



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड
NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(भारत सरकार का उद्यम) (A Government of India Enterprise)

Human Resources Department :: Recruitment & Induction Section

No:Pers-07/R-113/2615

Dated, Shillong the August 13, 2013

To

✓ Shri Kuldip Kumar,
C/o Bijoy Kumar, Vill: Elangidal,
Dist: Nalbari, PO. Bhadra,
Pin-781334

Sub : Appointment to the post of Trainee Engineer (Electrical/Mechanical) in the scale of pay of ₹ 20,600-3%-46,500/- (IDA) (E-2 Grade)

Dear Sir,

With reference to your interview for the above mentioned post, we take pleasure in offering you this appointment as **Trainee Engineer (Electrical/Mechanical)** in the scale of pay of ₹ 20,600-3%-46,500 /-p.m. (IDA) in this Corporation on the following terms and conditions:

1. You will be on training for a period of one year which may be extended, reduced or terminated at the discretion of the Corporation. The training shall not be regarded as having been automatically regularized/ completed after one year unless an order to this effect is issued to you in writing. During the period of training you will undergo On Job/Off Job Training to be imparted by the Corporation. During the period of your training you will be in the scale of pay of ₹ 20,600-3%-46,500/-(IDA) per month.
2. As regards other terms and conditions of service, you will be governed by the Rules and regulations of the Corporation as amended from time to time.
3. In the event of your posting at Project site, during training period, you will be provided accommodation as per availability for which you will have to pay license fee as may be fixed by the Corporation from time to time.
- 3.1 Trainee Engineer (Electrical/Mechanical) joining on fresh appointment will be reimbursed 2nd AC train fare for self, wife and dependent children from the place, to which the offer of appointment has been posted or the place from which he/she has actually travelled whichever is nearer to the place of posting/reporting for joining by the shortest route. Reimbursement will be subject to production of proof of journey i.e. PNR No./Ticket by the entitled class.
4. At the end of the period of on job/off job training your suitability for regularization will be evaluated on the basis of your performance during the training and regularization test/interview etc. Please note that your regularization on completion of training will be subject to availability of vacancy. Your appointment as Trainee Engineer (Electrical/Mechanical) does not, in any way, confer any right on you for regular appointment in NEEPCO. The decision of the Corporation in this regard will be final.

Contd...2/-

On completion of your training period, you will be placed in the scale of pay of ₹ 24900-3%-50500/- (IDA)(E-2A grade) you will be on probation for a period of one year. Unless regularized in writing, you will be deemed to continue on probation.

5. You will be liable to serve the Corporation anywhere in India or abroad, if so required, for a minimum period of 5(five) years including the period spent on training.
6. For this appointment as Trainee Engineer (Electrical/Mechanical), you and a Surety (who should be a person of substantial means to discharge his/her liability under the Surety Bond) will have to execute a non-transferable Service Agreement and Surety Bond on non Judicial stamp papers of the requisite value as per the drafts enclosed as Annexure-I and II. You will be required to serve the North Eastern Electric Power Corporation Ltd for a minimum period of 5(five) years including the period spent on training, if your appointment is regularized in terms of para 4 above.
- 6.1 If the Surety is in employment he/she will have to submit a certificate from his/her employer stating that whether he/she is a regular/temporary employee with his/her date of retirement, designation, present pay and emoluments. In other cases, the surety shall submit proof of solvency in the form of latest Income Tax Return (Income Tax exemption certificate, in case exempted), proof of immovable property in his/her name along with the attested copy of registry/allotment letter of house with possession and an Affidavit that the property is free from all encumbrances.
7. In case you wish to resign from the service of the Corporation before completion of 5(five) years of service as stipulated in the service agreement, you will be required to give a **clear one month notice in writing or salary in lieu thereof** in addition to the amount which would be recoverable as per Clause 7 of the Service Agreement [Annexure-I].
- 7.1 After completion of 5(five) years of service stipulated in the service agreement, your services will be liable to termination by either side on giving 1(one) month notice or payment of salary in lieu thereof.
- 7.2 It may, however, be noted that Corporation reserves the right to with-hold acceptance of your resignation if tendered by you during the 5(five) years service stipulated in the service agreement or thereafter in case disciplinary/vigilance proceedings are pending against you or decision has been taken by the Competent Authority to issue a charge sheet to you.
8. During the period of service bond of 5(five) years as stipulated in the service agreement you will not be released for any study on full time basis requiring grant of study leave or otherwise. No application for outside employment etc. shall be forwarded till you complete 5 (five) years service in NEEPCO.
9. You will be required to furnish a certificate at the time of your reporting for duty, if already married, that you have not more than one spouse living and that you will not contract another marriage without obtaining permission of the Corporation, notwithstanding that such subsequent marriage is permissible under the personal law for the time as may be applicable to you.

