



इंडियन ऑयल कॉर्पोरेशन लिमिटेड

रिफाइनरीज प्रभाग : स्कोप कॉम्प्लेक्स, कोर-2

7, इंस्टिट्यूशनल एरिया, लोधी रोड, नई दिल्ली-110 003

**Indian Oil Corporation Limited**

Refineries Division : SCOPE Complex, Core-2

7, Institutional Area, Lodi Road, New Delhi-110 003

वेबसाइट : www.iocl.com ई-मेल : refineries@indianoil.in

फोन : +91-11-24362141 फैक्स : +91-11-24361398



रिफाइनरीज प्रभाग  
Refineries Division

No. P/R/3/2018

Date : 29<sup>th</sup> August, 2018

**Mr Siddarth S**  
Graduate Apprentice Engineer  
(Chemical)  
GAE No.: 9804432  
Panipat

Thru : Executive Director, Panipat

*Siddharth*  
31/8/18

**Subject : Offer of Appointment**

Sir,

Please refer to the offer of engagement as **Graduate Apprentice Engineer (Chemical)** vide letter no. **DP/5/5(GATE)-2017** dated **10/10/2017** from **Indian Oil Corporation Limited** and the Contract of Apprenticeship signed by you with **Indian Oil Corporation Limited**.

Upon consideration of relevant factors, we are pleased to offer you appointment to the post of **Process/Production Engineer** in the scale of pay of **Rs. 60000-180000/-** and post you at **Panipat Naptha Cracker**. The Management, however, reserves the right to re-designate you in identical scale of pay as felt necessary at its sole discretion.

Your appointment is subject to following terms and conditions:-

1. Your starting basic pay will be **Rs. 60,000/-** per month in the above referred scale of pay. 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.

Your annual increment will be released in the above scale of pay subject to the rules of the Corporation and your good work and conduct during the period concerned.

2. You will be on probation for a period of one year 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 for 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 assigning any reason whatsoever.

पंजीकृत कार्यालय : जी-9, अली यावर जंग मार्ग, बान्द्रा (पूर्व), मुम्बई - 400 051, महाराष्ट्र (भारत)  
Regd. Office : G-9, All Yavar Jung Marg, Bandra (East), Mumbai - 400 051, Maharashtra (India)

CIN : L 23201 MH1959 GOI 011388

3. You will be required to execute a bond for Rs. Three Lakhs (Rs. 50,000/- for OBC/SC/ST/PWD candidates) as per the enclosed text to serve this Corporation for a minimum period of 3 years (inclusive of probation period) from the date of joining the service. The bond duly executed on a non-judicial stamp paper of the value of Rs. 100/- should be submitted at the time of joining. The condition of 3 years' service is without prejudice to the right of the Corporation to terminate your services at any time either during or after the probation period. The power to terminate your services will vest with the Management under whose authority your services are placed. In case you decide to resign from the Corporation's service on completion of 3 years service, you may do so after giving requisite notice (Also refer to Clause 20 & 21 below).

Besides, you are also required to submit an Identity Certificate of the Surety mentioning financial standings, as per format enclosed, from a Gazetted Officer.

4. Notwithstanding anything to the contrary herein contained and in the bond which forms a part of this offer letter, the Corporation shall be at liberty to withdraw or terminate this offer letter forthwith upon or at any time on the happening of the following events:
  - a) If any information given by you in your application for the employment or in any other documents connected therewith or filled in support thereof is found to be untrue or incorrect.

OR

- b) If you have concealed any information which, if disclosed, would have disintitled you to secure the appointment as Officer.
5. Your date of birth is **26.10.1995** and you will be governed by the same for all purposes during the service and no change in the same will be permitted in future. You will superannuate from the services of the Corporation on the afternoon of the last day of the month in which you attain the age of 60 years.
6. You will abide by and be governed by the rules and regulations of the Corporation which may be in force and as amended from time to time. A copy of the Corporation's Conduct, Discipline & Appeal Rules, 1980 as amended from time to time will be made available to you at the time of your joining.
7. This appointment is subject to your making a declaration in writing that you are / are not a partner or relative of a Director of this Corporation within the meaning of Section 314 of the Companies Act, 1956. (A list of Board of Directors of IOC is attached for information).
8. As per existing rules of the Corporation, 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 Corporation. This offer of appointment is, therefore, subject to your giving a declaration in this regard in the enclosed proforma.
9. You shall on first appointment in the Corporation and thereafter on regular intervals as may be stipulated by the Corporation, submit a return of your assets and liabilities in such forms as may be prescribed.



10. You will diligently and faithfully carry out instructions given to you by your superiors in connection with your work to the best of your skill and ability, as may be directed to do so from time to time.

You will devote your whole time and attention exclusively to the business and affairs of the Corporation and not engage either directly or indirectly in any business or activity in any capacity, either full time or part time.

