



# St. XAVIER'S HIGH SCHOOL

CBSE Affiliation No. - 3330223

School Code - 10462

A Unit of St. Francis Education Society

[Registered Under The Firms & Society Act, 1973 Vide No. R.D./4988 Dt. 25-07-1998]



Ref: SXHS/ BSP/HRD

Date: 20.06.2019

## LETTER OF APPOINTMENT

To,

Miss Neha Verma

50/167. Near Pump House,

Ashok Nagar, Sarkanda

Bilaspur, Chhattisgarh

Dear Miss Neha,

With reference to your interview with the School Management, we are pleased to inform you that you have been selected for the post of **PRT for St. Xavier's High School, Bilaspur, C.G.** Your appointment will be governed by the following terms and conditions:

1. During this period, your services are terminable on both sides with one month's salary in lieu thereof and are transferable to any unit of St. Xavier's Chain of Schools.
2. Your appointment will be on **probation basis for a period of one year** i.e. the date of joining of the post. The management shall have the right to extend the probation period.
3. You will be allowed the pay scale and allowances as are available from time to time to the staff to the same category in other such schools under the flagship of St. Francis Education Society.
4. After satisfactory completion period you will be considered for confirmation subject to you work and conduct remaining satisfactory, on the recommendation of the Management.
5. Your gross salary for the present post will be **12000 INR per month.**
6. You will be entitled to contribute to the **Provident Fund Scheme and ESI scheme** and will be governed by such rules as which are applicable to other employees of the St. Xavier's High School.
7. You need **upgrade your personnel file on a quarterly basis** and submit your achievement certificates to the HR Department.
8. You need to adhere to the **code of conduct of St.Xavier's Chain of Schools** failing to which it is liable to the termination of your employment without prior notice.

Address:

Front of Income Tax Commissioner Office (Aaykar Bhavan),  
Bharatiya Nagar, Vyapar Vihar, Bilaspur [ C.G ]

PH: 07752 - 655611

website : [www.stxavierbilaspur.com](http://www.stxavierbilaspur.com)  
email : [principalsxhsbilaspur@gmail.com](mailto:principalsxhsbilaspur@gmail.com)