

**NATIONAL INSTITUTE OF OCEANOGRAPHY
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH)
DONA PAULA GOA**

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No :NIO/HRM/23-24/12

Dated: 10/08/2023

To:

Ms. Shruti Dattaguru Thali
House No 525 Canca Bandh
PO, Parra Bardez Goa .

Sub: Offer of engagement as **Project Assistant** under **TSP3524** in
NIO, Goa

Dear Ms Shruti Thali,

With reference to your application dated 20/07/2023 in response to our advertisement No. TSP3524/2482-23, The Director, National Institute of Oceanography, Dona Paula, Goa has been pleased to offer you the position of Project Assistant on a purely temporary basis on a emoluments of Rs.20000/- per month plus HRA as per GOI rules for a period of **6** months from the date of joining or till the end of project which ever is earlier and as per the terms and conditions enclosed hereto.

If you are willing to accept the terms and conditions of engagement, you may please communicate your acceptance within a week from the date of receipt of this letter and report for duty within 15 days from the date of receipt of this letter, failing which , this offer will automatically stand canceled without further notice.

Yours Sincerely,



ADMINISTRATIVE OFFICER

Encl:

1. Terms and conditions of offer of engagement as (Appendix-I)
2. Attestation Form
3. Character certificate form



Terms and Conditions of Offer of Engagement for Project Assistant
Appendix-I

1. It is not an offer of appointment in National Institute of Oceanography,/CSIR, temporary or otherwise. It is a placement on behalf of one sponsor of the Project. It would, therefore, not confer any right implicit or explicit for your. consideration for regularization/absorption in any of the Labs./Instts. of CSIR or under any other scheme as applicable to identified casual workers against any of CSIR posts, even if engagement or deployment/placement is for more than 240/206 days in a year.
2. Your engagement as Project Assistant is for the externally funded Project **TSP3524** for a period of **Six Months** from the date of joining and co-terminus with the present Project or till such time the job performed by you in the Project exists and your engagement is specifically extended by Director, National Institute of Oceanography, whichever is earlier.
3. You will be paid **Rs.20000/- plus HRA as per GOI rules** per month. The stipend payment will be made through State Bank of India. If you don't have an existing SBI Bank account, you are advised to open the account at your convenient place. SBI Account may also be opened in our institute branch after your joining
4. No traveling allowance will be admissible to you for reporting for duty.
5. You will not be allowed to discontinue your engagement without seeking prior approval of the Director, National Institute of Oceanography. In case you wish to discontinue the engagement prior to completion of your tenure, you must submit one month's prior notice indicating specific reasons for not continuing or deposit one month's stipend in lieu of the notice period. The engagement shall cease from the date stipulated by the Director while accepting the resignation. You may be discontinued from the Project work by giving one month's consolidated amount in lieu thereof without assigning any reason and will have no right against CSIR in any circumstances.
6. You will not divulge any information relating to the work of National Institute of Oceanography, which you may come to know during your engagement with National Institute of Oceanography to any party.
7. Your engagement will be subjected to the production of the following documents at your own expense at the time of your reporting for duty.
 - Medical certificate of health and physical fitness for service issued by the NIO Dispensary.
 - Documentary evidence in support of your date of birth and qualifications.
 - Attestation form (duly completed) Character certificate to be countersigned by the designated officers as mentioned in the enclosed forms.
 - As per the Institute rules, you are advised to take a medical health insurance policy with a minimum cover of Rs. 1 lakh from any IRDAI regulated Insurance companies, and must submit the proof at the time of joining. Failing which, your joining will not be accepted. The policy should be valid for the entire period of tenure which is offered. If you have any existing policy which is valid, may be submitted as a proof policy. Please note that personal accidental coverage policy will not be entertained, it has to be a health insurance policy.
8. The Director, National Institute of Oceanography whose decision shall be final and binding on both the parties to the contract, shall determine any matter not specifically stated therein.

TSP3524/2482-231228