

SAMPLE

Annexure-II

No.

Date:

To

**Subject: Offer of engagement to Sh./Ms. \_\_\_\_\_ as Researcher/  
Project Personnel/Associate etc. for Project at IGNCA.**

**Project Name:**

Ms/Mr.

In respect to your application/bio-data for the post of \_\_\_\_\_ and on the basis of your interview held on \_\_\_\_\_, IGNCA proposes to engage you as \_\_\_\_\_ on contract basis for a period of \_\_\_\_\_ years on the following terms and conditions:-

1. Your services will be on probation initially for a period of \_\_\_\_\_ months. If your work performance is not found satisfactorily, your engagement will be discontinued based on the report by the HoD/Coordinator.
2. You will work in the Project as referred above. Duration of projects is for a period of \_\_\_\_\_ years and your work performance during every quarter will be monitored. Your deliverables under the project is as mentioned below:-  
\_\_\_\_\_  
\_\_\_\_\_
3. You will be paid a consolidated monthly remuneration of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) per month.
4. Your tenure is for a period of \_\_\_\_\_ year from the date of joining of assignment.

5. You will be entitled for 30 days leave during a calendar year (@ two and half day for each completed calendar month of service) which will not be carried forward to the next year.
6. You will not be entitled to any fringe benefit like medical facilities etc.
7. The engagement is purely on contract basis and will not confer any right or claim for regular appointment in future at IGNCA.
8. The contract may be terminated at any time without any notice and you shall hence claim no right for continuing employment in this Centre.
9. You will work under the supervision of HoD/Coordinator or any other person as decided and follow your target strictly as given by the Competent Authority.

If the above terms and conditions are acceptable to you, you may give acceptance and report for duty to \_\_\_\_\_ under intimation to Director (Admn.) immediately within ten days of receipt of this offer letter, failing which this offer will be treated as cancelled without any further communication.

Yours faithfully,

Section Officer (Admn.)