

By Speed Post

F. No. A-22012/01/2018-CLS.I  
Government of India  
Ministry of Labour & Employment

Shram Shakti Bhawan, Rafi Marg,  
New Delhi, the 26.11.2018

To

Ms Ayman Jamal, (Roll No. 7988)  
JLN International Hostel,  
Jamia Hamdard, New Delhi-110062

Subject: Provisional offer of appointment in the JTS Grade of Central Labour Service (Group 'A' Gazetted) in level 10 of pay matrix (Rs. 56,100-1,77,500) in the Ministry of Labour & Employment.

Madam,

Consequent upon nomination by the Union Public Service Commission and approval of the Competent Authority, you are hereby offered provisional appointment to Junior Time Scale (JTS) of the Central Labour Service (Organized Group 'A' Service) in level 10 of pay matrix (Rs. 56,100-1,77,500) in the Ministry of Labour & Employment, on the following terms and conditions:-

- (i) In addition to basic pay in level 10 of pay matrix (Rs. 56,100-1,77,500) you will be entitled to draw dearness and other allowances at the rates admissible and subject to the conditions laid down in rules/orders governing grant of such allowances.
- (ii) You will be on probation for a period of two years from the date of joining the post. The period of probation may, however, be extended at the discretion of the competent authority. As regards other matters relating to probation, the same shall be governed by the conditions laid down under Central Labour Service (Group 'A') Recruitment Rules, 2015 and other rules and instructions issued in this regard by the Central Government.
- (iii) During the period of probation, you will be required to undergo Induction Training and also to undertake such other training courses and departmental tests as the Government may prescribe. At the end of the training, your performance will be evaluated through written examination and successful completion of the training will be mandatory for completion of the probation and subsequent confirmation. Failure to complete the period of probation to the satisfaction of the Government or failure to pass the prescribed test(s) will render you liable to be discharged from service.
- (iv) During the period of probation, you will be liable to be discharged from service at any time without any notice, if-
  - (a) on the basis of your performance or conduct, you are considered unsuitable for further retention in service, or
  - (b) you are otherwise found ineligible or unsuitable to be retained in the service.
- (v) Your appointment carries with it the liability to serve anywhere in India or abroad;

- (vi) The Travelling Allowances for joining the post shall be regulated as per extant Government instructions.
- (vii) You may be deputed by the Government to attend a recognised course in social work, if considered necessary. In the event being deputed for the course you must complete it successfully before you are considered for confirmation in JTS of the Central Labour Service;
- (viii) If you are already in service in Central Government/State Government/ PSU/ Autonomous Body/ Bank/Corporation etc., you are required to submit formal Relieving Order by the respective organization certifying that your conduct during the present employment does not render your unsuitable for the Government Service;
- (ix) Your services shall be liable to termination at any time by one month notice in writing given either by you to the appointing authority or by the appointing authority to you, subject to other terms and conditions prescribed under Government instructions.

2. Your appointment will further be subject to taking an oath of allegiance/ faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed forms.

3. Your appointment to the JTS Grade of Central Labour Service is provisional and subject to the verification of character, antecedents and category against which your selection has been made. If, at any stage, information/documents is found not verified or any false information is given by you in your self-declaration, your provisional appointment will be cancelled forthwith and other criminal/ legal action will also be taken, as a consequence.

4. In accordance with the existing instructions, a person shall not be eligible for appointment under the Govt. of India, if he 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 marriage with any person, provided that the Central Government may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This provisional offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this Ministry a declaration to that effect in the prescribed proforma at the time of joining. If, however, you desire to be exempted from the operation of this rule for any special reason(s), you should make a representation in this behalf immediately.

5. Other conditions of service will be governed by the relevant rules and orders in force from time to time in respect of Government servants.

6. If any declaration or information furnished by you is found to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from service and such other action may be taken against you as the Government may deem fit.

7. If you accept the provisional offer of appointment on the terms and conditions specified above, you should communicate your acceptance, immediately and also report for duty as Asstt. Labour Welfare Commissioner (Central), Ordnance Clothing Factory, Shahjanpur, UP as early as possible and not later than 30 days from the date of this Memorandum, failing which the offer of appointment may be treated as cancelled.

8. You are requested to report to the O/o The General Manager, Ordnance Clothing Factory, Shahjanpur, UP and submit your original Certificates in support of your Educational Qualifications, Date of Birth and SC/ST/OBC Certificates, in the prescribed form, if applicable in your case, who will verify the genuineness of the Certificates and send a report to this Ministry.

Yours faithfully,

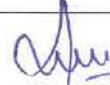


(Ajay Malik)

Under Secretary to the Govt. of India

Copy forwarded to:

1.	The Secretary, Union Public Service Commission (Kind attention: Shri S. K. Singh, Under Secretary) w.r.t. F. No. 1/162(21)/2016-R-IV/SPC-II dated 06.07.2018 and 26.09.2018	
2.	The General Manager, Ordnance Clothing Factory, Shahjanpur, UP	The documents furnished by Ms Ayman Jamal may be verified from the originals and authenticated copies of documents submitted by the Officer in compliance to the conditions mentioned in this letter may be sent to this Ministry for record.
3.	CLS.II (Vig.) Section, Ministry of Labour & Employment.	
4.	Personal File of the Officer concerned.	
5.	Office Order bundle/spare copies.	



(Ajay Malik)

Under Secretary to Government of India