



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

(भारत सरकार उपक्रम) रजिस्टर्ड ऑफिस : 17, जमशेदजी टाटा रोड, मुंबई - 400 020.

HINDUSTAN PETROLEUM CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE) REGISTERED OFFICE : 17, JAMSHEDJI TATA ROAD, MUMBAI 400 020.

17, जमशेदजी टाटा रोड, पोस्ट बॉक्स नं. 11041, मुंबई - 400 020. दूरभाष : 2286 3900 • फॅक्स : 2287 2992 • तार : हिन्दपेटकॉर, • टेलिक्स : 82414, 85096
17, Jamshedji Tata Road, P. O. Box No. 11041, Mumbai - 400 020. Tel.: 2286 3900 • Fax : 2287 2992 • Telegram : Hindpetcor • Telex : 82414, 85096
e-mail : corphqo@hpcl.co.in

BY REGISTERED A.D.

HRD:RECT:OT-ENGR-06

July 26, 2006

K B DHIRAVIDASELVI
#4, AMMAN KOIL II CROSS STREET
SRINIVASA NAGAR
PERUNGALATHUR
CHENNAI
600063
TAMIL NADU

Sub. : Appointment Position - 'Officer Trainee'

Dear Sir / Madam,

In reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you appointment as 'Officer Trainee' in our Corporation. This appointment shall be subject to your satisfactorily complying with the relevant and applicable terms and conditions mentioned hereunder :

1. You will be on training for a period of one year from the date you join as an Officer Trainee. During this period, you will be required to undergo training at any place in India as directed by the Corporation from time to time. The training will comprise of classroom sessions, on-the-job training in nominated departments and may include assignment to independent work. The period of training may be extended or terminated depending upon your performance, application, attendance and bearing, at the sole discretion of the Corporation; till such time you get a letter of absorption, you will be deemed to be on training. The Corporation may, as indicated in Clause 3, hereinbelow consider your absorption only if your performance is found satisfactory during the training period.
2. During the training period, you will be paid a Consolidated Stipend of Rs.20,000/- (Rupees Twenty Thousand) only per month. You will not be entitled to any other allowances, benefits, perquisites etc. which are normally available to other regular employees of the Corporation, except to the extent they are specifically applicable to you.

You will be entitled to other applicable benefits like Contributory Provident Fund, Medical Insurance Scheme, Group Savings Linked Insurance Scheme, Group Personal Accident Insurance Scheme and Gratuity. You will become a member of the HPCL Employees Superannuation Benefit Fund Scheme and you will be governed by the rules and regulations of the said scheme.



3. On successful completion of training and passing Technical Competency Test & In-Place Project, you will be absorbed in the regular service of the Corporation in salary grade 'A', with starting Basic of Rs.12000/-, in salary scale of Rs.12000 - 17500 and you will be put on probation for a period of six months. On satisfactory completion of probation, you will be confirmed in writing as a regular employee of the Corporation. Till such time, you will be deemed to be on probation. The period of probation may be extended, if it is considered necessary by the Corporation to do so. During the probation/extended probation period, your services are terminable by either side, without notice and without assigning any reason.
4. On absorption, in addition to the basic pay, you will be entitled to receive applicable allowances such as Dearness Allowance, House Rent Assistance, City Compensatory Allowance etc. in accordance with the rules and regulations relevant and applicable.
5. Your appointment is in the Officer's category and as one of the terms and conditions of service, you may be posted, transferred or assigned to any section/department/ location of the Corporation in India as is deemed necessary by the Corporation at its discretion from time to time.
6. At the discretion of the Corporation, your service may be placed at the disposal of the Government or any Government Undertaking on deputation.
7. You shall also be governed by the provisions of Conduct, Discipline and Appeal Rules as applicable to the Management staff of the Corporation.
8. If you wish to resign from the services of the Corporation after confirmation, you may do so by giving one month's notice or one month's salary in lieu thereof. However, your resignation before or after confirmation, will be effective only on its formal acceptance and not otherwise.

