



By Speed Post/e-mail

Government of India  
Ministry of Home Affairs  
Directorate of Forensic Science Services  
**Central Forensic Science Laboratory Kolkata**  
30, Gorachand Road, Kolkata – 700014.  
(Ph. No. 033-22841768,3187,1638 Fax No.033-22849442)

No: CFSL(K)/2022/1/Rectt. of FP (Bio.)/05/4698

Date: 19/12/21

To

✓ Jennifer Tirkey,  
Ward No. 15/794, Deepupura,  
Tarbahar, Bilaspur,  
Chattisgarh – 495001.  
Mob: 8349567446  
e-mail: [jennifertirkey35@gmail.com](mailto:jennifertirkey35@gmail.com)

**Sub: Engagement as Forensic Professional on Contract Basis in Biological Sc. discipline of CFSL Kolkata-regd..**

Sir/Madam,

In pursuance of DFSS, MHA, New Delhi Letter No. DFSS/11/16/2022/5034 dated 13.12.2022 on the above subject, we are pleased to offer you for engagement as Forensic Professional in Biological Science discipline of this Laboratory on short term contract basis for a period of **one year** on the terms and conditions as mentioned below:-

1. You will be paid a consolidated remuneration of ₹ 35,000/- (**Rupees thirty five thousand only**) per month. You will be allowed **seven (07) days** time for joining from the date of receipt of this letter.
2. Your contract will be for a period of **one year** and your work progress/performance will be reviewed quarterly. In case the same is not found satisfactorily, your services shall be discontinued without assigning any further reason and in that event you will not be entitled for any claim from the Government. In case you wish to quit the services, one month prior notice is required or to surrender of one month remuneration in lieu of Notice period. You have to execute a Bond (Format enclosed with this letter) accepting the terms and conditions on a **Non-judicial Stamp Paper of ₹ 100/-** (Rupees one hundred only) before joining the service on contract basis. However, Director CFSL, Kolkata reserves the right to terminate your services at any time without assigning any reason.
3. The aforesaid contract shall automatically cease after one year unless or otherwise it is renewed or re-entered.
4. You will normally be required to work during normal working hours on all working days. However, you may be required to work after office hours and on holidays, if required in the interest of Laboratory, but without any extra remuneration. You can also be deputed anywhere outside in other CFSLs for which TA/DA will be paid on actual basis on official assignment as per Govt. norms. However, no TA/DA will be paid for your joining.
5. You will be allowed **12 (Twelve) Casual Leave and 02 (Two) Restricted Holidays** out of the list of Restricted Holidays notified by Govt. of India in a full calendar year and it could be availed yourself on proportionate basis only. No earned leave, medical leave or any kind of other leave will be permitted. Beyond the permissible/admissible leave on proportionate basis, your absence will be treated as **without pay**.
6. You will be briefed about your primary duties and responsibilities by the Head of the Division under whom you have to work. However, you shall work under the administrative control and overall direction of the Director, CFSL, Kolkata.
7. You have to submit an **Undertaking** that you have not involved in any criminal case and no criminal case is pending against you. Beside this, you have to submit a 'Character Verification Certificate' duly signed by a Judicial Magistrate or class I gazetted officer along with 3 passport size photographs, Bank Details and copies of Aadhaar Card and PAN Card, duly self attested.
8. You have also to submit an **Undertaking** stating that you will not take any claim or file any court case for regularization of service in any Court of Law.

- 2-
9. During the period of your contract, you shall not study any regular full time educational or vocational course during the normal working hours of the Laboratory. However, in case you want to study any educational or vocational course through correspondence or online, prior intimation and approval from the competent authority are required. No leaves shall be granted for studying educational or vocational course through correspondence or online and laboratory work should not be affected due to studying such courses.
  10. While on contract with the CFSL Kolkata and at any time thereafter, you shall not disclose or divulge to others or make public any such business/case work/administration related information acquired by you in the course of your duties or otherwise, which could be detrimental to the interest of the Government of India. You will have to obtain prior permission of the Director, CFSL, Kolkata for making public or using in any way, other than in the course of your normal duties & responsibilities, any business/case work/administration related information/data/analysis and the decision of the Director, CFSL, Kolkata in this regard shall be final and binding on you.
  11. You have to return one copy of this contract offer, duly signed by you to the Director, CFSL, Kolkata as token of your acceptance along with required documents as mentioned above.
  12. The Director, CFSL Kolkata has got all the rights to change/modify/alter any or all the provisions set out above in full or part as required protecting the interest of the Government.

Encl: As above.

Yours faithfully,

  
Director

Copy to:

- 1) The Chief Forensic Scientist, DFSS, MHA, New Delhi.
- 2) The HoD (Biological Science), CFSL, Kolkata.

  
Director

**Acceptance**

I, \_\_\_\_\_ S/D/o. \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ hereby unconditionally  
accept the offer for appointment as Forensic Professional (Biological Science) on contract basis in the CFSL, Kolkata and  
also agree to the aforesaid terms & conditions of engagement/hiring.

\_\_\_\_\_  
(Signature of the Candidate with date)

Name:.....

Address:.....

Phone No:.....

Email:.....

**KNOW ALL MEN BY THESE PRESENTS THAT**

I, \_\_\_\_\_ (name and address of the candidate) do hereby bind myself and my heirs, executors and administrators by this bond, signed and dated this date of \_\_\_\_\_ at \_\_\_\_\_.

AND Whereas the above bounded \_\_\_\_\_ has been offered a job of \_\_\_\_\_ on contract basis for a period of one year and whereas the terms and conditions comprised in the Central Forensic Science Laboratory, Kolkata under the Directorate of Forensic Science Services, Ministry of Home Affairs, Letter No. \_\_\_\_\_ dated \_\_\_\_\_ entitled him/her to remuneration on contract basis to the tune of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) per month and the bounded \_\_\_\_\_ has accepted all the terms and conditions mentioned therein.

NOW the conditions of the above written bond or obligations is such that in the event of the above bounded \_\_\_\_\_ not confirming to observing the rules and conditions under subject to which the appointment on contract basis has been offered to him/her or in the event of adverse reports regarding the progress/performance of his/her work to be reviewed quarterly, his/her services shall be terminated without assigning any further reason and he/she shall be bounded by this bond that he/she shall not claim any money from the Central Government. In the event of his/her discontinuing the offered appointment on contract basis before the completion prescribed period of one year/till further order, without the prior approval in writing of the Central Government, the above bounded \_\_\_\_\_ shall forthwith on demand pay to the President of India or his successors or assignees one month remuneration paid to above bounded \_\_\_\_\_ in respect of the said contract service and in the matter of deciding whether the contract services have been discontinued before the prescribed period without any valid reasons and what are to be paid by the above bounded \_\_\_\_\_, the decision of the Central Government shall be final upon the making of such payment.

The above written bond or obligation shall be void and of no effect otherwise shall be and remain in full force and virtue, provided always that the said above written bond is entered with the above bounded \_\_\_\_\_ on further condition that any indulgence for forbearance on the part of the President of India towards the above bounded \_\_\_\_\_ in respect of his/her failure of negligence to confirm to observe the rules and perform the conditions herein before mentioned or to make such payment as aforesaid shall not in any way relieve or exonerate the above bounded or his/her heirs, executor of administrations in respect of his/her liability under the above written bound.

Witness:

(Name & Signature) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Stamp and signature of the Notary Public)