



BPCL/SR/APP

19.01.2022

JATIN
SKAG006210800264

Dear Mr Jatin

Engagement As Graduate Apprentice Under Apprentices Act 1961

This has reference to the written test, interview and your medical examination for the purpose of engagement as an Apprentice under the provisions of The Apprentices Act' 1961, we are pleased to engage you as a "Graduate Apprentice" in our Corporation provisionally, subject to your BOAT contract being generated.


You are requested to report to Mangalore LPG on 01.02.2022 for further instructions, at the following address at 08:30 a.m.:

**TERRITORY OFFICE AND LPG BOTTLING PLANT, MANGALORE LPG PLANT, BAIKAMPADY INDUSTRIAL
ESTATE, MANGALORE, KARNATAKA- 575011**

**CONTACT PERSON: Mr PRADEEP KUMAR RATHOD
PLANT MANAGER (LPG), MANGALORE**

It may please be noted that:

1. Your engagement as an 'Apprentice' will be for a period of one year with effect from 01.02.2022. During the period of apprenticeship training, you'll be paid a stipend of Rs. 25000/- per month. The apprenticeship training is for the purpose of imparting training and doesn't call for employment in the organization after the completion of training.
2. Your engagement as an apprentice shall be governed by the provisions of Apprentices Act, 1961 and the rules made there under.
3. While undergoing apprenticeship training, which will predominantly be on the job training, you are expected to :
 - a) Learn the trade conscientiously and diligently.
 - b) Be regular in attendance.
 - c) Maintain daily learning journal/work diary and get it countersigned by your supervisor every week.
 - d) Carry out lawful advises and directions of the officials at the location.
 - e) Carry out your obligations under the contract of apprenticeship.
4. You will be entitled to holidays as per the holiday calendar applicable to the establishment of your engagement (12 Holidays) & 12 casual leaves (one CL for every completed month of engagement) and 10 sick leaves on a prorated basis.
5. Weekly off may be granted on a staggered basis.


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



6. The health, safety and welfare provisions of Factories Act 1948 shall be made applicable to you.
7. The period of apprenticeship training shall not be extended beyond the specified period of one year.
8. Your learning shall be reviewed quarterly and annually. Upon successful completion of apprenticeship training, a certificate shall be issued by the Corporation.
9. You are required to adhere to the safety procedures/practices.
10. In respect of matters not expressly stated in this contract, shall be construed to be governed by the provisions of Apprentices Act, 1961 and the rules made thereunder.
11. This engagement is on the basis of you having furnished to the Corporation, correct and factual information and documents regarding your date of birth, qualifications, caste and other details. If at any time, it is found or revealed that you have furnished false or incorrect information and/or documents or withheld pertinent information etc. to secure or have secured engagement, your apprenticeship training shall be liable to be terminated with immediate effect.
12. On the question of interpretation of any terms and conditions, the decision of the Corporation shall be final and binding on you.

If the above terms and conditions are acceptable to you, you're requested to return as token of acceptance, the duplicate of this letter duly signed, at the time of reporting. It may please be noted that you shall have to make travel arrangements at own cost.

Please note that your offer of engagement will automatically stand cancelled without any further reference to you, if you fail to fulfil any of the terms and conditions mentioned above.

Yours faithfully,

For **BHARAT PETROLEUM CORPORATION LIMITED**

N Meganathan
CHIEF MANAGER EMP. RELATIONS (HRS), SOUTH

I accept the terms and conditions as mentioned in this letter.

Apprentice Name:

Signature:

Date:

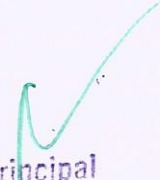
Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



JOINING INSTRUCTIONS

You are required to bring the following documents in original and also furnish two sets of photocopies of the same:

1. Certificates in proof of date of birth, qualifications and experience, if any
2. Valid Caste Certificate (applicable to only SC/ST/OBC-Non- Creamy Layer candidates) issued recently by a Competent Authority in the prescribed format
3. PAN Card
4. Aadhar Card.
5. **Details of PAN card and Aadhar card are to be mandatorily submitted on the day of your joining.**
6. 5 passport size and 3 stamp size colour photographs.
7. Blank cheque leaf from your cheque book showing the 9 digit MICR code.
8. National Electronic Fund Transfer (NEFT) Mandate Form duly filled and attested by the authorized official of the Bank having particulars of your account.
9. Police verification certificate


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006