You shall be precluded from withdrawing such notice of resignation except with the specific approval of the competent authority, provided that the request for such withdrawal is received before the intended date of your resignation.

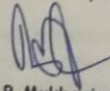
The Corporation reserves the right not to accept the resignation of an officer against whom disciplinary proceedings are pending or contemplated.
9. The age of superannuation, as applicable at present is 60 years. This may be altered as decided by the Corporation or as directed by the Government of India from time to time. On superannuation, Provident Fund, Gratuity and benefits under Superannuation Benefit Fund Scheme etc. are payable to you as per rules applicable at that time.
10. This appointment is offered to you on the basis of your having furnished to the Corporation, correct and factual information and documents regarding your date of birth, qualifications, past service, caste and other details. If at any time, it is found or revealed that you have furnished false or incorrect information and/or documents or withheld pertinent information etc. to secure or have secured employment, your services shall be liable to be terminated with immediate effect.

11. In case you belong to SC/ST/OBC category, you are required to obtain caste/class certificate in the prescribed format and submit the same to us at the time of joining the duty. Also it is your responsibility to advise the Corporation in case of any change in your social status due to change of religion. This appointment is provisional and is subject to the caste/tribe/class certificate being verified through the proper channels and if the verifications reveals that your claim to belong to Scheduled Caste or Scheduled Tribe, or Other Backward Class or not to belong to creamy layer in the Other Backward Class as the case may be, is false, your 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 the Indian Penal Code for production of false certificates.
12. Your appointment and continuance in service shall be subject to your character and antecedents being found satisfactory on verification. Any statement, affidavit or declaration made at any time if found to be false, or misleading, it shall be an automatic disqualification for further continuance in the Corporation.
13. On the question of interpretation of any of the terms and conditions, the decision of the Corporation shall be final and binding on you.
14. You shall communicate your acceptance of this appointment letter, in writing, to the Deputy General Manager - Manpower Planning and Recruitment, Hindustan Petroleum Corporation Limited, Petroleum House, 17, Jamshedji Tata Road, Churchgate, Mumbai - 400020, on receipt of this letter.
15. You are advised to report at Hindustan Petroleum Management Development Institute, Mumbai - Pune Road, Opposite Nigdi Octroi Post, Nigdi, Pune - 411044 on Sunday, August 6, 2006 at 9.00 a.m.
16. You are requested to produce the following documents before joining for duty.
 - a. Relieving letter from your present Employer, if serving or under training in a Government/semi-Government Department, Government Undertaking or autonomous body, Joint Venture.
 - b. Original certificates in support of your date of birth, educational qualifications (i.e. mark-sheets/degree certificate), experience, caste (if applicable) etc., for verification, and attested (Xerox) copies of these certificates for submission along with recent two passport size photographs.
 - c. Attestation Form (enclosed) duly completed, in quadruplicate.
 - d. A Character Certificate from a person not related to you, preferably from a Gazetted Officer, Member of Parliament or Legislative Assembly or Head of an educational Institute.

17. You will not be allowed to join unless and until you submit the result in support of your claim that you have acquired the requisite/prescribed educational qualification.
18. If you fail to communicate your acceptance of the appointment as mentioned above or to report for duty on the due date without obtaining the approval of the Corporation in writing or to comply with the requirements mentioned hereinabove, this offer of appointment shall automatically stand cancelled at the end of the period prescribed hereinabove and no further correspondence shall be entertained in that regard.

We take this opportunity to welcome you to the Corporation and wish you a long and fruitful association with us.

Yours very truly,



B. Mukherjee
Executive Director - HRD

I agree to accept appointment on the terms and conditions mentioned in this letter of Appointment.

Signature : K. B. Dhiravidaselvi

Name : K B DHIRAVIDASELVI

Date : 01.08.2006