Rahila Naseer**

**Signature: E-Signature Signature**

## ANNEXURE IV

### CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Rahila Naseer**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

**Name: Rahila Naseer**

**Signature: E-Signature Signature**

**Place: IN-Sarita Vihar**

**Date: E-Signature Date**

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

Recd.

भारतीय खाद्य  
कॉर्पोरेशन  
भारत  
पिन : 200000

भारतीय खाद्य  
कॉर्पोरेशन  
भारत  
FOOD  
CORPORATION  
OF INDIA



क्षेत्रीय कार्यालय, पंजाब, भारतीय क्षेत्रीय Regional Office, Punjab, Chandigarh  
ब्लॉक नं. 94 99, स्ट्रीट नं. 11, चण्डीगढ़ 160 047  
Block No. 94 99, Sector 11 A, Chandigarh 160 047  
E-mail: [rcp@fci.gov.in](mailto:rcp@fci.gov.in)

No Estt. 1 (Rect.)/Cat III/2020-21/Appointment/15

Date: 18.09.2020

**Sub: OFFER OF APPOINTMENT FOR THE POST OF AG-III (TECHNICAL) IN FOOD CORPORATION OF INDIA.**

Shri/Smt **POOJA SINGH**, S/o / D/o **PHOOL SINGH** (Date of Birth: **12/13/1993**) (MM/DD/YYYY) (Roll No. **1411023516**) is hereby offered appointment to the post of **AG-III (TECHNICAL)** in the Food Corporation of India on the following terms and conditions:-

1. He/She will be eligible to draw Basic pay of **Rs. 28200/-** per month in the pay scale of **Rs. 28200-79200** under IDA pattern, in addition to allowances as admissible subject to the conditions laid down in Rules/Regulations and Orders of the Corporation issued from time to time governing the grant of such allowances.
2. He/She will be on probation for a period of one year from the date of appointment which may be extended for a further period not exceeding one year at the discretion of the Appointing Authority. During the period of probation, he/she shall be liable to be discharged from service without assigning any reason by giving a notice of 30 days or pay and allowances in lieu thereof. An employee who has satisfactorily completed his probation shall thereafter be confirmed.
3. His/Her appointment is subject to the provisions of the Food Corporations Act 1964 and the Rules and Regulations framed there under & amended from time to time and also such orders and directions issued by the Corporation from time to time.
4. He/She will be liable to serve in any part of India. Presently he/she is posted to Divisional Office **PATIALA** for further deployment.
5. An employee may resign from the services of the Corporation by giving 30 days

15/9/20

Notice during probation period or 90 days Notice after satisfactorily completed his probation period; or by paying compensation in lieu of such notice or for the shortfall in the notice period. The Competent Authority may accept the resignation either immediately or at any time before the expiry of notice period, subject to Rules. The Corporation reserves the right not to accept the resignation of the employee, if circumstances so warrant.

6. He/She will not be entitled to any travelling allowances/daily allowances for joining the post.
7. The appointment will be provisional and subject to the following conditions:
  - i) his/her being found medically fit by the prescribed Authority i.e., Civil Surgeon/Medical Superintendent of Govt. Hospital. In case he/she is found medically unfit the appointment is liable to be cancelled.
  - ii) Verification of caste (SC/ST/OBC-Non Creamy Layer)/ PwBD/EWS certificate through proper channel from Issuing Authority, if applied under such category. If the verification reveals that the certificate submitted by the candidate is false or invalidated, his/her services is liable to be terminated at any stage without assigning any reason and without prejudice to any such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate for securing employment.
8. (a) He/she should communicate his/her acceptance of offer to the undersigned by **08.10.2020** through post or by email at ***agmadmnpb.fci@gov.in***
  - (b) He/She should report for duty to Divisional Manager **PATIALA** at **FOOD CORPORATION OF INDIA, DIVISIONAL OFFICE, SARHIND ROAD, PATIALA** on or before **18.10.2020**
  - (c) If his/her acceptance is not received by 08.10.2020 and he/she do not join for duty by **18.10.2020** in which case this offer of appointment is liable to be cancelled, subject to the decision of the Appointing Authority.