11. Your services will be liable to be transferred to any place in India or any Section / Plant/Unit/Department/Division of the Corporation or Establishment including in any other Associate Subsidiary or Group Company of the Corporation, including overseas offices at the discretion of the Management without detriment to your emoluments. You may be transferred from one shift to another according to requirement of work.
12. You shall, if so required, be liable to serve in any Defence service or post connected with the Defence of India for a period of not less than 4 years including the period spent on training, if any, provided that
- (a) You shall not be required to serve as aforesaid after the expiry of ten years from the date of appointment.
  - (b) You shall not ordinarily be required to serve as aforesaid after attaining the age of 40 years.
13. You shall, if so required, be liable for military service in the IOC (Territorial Army) for a period of 7 years in the Territorial Army Service and 8 years in the Territorial Army Reserve or for such periods as may be laid down in this behalf from time to time.
14. The appointment is provisional and is subject to verification of Caste / Tribe Certificate through the proper channels and if the verification reveals that the claim of belonging to SC/ST/OBC, as the case may be (or not to belong to creamy layer in respect of OBC candidates), is false, the services would be terminated forthwith without any further reasons and without prejudice to such further action as may be taken as per rules. Since the creamy layer status of OBC candidates may change after issue of certificate making him / her ineligible for reservation, in case you are an OBC candidate, you shall be required to submit a declaration in the prescribed text enclosed at the time of joining.
15. 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.
16. You will be required to join the Provident Fund Scheme in accordance with the Provident Fund Rules of the Corporation. You will also be required to join the Corporation's
- (i) Superannuation Benefit Fund Scheme
  - (ii) Tatkai Sahayata Yojana Scheme(s)
  - (iii) Any other Schemes that may be introduced at any time in future

and abide by the terms and conditions of the above schemes as amended from time to time

17. For the purpose of Employees' Pension Scheme 1995, no diversion to Employees Pension Scheme 1995 should be made for all new Provident Fund members joining the corporation on or after 01.09.2014 having salary more than Rs.15,000/- at the time of joining. If he/she is already a member of Provident Fund prior to joining the Corporation, then he/she is required to become a member of Employees' Pension Scheme 1995. A declaration form (Form 11) is required to be submitted by you alongwith other documents.
18. The Corporation has adopted a small family norm and, therefore, family related benefits/ facilities like medical, leave travel concession, transfer TA etc. would be regulated so as to conform to the small family norm of one spouse and two oldest wholly dependent children.
19. You will not, at any time during the course of your employment or on leaving employment with the Corporation either on account of retirement / pre-mature retirement on medical grounds / voluntary retirement / resignation or termination from service of the Corporation for any reason whatsoever divulge the secrets of the Corporation nor make use of the trade secrets or information obtained or acquired by you during the course of your employment / after employment with the Corporation. For the purpose, you will have to execute and submit an Undertaking of Secrecy (as per the text enclosed) at the time of joining.
20. You will furnish within the prescribed time limit the list of all patents held by you or applied for in India and abroad whether in your own name or jointly with another person(s), the titles and nature of any inventions in your possession. In the event of your making any invention or acquiring any patent connected with the refining, handling or marketing of products by the Corporation or otherwise during the continuance of your employment the same shall be the sole and absolute property of the Corporation and the Corporation shall be entitled without payment of any royalty to you to use the same either during the continuance of your employment with the Corporation or at any time thereafter and you shall not make use of such invention or patent for your own benefit or for the benefit of others during the continuance of your employment or any time thereafter. You shall be bound to execute all documents and to do all things necessary to vest the same in the Corporation as the sole and absolute owner.
21. The Management reserves the right to terminate your appointment at its absolute discretion after giving you the requisite notice commensurate to your placement in the grade (one month for officers upto Grade 'D' and 3 months for officers in Grade 'E' and above) or on payment of notice pay (Basic Pay + Dearness Allowance) in lieu thereof without assigning any reason. Similarly, you shall be at liberty to resign from the Corporation's service after giving requisite notice (one month for officers upto Grade 'D' and 3 months for officers in Grade 'E' and above) or notice pay in lieu thereof. The power to terminate your service will vest with the authority as specified in the Corporation's Conduct, Discipline and Appeal Rules, 1980 and the manual of delegation of authority.





22. The Management reserves the right not to accept the resignation tendered by you either during your probation or any time after your confirmation in the service. Your resignation will become operative only on acceptance by the Competent Authority. However, your resignation will not be accepted if any inquiry, investigation or prosecution is pending or contemplated against you.
23. In case you are found to have taken leave or absented from duty and taken up second employment in the country or abroad, you shall render yourself liable for dismissal from service of the Corporation from the date of such leave / absence.
24. For joining duty at the new place of posting, you will be paid single rail fare limited to 2<sup>nd</sup> AC 2 tier from your present location, if applicable.
25. If the above mentioned terms and conditions are acceptable, you are requested to give your acceptance in the prescribed format (enclosed) on 30.08.2018 and report for duty to **Chief General Manager(HR), Indian Oil Corporation Limited, Panipat, P.O. Panipat Refinery-132140(Haryana)** on 31<sup>st</sup> August, 2018 failing which the offer of appointment will be treated as cancelled without any further reference to you.
26. The Contract of Apprenticeship between you and Indian Oil Corporation Limited stands terminated w.e.f. 29.08.2018(AN).

Yours faithfully,  
For and on behalf of  
Indian Oil Corporation Limited

  
(A K Bhagwati)  
General Manager i/c (HR)

Encl:

1. Acceptance Letter
2. A list of Board of Directors of IOC along with format for declaration of Relationship.
3. Proforma of Surety Certificate
4. Text of Service Bond and Secrecy Undertaking  
(to be executed on non-judicial stamp paper of Rs 100/- and Rs 20/- respectively)
5. Declaration Form - Marriage
6. Declaration to be submitted by OBC candidates
7. Statement of assets & liabilities on the date of joining
8. Declaration form for Employees' Pension Scheme 1995 (Form 11)

CC : Chief General Manager(HR), Panipat  
Personnel File, RHQ