

**LETTER OF APPOINTMENT FOR ESM/CIV PRIVATE SECURITY GUARD BY**  
**EMP No \_\_\_\_\_ SECURITY AGENCY**  
**PROPRIETOR \_\_\_\_\_**

1. \_\_\_\_\_ Security agency appoints  
(Name) \_\_\_\_\_ as a Private Security Guard  
wef (Date \_\_\_\_\_)

**PHOTO**

2. **Personel Details :-**

- a) Service No. Rank :  
b) Date of Birth :  
c) Date of Retirement :  
d) PPO No.  
e) ESM I Card No. & Issuing Authority :  
f) ESI No. :  
g) EPF No./UA No. :

Present Address	Permanent Address

3. **Terms & Conditions:-**

- a) The appointment will be for a duration of 11(eleven) months from the date of appointment or the date of termination of Security Agencies contract with PSU whichever is earlier.
- b) First one month of the employment will be treated as probationary period and the services can be terminated without a notice, subsequently for termination of services the proprietor of the Security Agency will give sufficient opportunity to the ESM Security Guard (Employee) in the form of a written show cause notice with 15 days time for a written reply.
- c) Minimum two months advance notice will be given by both the ESM Security Guard(Employee) and the proprietor for resignation/termination of service.
- d) Payment of wages will be done in accordance with relevant DGR wage notification as amended from time to time.
- e) The Security Agency will adhere to all the provisions of Min of Defence, DESW OM No. 28(3)/2012-D(Res01) dated 09 Jul 2012 ad amdt OM dated 16 Jan 2013.

Signature & Stamp of the Proprietor