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हिन्दुस्तान स्टीलवर्क्स कन्स्ट्रक्शन् लिमिटेड
(भारत सरकार का एक उद्यम) 5/1, सीएलसी रोड (ईस्टेडन) कोलकाता-700 022
HINDUSTAN STEELWORKS CONSTRUCTION LIMITED
(A Govt. of India Undertaking) H.O. 5/1, Commissariat Road (Eastings), Kolkata-700 022
दूरभाष Phone : 2223-4705/0794/0856/4520/4511
फैक्स Fax : (033) 2223-0863 / 2223-2307 / 2223-2686
ई-मेल E-mail : hsccl@rediffmail.com / hsccl.mktg@gmail.com
वेबसाइट Web-site : www.hsccl.co.in
CIN U27310WB19E4G0C026118

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10.9.14

NO. HO/HRD/CONT/2014/6729/G. 24 99

Date : 08.09.2014

MR. MD. WASHEEM KHAN, (ID NO. C-798)
ENGINEER TRAINEE (CIVIL),
HSCL / RANCHI.

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Handwritten
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Through : Head (Projects) / HSCL / Ranchi

SUB: OFFER FOR APPOINTMENT ON CONTRACT.

Dear Sir,

In continuation of offer letter no. HO/HRD/CONT/2014/6515/G-2071 dtd. 22.08.2014, issued to you, we are pleased to inform with the approval of the Competent Authority that your engagement in HSCL (hereinafter referred to as "The Company") at our Ranchi Unit, will be on the following terms and conditions.

- 01 a) Your engagement will be purely on contract basis initially for a period of three years with effect from the date of your reporting for duty.
- b) You will render your services as " **Engineer Trainee (Civil)** ".
- c) You will report for duty to **Head (Projects), HSCL, Ranchi.**
- d) You will be paid remuneration of Rs 15,500/- (Rupees Fifteen Thousand Five Hundred) only consolidated per month. This will fall within the provision of Income Tax Act 1961, as applicable.
- e) After completion of six months training period, you will be on probation for a period of six months which may be extended without notice at the discretion of the management.
- f) **Medical Facilities:**
You will be entitled for medical facilities and reimbursement as per Company's rules.
- 02 For outstation official tour, TA/DA shall be admissible as per Company's Rules.
- 03 **Leave Facilities :** During your contract service you shall be entitled to the following leave facilities :
 - a) No leave will be allowed during the training period.
 - b) After successful completion of training period, you will be allowed 15 (Fifteen) days leave for the probation period of six months.
 - c) You will be allowed 30 (thirty) days leave in a year after successful completion of probation period.
(Leave not availed during the year would lapse at the end of the year).
 - d) Holidays as per Company's rules.
- 04 You will not be entitled for any other allowances and benefits.
- 05 You shall be available for Company's work and shall not carry on or be concerned with any other business or occupation whatsoever. Should it be necessary, you may be required to work at any place as decided by the Company.
- 06 You shall be governed by the rules and regulations of the Company.

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