इंडियन ऑयल कॉर्पोरेशन लिमिटेड
प्रधान कार्यालय
'इंडियनऑयल भवन', जी- 9, अली यावर जंग मार्ग,
बान्द्रा (पूर्व), मुंबई - 400 051.
Indian Oil Corporation Limited
Head Office
'IndianOil Bhavan' G-9, Ali Yavar Jung Marg,
Bandra (East), Mumbai - 4000 051.
Phone : 022-2644 7000
Fax : 022-2640 0566

IndianOil
A Maharatna Company

विपणन प्रभाग

Marketing Division

Ref. No. P/1121/266

DATE : 22.01.2019

Shri M R Arjun,
Suja Niwas, Cheranellore P.O.,
Ernakulam,
Kerala- 682034.

Dear Sir,

Sub : Appointment as Grade 'A' Officer

With reference to the interview held on 17.12.2018, we are pleased to appoint you as **Officer in Grade 'A'**, under **Sports (Badminton)** in the scale of pay of **Rs. 60,000-1,80,000/-**. You may join/ report on or before **19.02.2019** to **Chief General Manager, Kerala State Office, Indian Oil Corporation (Marketing Division),** Panampilly Nagar, Panampilly Avenue, Kochi- 682036. The Management, however, reserves the right to re-designate you in identical scale of pay as felt necessary at its sole discretion.

Your appointment will be subject to the following terms and conditions:

1. You have been appointed under the sports policy to encourage excellence in specific sports, due to your ability, potential and performance in the game of **Badminton.** You will be on probation for a period of three year from the date you join the post, which may be extended or reduced depending upon your performance, application, verification of character and antecedents, caste and bearing at the sole discretion of the Management. If your application and/or performance in the said sports is, in the sole opinion of the Corporation, not satisfactory during such period, your service will be liable to be terminated at any time during the period of probation or on expiry of the period of probation without notice and without assigning any reason. Your confirmation in Grade 'A' shall be subject to verification of your caste (applicable for SC/ST/OBC-NCL) and character and antecedents being found satisfactory on verification. Your service will not be regarded as confirmed until a letter of confirmation is issued by the Management.

2. Your appointment and continuance in service shall be subject to your being found medically fit by the Corporation's Medical Officer or by a Government Medical Officer of the status of Civil Surgeon (As per Forms in Part-I,II and III). In the event of your being declared medically unfit before you join duty, this appointment letter will be deemed to have been withdrawn and cancelled automatically.

पंजीकृत कार्यालय : 'इंडियनऑयल भवन', जी-9, अली यावर जंग मार्ग, बांद्रा (पूर्व), मुंबई - 400 051. (भारत)
Regd. Office : 'IndianOil Bhavan', G-9, Ali Yavar Jung Marg, Bandra (East), Mumbai - 400 051. (INDIA)

3. 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, according to the rules of the Corporation in force, as amended from time to time.

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

5. You shall during the period of employment : -

   (a) Diligently and faithfully carry out all instructions given to you from time to time ;

   (b) 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 ;

   (c) Keep all business and trade secrets, affairs and transactions of the Corporation including the secret process, technical know-how, information, documents and manufacturing processes confidential and not use or divulge the same wholly or partly or utilise the same directly or indirectly by yourself or through any other associate concern or otherwise during the course of your employment or otherwise even thereafter and thus maintain the same as secret and confidential at all times so as not to prejudice or affect the Corporation's interest thereby in any manner whatsoever.

6. (i) Notwithstanding anything provided in para 5 above, the Corporation may permit you to engage in sports and play for the Corporation and/or any Club, Town, Divisional, Regional, State, National or other team(s), provided that you shall during the period of employment with the Corporation :

   a) Be bound by and strictly adhere to Corporation's Sports Policy in force from time to time;
   b) Endorse and promote the name of the Corporation, its brand equity and products, without any compensation, in addition to the compensation payable as an employee of the Corporation;
   c) Not promote, endorse and/or advertise any brands or products of other companies/third parties and shall not accept any third party sponsorships or remuneration, gifts or compensation of any kind without the Corporation's specific written approval.

6 (ii) Any breach of the provisions of Clause 6 (i) above shall constitute a misconduct.

7. You will furnish within one month of joining 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 invention 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.(Refer Rule No. 9(A) of CDA Rules, 1980).

8. Your service 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, 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.

9. You will abide 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 and also Code of Conduct of sportsperson (As per extant IndianOil Sports Policy). However, other terms and conditions being equal, your promotion to next grade will be subject to your conduct and performance in Sports.

