

Appointment on Probation

Date - _____

To,

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Sub: Appointment on Probation

Dear Miss/Ms/Mr,

With reference to your application, dated _____ and subsequent interview you had with us, we are pleased to inform you that you are hereby appointed as a _____ in our Establishment on a probation basis. This letter seeks to record the Terms and Conditions upon which the employment is offered to you by the Establishment, which will be deemed to have been accepted when signed by you at the foot of this letter in acceptance thereof.

Initially, you shall be on Probation on the Terms and Conditions laid down herein below:

TERMS AND CONDITION

1. You will be on Probation basis for a period of ____ (months / years) ____ from _____ to _____. You will be reporting to the Head of Department of the _____ Department of the Establishment.

2. You will be paid a consolidated salary of Rs. _____ per month during probationary period, including HRA and Conveyance Allowance. During your probation period you shall also be eligible for annual increment subject to your satisfactory performance and a report in respect of the same from the Head of the Department to which you are assigned.
3. On successful completion of probationary period you will be paid salary as per the rules of the Establishment applicable from time to time to your category of employees.
4. During probationary period your conduct and performance will be closely observed and if they are found unsatisfactory, your probation is likely to be terminated by the Establishment giving you 30 days' notice in writing or pay in lieu thereof, or in the alternative, your probation period is likely to be further extended for such period as deemed necessary.
5. Without prejudice to the above Clause, your service can be terminated before expiry of the probation period by either party by giving 30 days notice in writing, or pay in lieu thereof.
7. At the time of relinquishment of your service / employment for any reason, you will return all such records, documents and other information to the Establishment immediately if they are in your possession in any manner and shall not attempt to retain copies of any data, records, know how or information of the company. In the event of your leaving the service, you will be required to complete any necessary exit procedure as may be laid down by the Establishment from time to time.
8. At the end of the probation period, your appointment shall be confirmed, only if your performance is found to be satisfactory by the Management of the Establishment. A separate Order of Confirmation will follow in this respect as and when due. However, your service will not be deemed to be

confirmed at the end of the probation period in the absence of a formal Order of Confirmation from the Establishment.

9. During probationary period and after confirmation, your services will be governed by the Rules & Regulations laid down by _____, _____, _____ and _____. You will also abide by the rules and regulations of the Establishment in force from time to time. You will obey the orders and instructions given by officers of the Establishment from time to time.
10. Your office timing will be as per time table or as prescribed by the Principal/Office.
11. You will abide by the instruction given and duties assigned to you by the Principal and the Establishment.
12. If you are required to contribute any work or to produce some inputs in addition to the work assigned to you, you shall not be paid extra for the same.
13. All the leave should be pre-sanctioned. You should not remain absent without getting your leave pre-sanctioned or remain absent beyond the period of leave originally granted to you. If you do not observe this rule strictly the management has every right to consider you as having voluntarily terminated your employment without giving any notice.
14. Your employment is subject to your remaining physically and mentally fit. As and when required by the Management, you will submit yourself to Medical Examination by a Medical Officer approved by the Management or by the Civil Surgeon at the place of your duty.

15. In case, of any change in your address, you will intimate us in writing within three days from the date of such change.
16. You are selected on the basis of particulars furnished by you in your application and at the time of your interview. However, if at any time, it emerges that any of the particulars furnished by you is false and incorrect or any material or relevant information has been suppressed or concealed, your services will be terminated forthwith without notice or compensation.
17. You shall not either directly or indirectly engage in or serve or be interested in any other business, trade, professions, or concern whatsoever, as principal, agent, employee or in any other capacity either full time or part time, or offer any consultancy or advisory service to any other person / concern during your probation period in the Establishment, or thereafter if confirmed by the Establishment.
18. During the period of probation and thereafter if you are confirmed you should promote the interest of the Establishment and attend to your duties diligently.
19. You shall always keep matters of the Establishment secret and confidential and prevent the declaration or divulgence of any information, knowledge, know-how, experience, transactions, affairs, dealings, etc. of the Establishment that pass through or come to your knowledge.
20. Copy of the Rules and Regulations of this Establishment is available with the _____ Department. You are requested to read the copy of the same.

21. Please sign and return the duplicate copy of this letter as token of your acceptance

Thanking you,

Yours faithfully,

For

Authorised Signatory

I confirm having read and understood the terms and conditions and the same are acceptable to me.

DRAFT