



No. Pers/51-04/VC No. 55/15 /2015

Dated: December 16, 2015

Shri Rajeev Kumar Ranjan  
S/o Shri Ram Chandra Choudhary  
House no. 248, Shyama Sadan Bihar, College of Pharmacy Road,  
West Bailey Road, P.O. Danapur Cantt. Patna. Pin - 801503

राइट्स लिमिटेड  
(भारत सरकार का प्रतिष्ठान)  
**RITES LIMITED**  
(Schedule 'A' Enterprise of Govt. of India)  
CIN No. (U74899DI 1974GOI007227)

Dear Sir,

**Subject: Contract Appointment as Section Engineer at Manager Level in RITES Ltd.**

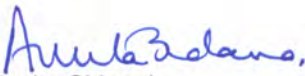
We are pleased to offer you appointment as Section Engineer at Manager Level on contractual basis on the following terms & conditions:

1. Your appointment is initially for a period of **One Year** and is extendable on satisfactory completion of the period. Your posting will be initially at Ahmedabad. You are liable to be transferred to any other place.
2. Your services are also liable to be terminated earlier than the specified period without any notice, in the event of unsatisfactory services or misconduct on your part.
3. You are required to submit the following as per specimen enclosed :
  - (a) MEDICAL CERTIFICATE certifying your physical fitness (Annexure –II) for the job for which you have been selected.
  - (b) DECLARATION (Annexure – III & Annexure - VII).
  - (c) DECLARATION about your marital status (Annexure – IV).
  - (d) ATTESTION FORMS (all 3 sets to be submitted in original), duly completed, along with four recent passport size photographs (front pose) (Annexure – V).
4. Please note that your application for jobs outside RITES after joining us will not be forwarded.
5. You will be required to give three months notice if you wish to resign from service. However the resignation will be effective only from the date it is accepted by the Competent Authority. The date of acceptance may be within or beyond the notice period.
6. Your appointment is provisional and subject to the following:
  - a. Production of Proof of Date of Birth and Identity.
  - b. Caste / Tribe certificate being verified through proper channels and if on verification, it is revealed that the claim of belonging to Schedule Caste /Schedule Tribe / Other Backward Classes, as the case may be , is false, your services would be terminated forthwith without assigning any further reason and without any prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

- c. Production of all certificates in support of Educational/Technical qualifications and Experience certificates (Offer letters issued by various companies will not be acceptable).
  - d. Any other documents in support of your candidature/claims.
  - e. All the documents mentioned in points "a" to "d" above have to be produced in **Original as well as one self - attested photocopy** at the time of joining, failing which your appointment shall stand cancelled.
7. You will be paid starting basic salary of Rs. 24,900/- in IDA Pay Scale of Rs. 24900 - 50500 per month, DA, fixed / variable allowance as applicable, HRA/Lease, contribution to PF, Gratuity with effect from the date of your appointment.
  8. You will be allowed to draw increment in the scale on completion of one year of employment, if there is no unauthorized break in this employment.
  9. In the event of your being required to go outside your place of posting on Company's work, you would be paid travelling allowance and daily allowance on the same basis as is applicable to regular employees of equal level of the company.
  10. You will be permitted to avail of Leaves as admissible to contract employees of the company.
  11. You will be entitled to Provident Fund benefits in accordance with the EPF and MPF Act 1952 and the Medical benefits for self and dependents only as per rules of the company.
  12. You shall be responsible for carrying out the job and work assigned to you and instructions given to you by your superiors in the company from time to time to their full satisfaction.
  13. You shall be punctual in attending to the jobs assigned to you and shall not absent yourself from duty without prior permission.
  14. You shall be responsible for the safe custody of the property of the company entrusted to you. In case of damage or loss thereof the company shall have the right to deduct the value thereof, from your wages besides taking any other action as may be deemed fit and proper.

In case the above terms & conditions are acceptable to you, you are requested to sign the duplicate copy of this offer as a token of acceptance and return it to the undersigned within 10 days of receipt of this letter and report for duties to **GGM-GC/Ahmedabad at RITES Ltd, D – 504, Titanium Square, Thaltej Cross Road, S.G. Highway, Ahmedabad - 380054** on or before 18.01.2016 failing which offer will stand withdrawn.

Sincerely

  
(Amita Sidana)  
AGM(P)/Rectt.

Encl: As Above

Copy to: GGM/UI, GGM (GC)