

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