



BISCOMAUN

Bihar-Jharkhand

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1st Floor, Biscomaun Bhawan, West Gandhi Maidan Patna-1

Ref. :- Estt.-141/B-724

Date:- 20-11-2018

Subject: Offer of appointment for the post of HR OFFICER

It is hereby informed to all concerned that BISCOMAUN had published advertisement for the appointment of the post of "**HR OFFICER**" through Ref. No. – M/76, dated –13.04.2018.

After the completion of whole recruitment & selection process for the concerned post, a provisional list of selected candidates has been published through Ref. No.-M/1370, dated – 12.11.2018 on BISCOMAUN website.

List of candidates who have been provisionally selected for the post of "HR OFFICER" :-

S.NO	NAME OF CANDIDATE	ROLL NO
1	AMIT RANJAN	1000005198
2	MANISH KUMAR	1000005215

Dear All,

With reference to your application and subsequent interview you had with us on 22.10.2018, we are pleased to offer you a post of **HR OFFICER** in **Bihar State Cooperative Marketing Union Ltd (BISCOMAUN)** on the following terms and conditions:

1. **Pay, Allowances and Benefits**

- During your probation period you will get a consolidated amount of Rs. 20,000 per month.** During/after completion of two years probation period your service will be absorbed in regular pay scale on the basis of your work performance which will be examined by BISCOMAUN management and then Your starting basic pay will be Rs. 20000 (Twenty thousand rupees) per month in the pay scale of Rs. 20,000 - 35,338.
- In addition to the basic pay, you shall be paid Dearness Allowance after absorption of your service as decided by BISCOMAUN from time to time.
- Other allowances will be admissible after absorption of your service as decided by BISCOMAUN from time to time.

You will also be covered under Contributory Provident Fund, Gratuity Scheme as per rules.

2. Leaves

During the period of two year probation, you will be entitled to following leaves:

a. Sixteen days (16)/Annually Casual Leave (calculated on pro-rata basis).

3. Your engagement as **HR OFFICER** will be for a period of two year. The Management may impart probation, at its discretion at any place in India. On successful completion of probation of two year, you will be considered for absorption after assessment by BISCOMAUN management. Your services will not be regarded as regular employment until a letter of absorption is issued by the Management.
4. **Your engagement as HR OFFICER is subject to your signing an Agreement/ Bond in acceptance of the same and furnishing a Bond, as enclosed for Rs.1,00,000/- on non-judicial Stamp Paper of appropriate value (Rs.1000/-) for serving BISCOMAUN for a period of two years after your date of joining in service. In case you leave BISCOMAUN during probation period or within two years from the date of joining in BISCOMAUN, you shall be liable to pay entire bond amount before relieving from BISCOMAUN (Format of Bond paper enclosed).**

5. Medical Fitness

- A. **You will be required to get yourself medically examined by the District Civil Surgeon/Assistant Civil Surgeon and submit the original current medical fitness certificate at the time of your joining in BISCOMAUN. This offer is subject to your being examined and found medically fit and will lapse if you are found unfit.**
- B. **This offer of appointment is further subject to the conditions that you will remain medically fit continuously during your service. At any time while in BISCOMAUN's employment, you may be required to appear for medical examination before a Medical Officer designated for the purpose and if you are found medically unfit, your services may be terminated.**
6. **You have to submit your current original Character Verification Certificate (CVR) which will be issued by District Superintendent of Police at the time of your joining in BISCOMAUN. This Character Verification Report will be sent to the Concerned State Governments for verification. In case the CVR received from the Government is found unsatisfactory in any manner whatsoever, your services may be summarily terminated by BISCOMAUN Management without any reference to you. BISCOMAUN Management will be sole arbitrator to say whether the CVR about you has been satisfactory or unsatisfactory.**

7. Separation from BISCOMAUN

a) Termination:

Your services can be terminated at any time during probation period without notice or assigning any reason, whatsoever.

b) Resignation:

- The management reserves the right not to accept the resignation tendered by you either during probation period or any time after your absorption in regular employment.
- Your resignation will become operative only on acceptance by the competent authority.
- However, your resignation will not be accepted if an inquiry, investigation or prosecution is pending or contemplated against you.
- In case your resignation is accepted by Management, you are required to serve one month notice period or deposit notice period pay along with bond amount.

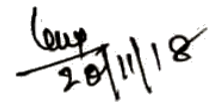
8. You will be governed by the service rules for employees of BISCOMAUN and Rules & Regulations and circulars/ orders issued from time to time.
9. You will diligently and faithfully carry out instructions given to you by your superiors in connection with your work to the best of your competence, skill and ability, as may be directed to do so from time to time.
10. At any time during your service, if any declaration made or information given by you, either in the paper relating to your application or subsequently, proves to be false, your services will summarily be terminated and you will be liable to face such other action as the Management may deem fit.

If you accept this offer and the terms & conditions enumerated above, please submit the duplicate/Xerox copy duly signed by you to the undersigned on date :**01.12.2018**. However, the scanned copy of the acceptance may be submitted to the undersigned on mail id – biscomaunhr@gmail.com which will also be considered as valid document.

You are further advised to report for joining with all required documents (i.e. Bond Paper, Medical Fitness certificate, Character verification Certificate, duly signed hard copy of offer acceptance letter etc) to undersigned at 1st Floor , BISCOMAUN Bhawan, West Of Gandhi Maidan, Patna (Bihar), Pin-800001 on Date: 01.12.2018 and Candidates who fails to join on Date:01.12.2018 as HR OFFICER in BISCOMAUN will be treated as cancelled and withdrawn without any further reference to you.

Thanking you,

Yours Faithfully
for BISCOMAUN



Managing Director

I accept the offer given above and agree to the terms & conditions enumerated above (Page).

Signature_____

Name_____

Date Of Birth_____

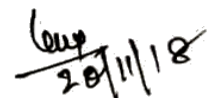
Address_____

Memo No :-

Copy to :-

Date :-

- 1) PS to Hon'ble Chairman & Managing Director, BISCOMAUN, Patna for information.



Managing Director