

No. S/P 535/CMT/Vol VII/F.15

Shri. Sruthi.C
Roll No: 143829214281110
Category No: 69
Email Id: sruthi.cbabu@gmail.com

विषय/Sub: Offer of appointment for Gr-C post as Trainee Metallurgical Assistant in Level-6
in 7th PC Pay Matrix (GP.Rs.4200) in Mechanical Department, CWS/MYSS.
Ref: PCPO/SWR/UBL letter no. SWR/P.612/IV/Mech/Decentralisation dated: 18.05.2020

You are hereby directed to call at this office on 14.07.2020 at 10.30 hrs in connection with your appointment to the above post in CWS/MYSS.

The standard offer of appointment format is annexed to this letter. The regular offer of appointment will be issued to you when you report to this office for document verification and acceptance.

You are required to produce the following documents to this office at the time of your appointment.

1.	The original education and other certificates with attested copies.
2.	The original Certificate in support of your date of Birth (SSLC/ Transfer Certificate Cumulative Record etc.) with attested copies.
3.	If you are already employed elsewhere, you must bring the release order from the Employer.
4.	Two Character and Conduct Certificates obtained recently from two different Gazetted Officers (Certificates obtained long back will not be accepted).
5.	Enclosed attestation form duly filled in, together with the Identity certificates from one of the prescribed authorities mentioned in the Attestation form. In addition, you should obtain a character certificate in the enclosed proforma from the Head of the Educational Institution last attended by you and attested by First Class Executive Magistrate, District Magistrate or Sub Divisional Magistrate.
6.	Six copies of recent pass post size photographs.
7.	Enclosed Caste Certificate duly certified by Competent Authority, in case if you belong to SC/ST/OBC.
8.	Copy of the IT PAN card. In case you do not have IT PAN Card you are required to apply for the same and acknowledgement to be produced and also bring Aadhar card.
9.	First page of the savings bank pass book account maintained in your name in any of the nationalized Bank. If the bank account not opened you have to open the bank account immediately and produce the copy of first page of pass book to draw the salary. (The MICR code and IFSC code of the bank in which the account is available/opened should also be produced.)
10.	You have to submit an affidavit in the enclosed format duly sworn before a First class executive Magistrate or Notary public.
11.	Agreement with the administration to work for a period of five years with Railways to be executed on the stamp paper of Rs.40/-.(Format enclosed)

Further, you are required to follow the Covid-19 procedure applicable for Inter-State travelers prevailing at the time of your reporting to this office, including quarantine, if any.

Encl: As above

के वी साइकुमर पप्पू/K.V Saikummar Pappu
ए सी एम टी /ACMT/MYSS
मैसूर दक्षिण / Mysore South
For उप मुख्य कार्मिक अधिकारी/Dy.Chief Personnel Officer