10.(i)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 three 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 services after giving requisite notice (one month for Officers upto Grade `D' and three 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.

(ii)Notwithstanding what is stated in Clause 1, and Clause 10(i) above, the Management reserves the right not to accept the resignation if the circumstances so warrant, such as pending /contemplated disciplinary proceedings or for any other reasons as considered appropriate by the Management. Your resignation will become operative only on acceptance by the Competent Authority.

11. 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.

12. The appointment is subject to your making a declaration that you are not a partner or relative of any Director of this Corporation within the meaning of Section 188 (1)(f) amendment of Companies Act, 2013. A list of the Directors is available in this Office for perusal.

13. 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 a person, is not eligible for appointment in the service of the Corporation. The offer of appointment is, therefore, subject to giving a declaration in this regard in the enclosed proforma .(Refer Rule No. 24 of CDA Rules, 1980).

14. 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) EPS-95 Scheme
    iii) Any other existing scheme and new scheme 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.

15. In case you would not be completing 15 years of qualifying service (including service either with Government or a PSU immediate prior to service in IOCL), on superannuation, you will not be eligible to become member of IOCL Employees Superannuation Benefit Fund Scheme & Post-Retirement Medical Benefit Facility Scheme and accordingly not entitled to receive benefits under the schemes.

16. In case you belong to Scheduled Caste Community, you should inform the Management about the change of your religion, if any, immediately after such a change, failing which, suitable action/disciplinary proceeding can be taken.

17. The appointment is provisional and is subject to the Caste/Tribe Certificate being verified 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 under the provisions of the Indian Penal Code for production of false certificate. (Applicable for SC/ST/OBC candidates only). Since the creamy layer status of OBC candidates may change after issue of certificate making him/her ineligible for reservation, the OBC candidates shall be required to submit a declaration as per the prescribed proforma.

18. You, shall, if so require, 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.

19. The Corporation has adopted a small family norm and therefore, family related benefits/facilities like Medical, Leave Travel Concession/Leave Fare Assistance, Transfer TA, etc. would be regulated so as to conform to a small family norm of one spouse and two oldest wholly dependent children only.

20. You will diligently and faithfully carry out instructions given to you by your superiors in connection with your work to the best of your competence, 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.

21. Your date of Birth is **11.05.1997** and you will be governed by the same for all purposes in 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.

22. For joining duty on first appointment, you will be paid single rail fare of the class of accommodation actually travelled limited to Second A/c from your present address or place from where actually undertaken the journey, whichever is nearer, by the shortest route, subject to production of necessary proof thereof provided the distance is 160 km or more.

23. In case you are currently employed/engaged on Permanent/Contract basis with Government / Semi-Government/ Public Sector Undertaking / autonomous body you will be required to submit a clear release order from your Employer/ Contractor, failing which you will not be allowed to join the Corporation.

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Shri M R Arjun

24. You will have to execute formal undertaking as per the enclosed format.

25. If the above mentioned terms and conditions are acceptable, you are requested to return the enclosed letter duly signed signifying your acceptance of the terms and conditions of your appointment as **Officer in Grade 'A'** latest by **29.01.2019** to the **General Manager I/c (HR), Southern Region Office, Chennai**. Further, you should complete all **pre-employment formalities including medical examination** and submit the medical certificate of fitness along-with other forms duly completed to the General Manager I/c (HR), Southern Region Office, Indian Oil Corporation Limited, IndianOil Bhawan, 139, Nungambakkam High Road, Chennai 600034, and report to **Chief General Manager, Kerala State Office, Indian Oil Corporation Limited,** Panampilly Nagar, Panampilly Avenue, Kochi 682036 **on or before 19.02.2019,** failing which the offer of appointment will be treated as cancelled without any further reference to you.

Yours faithfully,
For and on behalf of
Indian Oil Corporation Ltd.
(Marketing Division)

22/1/19

(Arup Sinha)
Chief General Manager (HR)

1. Acceptance Letter.
2. A list of Board of Directors of IOC.
3. Draft format of undertaking.
4. Declaration Form – Marriage.
5. Four Copies of Attestation Form (A set of attested Photostat copies of all certificates to be attached with each attestation form)
6. Application Form.
7. Forms in Part-I, II and III for medical examination.

Note : The above documents/ testimonials duly completed should be handed over at the time of joining, failing which you will not be allowed to join the Corporation. All original certificates (including mark sheets for all years) are to be produced for verification at the time of joining.

CC : Personnel
Sports File.

C:\Sports\Chirag Shetty_Jan19