9. At the time of reporting for duty he/ she must furnish the following documents in **original** in support of his/ her candidature for verification:-

- i) Documents in support of his/her educational qualification, age and experience.
- ii) Certificate from a designated authority in support of your claim of being **SC/ST/OBC-Non Creamy Layer/PwBD/EWS** in the prescribed proforma in case you belong to any of such category. The name of caste/tribe should be appearing in notified **Central List**.
- iii) Relieving order and LPC from present employer, if employed.
- iv) Service particulars/ certificate from the office in case he/ she is seeking age relaxation as a departmental candidate.
- v) Complete discharge certificate in support of his/her claim of belonging to Ex-Serviceman category, if applicable.

10. He/ She shall also furnish the following documents duly filled and signed at the time of reporting for duty for Verification:

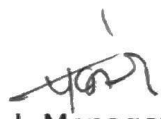
- i) Attestation Form (Annexure I).
- ii) Certificate of Character duly attested by District Magistrate or a Sub-Divisional Magistrate or their superior officers (Annexure II).
- iii) Certificate of Marital status (Annexure-III).
- iv) Medical Certificate (issued by Govt. Hospital only) from the Civil Surgeon/Medical Superintendent. (Annexure-IV).
- v) Declaration of Fidelity & Secrecy (Annexure-V).
- vi) Statement of Immovable Property (Annexure-VI).
- vii) Cardex Form (Annexure VII) with self-attested photograph.
- viii) Three latest passport size photographs (attested on reverse side).

**He/She is advised to bring all original certificates for verification at the time of joining.**





11. He/She will not be allowed to join duty till he/she produces all the requisite documents to the entire satisfaction of the Management.
12. If at any stage it is found that the candidate has indulged in any malpractice during the recruitment process or has furnished any false credentials/ information, his/her candidature/appointment is liable to be cancelled/terminated without prejudice to the right of the Corporation to initiate appropriate legal proceedings against the candidate.
13. His/her appointment will be subject to the final outcome of various Court Cases pending on the subject before various courts.

  
Asstt. Genl. Manager (Pers.)  
For General Manager (Region)

To

**POOJA SINGH**  
**SMQ 148 BY 7 VAYUSENAVIHAR**  
**AFS TUGHLAKABAD**

-

**SOUTH DELHI**  
**DELHI-110062**

**DISTRIBUTIONS:**

1. The Divisional Manager, Divisional Office, **PATIALA** is directed to ensure the verification of the relevant documents of the candidates in original prior to acceptance of joining of the candidates.
2. The Executive Director (North), FCI, ZO (North), Noida.
3. The Manager (Admin/APAR), FCI, local
4. Stock file.

**For any queries, you may contact/ mail at [agmadmnpb.fci@nic.in](mailto:agmadmnpb.fci@nic.in)/ Mob. No. 9517702007**



# SOCIETY FOR APPLIED STUDIES

## FIXED-TERM CONTRACTUAL ENGAGEMENT

Project: "A Phase 3, Randomized, Observer-blind, Controlled, Multi-Center Study to Evaluate the Lot to Lot Consistency of SIIPL Meningococcal ACYWVX Conjugate Vaccine (NmCV-5) and to Compare its Safety and Immunogenicity with that of Licensed Meningococcal ACWY Vaccine Menactra® in Healthy Individuals 18-85 Years of Age"

11 March 2020

To,  
**Mr. Kamesh Bhati**  
B-124  
Ayurvigyan Nagar  
South Delhi - 110049

Code: CHR1499

Dear **Mr. Bhati**,

We are pleased to offer you a Fixed Term Contractual Engagement for the above mentioned project with the Society for Applied Studies on the following terms and conditions as set out herein which will be deemed to constitute a "Contract of Engagement":

1. This "Contract of Engagement" is between the "Society for Applied Studies", henceforth referred to as the "Organization" and "You" henceforth referred to as the "Contractee".
2. Contract of Engagement: Your Contract of Engagement will be of a Nurse.  
  
Your Contract of Engagement or assignment may be subject to change, depending upon how the overall work evolves and at the discretion of the management.
3. Term: The Engagement under this contract is purely contractual and related to your work in the Project. The Contract of Engagement is till June 30, 2020, which may be further extended due to exigencies of work.  
  
