To

The Director
National Geophysical Research Institute
Hyderabad – 500 007.

Sub: Reporting for duty for the post of
_____ in NGRI.

Sir,

With reference to your letter No. _____ Dated, _____, I am hereby reporting myself for duty today _____ (Forenoon / Afternoon) as _____ in this Institute. The terms and conditions as stipulated in the offer of appointment No. _____ / _____ are acceptable to me.

Before joining this Institute, I was employed in the Office / was not employed any where _____ and the relieving order from my present employer is enclosed.

Yours faithfully,

Signature : _____

Name in (Caps.):_____

Dated :_____

NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
HYDERABAD – 500 007.

I hereby certify that I have examined Mr. /Mrs./ Miss. _____ a candidate for employment in the National Geophysical Research Institute, Hyderabad (AP) and cannot discover that he/she has any disease, communicable or otherwise constitutional weakness or bodily infirmity except _____ I do not consider this a disqualification for employment in the office of the National Geophysical Research Institute, Hyderabad (AP).

The identification marks of the candidate are:

1)

2)

The Candidate's Specimen Signature is appended below:

_____

Place: Signature:_____

Date: Designation:_____

Office Seal:

CHARACTER CERTIFICATE

Certified that I have known Shri./Kum. _____ Son/ Daughter of Shri. _____ for the last _____ years _____ months and that to the best of my knowledge and belief he/she has reputable character. He/She has no antecedents which render him/her unsuitable for engagement by NGRI, Hyderabad against sponsored projects.

Shri./Kum. _____ is not related to me.

Place: Signature:_____

Date: Designation:_____

I am satisfied about reliability of the person who has given the above certificate of Character.

Place:_____ Signature :_____

Date: _____ Designation:_____

District Magistrate (or) Sub-Divisional Magistrate (or) their Superior Officers