Contd...3/-

10. Your appointment is further subject to furnishing certificate from Govt. Chief Medical Officer/ Civil Surgeon of District Hospital authorized to issue such certificate stating that you are medically fit for taking up this assignment on the basis of your medical examination covering the following routine investigation (Reports to be enclosed) :
- Physical Examination (Complete body examination including height, weight, blood pressure, etc)
 - Eye Check-up (Refraction & Colour Vision)
 - Haemogram
 - Blood Grouping
 - Blood Sugar-Fasting & PP
 - Blood Urea
 - Liver Function Test
 - Urine R/E
 - X-Ray Chest
 - ECG
11. At the time of reporting for duty you should bring with you the following documents without which you will not be allowed to join duty.
- a) Your original as well as duly attested copies (by the Gazetted Officer) of Professional Degree/Diploma Certificate together with all Marksheets including experience certificates, if any.
 - b) The original and two true copies each (duly attested by a Gazetted Officer) of other certificates regarding your age, qualification, etc from HSLC and equivalent onwards.
 - c) If you belong to Scheduled Caste/ Scheduled Tribe or Other Backward Community, certificate in original, in the form prescribed by the Govt. of India from the authority in this behalf together with two copies thereof duly attested by a Gazetted Officer.
 - d) In case you are physically handicapped, a certificate indicating percentage of your disability from the Competent Authority.
 - e) A letter of your resignation having been accepted together with a relieving letter from your present employer, if you are serving or under training in a Govt/Semi Govt Department or Govt. Undertaking / Autonomous body as the case may be.
 - f) Three passport size copies of your recent Photograph duly attested by a Gazetted Officer.
 - g) A character certificate in the format enclosed from any of the following persons not related to you.
 - i) Gazetted Officer of Central or State Department/ Organization.
 - ii) Member of Parliament, State Legislature and Municipal Bodies.
 - iii) District Magistrate, Sub-Divisional Magistrate.

Contd...4/-



- iv) Tehsildar or Deputy Tehsildar
 - v) Principal of Educational Institution last attended.
- h) **A service agreement on non-judicial stamp paper of the minimum value of ₹ 30/- (Rupees Thirty only) duly signed by you and the Surety Bond executed by you and a surety in the prescribed Proforma on a non-judicial stamp paper of the minimum value of ₹50/- (Rupees fifty only) as per Clause No.6 of this letter.**
- i) **3(three)** copies of Attestation Form duly completed (Specimen enclosed)
 - j) An Oath of Allegiance in duplicate filled and authenticated as per prescribed form enclosed.
 - k) Terminal Benefit Forms (Membership & Nomination) to be submitted after joining to the CPF Cell, Shillong through the Controlling Officer.
 - l) Declaration of dependant family members in the form enclosed.
 - m) A declaration to the effect whether or not you are related to any of the Directors of our Corporation.
 - n) Medical Fitness Certificate/ Physically Handicapped Certificate.
 - o) Property Return duly filled as per enclosed Proforma.
12. During the on job/ off job training period, you may be posted at any project/office of the Corporation.
13. This appointment is provisional and is subject to verification of your Character/Antecedent and Scheduled caste/tribe or OBC certificate, if any, through the Competent Authority. In case, the verification reveals any adverse Character/Antecedent and your claim of belonging to SC/ST/OBC, as the case may be, is false, your service will be deemed to have been terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
14. The appointment is provisional and is subject to the Community Certificate being verified through the proper channels. If on verification it is revealed that the claim of the candidate belonging to Other Backward Classes and belonging to Non-Creamy layer is false, his/her 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 Indian Penal Code for production of false certificate.
15. In the event of your accepting the offer on the terms and conditions stated in this letter, your acceptance to this offer should reach this office by fax or email latest by **23rd August, 2013** positively and you should report for joining to **Executive Director (HR), NEEPCO., Brookland Compound, Lower New Colony, Shillong-793003, Meghalaya on 2nd September, 2013.**

16. Please note that this offer would stand automatically withdrawn/ cancelled if your acceptance is not received on or before the stipulated date or if acceptance is received but you do not report for duty at the aforementioned Project/Office by the stipulated date.
17. If any declaration given or information furnished by you proves to be false, or if it is found that you have suppressed any material information, you will be liable for removal from service forthwith without any notice whatsoever and without assigning any reason thereof and any such other action as the Corporation may deem fit.

Encls: As stated

For & on behalf of
North Eastern Electric Power Corporation Ltd.


(A. Kumar)

Deputy General Manager (HR)R&I

Dated, Shillong the August 13, 2013

Memo No: Pers-07/R-113/2616-2635

Copy to :

1. The E.S. to Chairman & Managing Director, NEEPCO, Shillong for favour of kind information of CMD.
2. The Sr. E.S. to Director (Personnel/Technical/Finance)/Chief Vigilance Officer, NEEPCO, Shillong for favour of kind information of D(P/T/F)/CVO.
3. The Executive Directors, NEEPCO, Shillong/Guwahati.
4. The General Manager (Finance), NEEPCO, Shillong for kind information.
5. The General Manager(HR)P&CM, NEEPCO, Shillong for kind information.
6. The Deputy General Manager (HR)ER, NEEPCO, Shillong.
7. The Manager(HR)HRD, NEEPCO, Shillong for information. He is requested to make arrangements for Orientation/Induction Training for the new appointees.
8. The Manager (HR)HRP/HRIS, NEEPCO, Shillong.
9. Appointment Guard file.


Manager (HR) R&I