However, in case the project is prematurely terminated by funding agencies, Data Safety Monitoring Board OR for any other reason or your assigned work is completed in the aforesaid project during subsistence of contract period, your Engagement with the Organization would end and the contract would be terminated without notice or reason or any payment in lieu of notice.
4. Date of Commencement: 11<sup>th</sup> day of March 2020
5. Place of Work: The Contractee shall be based at the Organization office(s) as per the requirement of the Contract Engagement.
6. Emoluments: For all services rendered by the Contractee, the Organization shall compensate the Contractee with monthly emolument and benefits as per Annexure A.
7. Taxes: The above emoluments payable to the Contractee as per Annexure-A are subject to the provisions of Tax Deduction at Source (TDS) under the Income tax act, 1961 as applicable from time to time.
8. Independent Contractual Relationship: The Organization's relationship with the Contractee will be an independent one, and nothing in this Contract of Engagement should be construed to create a partnership, joint venture, agency or employer-employee relationship. The Contractee is neither an agent of the Organization nor authorized to make any representation, contract, or commitment on behalf of the Organization.
9. For reasons other than those stated under Clause 3, the Contract of Engagement may also be terminated by either side earlier than the stipulated term without assigning any reason, with a notice of 30 days or payment of remuneration in lieu thereof.

Regd Office: CF-198, Salt Lake, Sector-1, Kolkata 700 064, India

Tel: 00 91 33 23204204, 00 91 33 23370709, 00 91 11 40669067; Fax: 00 91 33 23376290, 00 91 33 23370709

Corporate Office: 45, Kalu Sarai, New Delhi-110016, India

Tel: 00 91 11 46043751-55; Fax: 00 91 11 46043756; Email: [CHR1@sas.org.in](mailto:CHR1@sas.org.in)

**GOVERNMENT OF NCT OF DELHI**  
**Health & Family Welfare Department**  
**Guru Teg Bahadur Hospital, Dilshad Garden, Shahdara**  
**, Delhi, New Delhi, Pincode - 110095**

No.F FNo. 3(2150)/E-II/2020/GTBH/

Dated: 10.10.2020

**ORDER**

Consequent upon the recommendation of the Delhi Subordinate Service Selection Board, Govt. of NCT of Delhi vide letter No. F.1(442)/DSSSB/P&P/2018/3608-3612 dated 16/06/2020 dated 16.06.2020 and being declared **Medically Fit** by Chairman of Medical Board, **GTB Hospital** Hospital vide letter No. 115/26/09/2020 dated 16.09.2020, **Mr./Mrs./Ms. N SRUJINI**, Roll No. **11130901635**, Category **UR** is hereby appointed to the post of **Nursing Officer** in the **Revised in Pay Matrix Level - 7 Rs. 9300-34800** plus usual allowances as admissible under the rules from time to time. His/her candidature is purely provisional and subject to fulfilling all the conditions of eligibility for the post and on the following terms and conditions:

1. The appointment is fully governed by the terms and conditions already conveyed to the candidate in the offer of appointment dated duly accepted by him/her.
2. The appointment is provisional and subject to verification of her character and antecedents by the concerned Police Authorities.
3. The appointment is provisional and is subject to the caste/tribe/community certificate being verified through proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe/Other Backward Class, as the case may be, is false, the 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.

The candidate is directed to furnish an undertaking to this effect at the time of joining of duties, failing which the candidate shall not be allowed to join duties.

**Mr./Mrs./Ms. N SRUJINI** is hereby directed to report for joining of duties in **Guru Teg Bahadur Hospital (Id - GTBH)**, within 15 days of issue of this order, failing which his/her appointment is likely to be stand cancelled without any further notice

**(DR. RAJESH KALRA)**  
**Head Of Office**

To,  
**Mr./Mrs./Ms. N SRUJINI S/D/o N MAHESH**  
**R/o D-34, LIG FLATS, GTB ENCLAVE, DELHI**

No.F FNo. 3(2150)/E-II/2020/GTBH/

Dated: 10.10.2020

Copy forwarded for information and necessary action to:-

1. The Section Officer Guru Teg Bahadur Hospital with reference to letter No. FFNo. 3(2150)/E-II/2020/GTBH/ dated 01.01.0001.
2. The Section Officer(P&P), DSSSB, FC-18, Institutional Area, Karkardooma, Delhi-110092 with reference to letter No. F.1(442)/DSSSB/P&P/2018/3608-3612 dated 16/06/2020 dated 16.06.2020.
3. Dossier of the Candidate.

**(DR. RAJESH KALRA)**  
**Head Of Office**