



GOVERNMENT OF RAJASTHAN
RAJASTHAN STATE HEALTH SOCIETY
SWASTHYA BHAWAN, TILAK MARG, JAIPUR

F. 20(PMU)/NRHM/HRD/2009/3440

Dated: 12/08/09

Ms. Kanwaljeet Virdi,
D/o Mr. D.S. Virdi,
Quarter No. S-1, SIHFW,
Jhalana Institutional Area,
South of Doordarshan Kendra, Jaipur-302004

**Sub: - Offer of contract engagement for the Post of "Documentation Officer"
under NIPI Programme.**

Dear Candidate,

We herewith offer you contractual engagement to carry out the above mentioned assignment specified in the Attached Terms of Reference (Annex-I).

1. Consequent upon your selection made by the selection board, you are hereby offered to carry out the assignment of **Documentation Officer, SCHRC at SHRC, SPMU, NRHM, Jaipur** on a contract basis for a period of 24 months on a consolidated honorarium of Rs 26,000/- (Rs. Twenty Six Thousand only) per month.
2. The terms of your offer are as given in the Terms of Contract (Annex-II) Attached to this offer letter which you have to sign at the time of joining your duties under the Society.
3. Other conditions of your service under the Society will be governed by such rules as may be adopted by the Society from time to time.
4. Please note that your offer is also subject to:
 - (a) Production of a certificate of fitness from the Competent Medical Authority viz. Civil Surgeon, District Medical Officer, Medical Officer or equivalent status in the prescribed form enclosed (Annex-III)
 - (b) Production of original certificates: -
 - (C) Photo Proof of identity- (eg driving license/election card/passport etc)
 - (d) Academic certificate-12th / Graduation / Post Graduation / Doctorate etc
 - (e) Certificate of age.
 - (f) Character certificate in the prescribed form (Annex-IV) from your present/last employer.
 - (g) Domicile certificate.

J. D. S.

5. If any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material/information, you will be liable to be removed from the said post under the Society and for such other action as the Society may deem necessary.
6. On acceptance or otherwise of the terms and conditions as mentioned above, you are requested to report for duty along with the required documents latest by **20th August, 2009** to **Executive Director, SHRC at SPMU, NRHM.**
7. If you fail to join your duties by the above stipulated date, the offer of contractual engagement to you is liable to be treated as cancelled forthwith.

Yours sincerely,

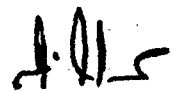


(V.Srinivas)

Secretary (FW) &
Mission, Director NRHM

Copy for information & necessary action to:

1. **PS to PHS, Medical & Health Department, Rajasthan, Jaipur**
2. **Director, RCH, Swasthya Bhawan, Jaipur**
3. **Executive Director, SHRC, Jaipur**
4. **F.A./ SPM / CFA, NRHM, Jaipur**
5. **Senior Project Officer, NIPi**



Secretary (FW) &
Mission, Director NRHM