



Brilliant Public School

Igniting Wisdom

OFFER LETTER

HO: BPS/2022-23/AC/562

To,

Ms. Akanksha Sharma
Pachari Ghat, Juna Bilaspur,
Distt.: Bilaspur, (C.G.) 495001.

Dear Ms. Akanksha,

With reference to your application and subsequent interview with us at Brilliant Public School, we are highly pleased to confirm our offer of employment to you as *Teacher (adhoc)* for the current academic session **2022-23**. We extend this offer, and the opportunity it represents, with great confidence in your abilities.

If you are willing to accept this offer, we would like you to join our esteemed organization on **22.06.2022** and report to the undersigned on **22.06.2022**

As a part of your remuneration, you will be entitled to receive a consolidated salary of Rs. 12,500 per month.

Your employment with us will be governed by the Terms & conditions mentioned herein, as well as any and all rules, regulations, guidelines, practices which may be amended from time to time.

Terms & conditions attached to the offer:-

- The payment/remuneration will be inclusive of all the service mentioned here in before.
- This appointment is terminable by one month notice (for adhoc/contractual staff) of salary in lieu of notice period.
- After joining, your one and half month's salary would be withheld as "Security Deposit" which you can avail after the complete documentation of 'Exit Procedures'. in case you leave without serving notice period in the middle of the session, this Security Deposit will get lapsed and the school will be free to take legal action.
- You can get your Security Deposit deducted in maximum of three installments, for which you have to submit an application letter duly approved from higher authority.
- Your resignation or callout from your job will not be accepted in mid of the month/session. However, during certain unavoidable circumstances, resignation letter with due notice period can be given either by first or last working day of the month.
- You are expected to abide by the confidential policy of the school and not to disclose any sensitive information, private data obtained from the organisation or misuse the subject matter during your tenure.
- In case, any complaint arises against you either from children or parents, you must take immediate corrective measures and mitigate those issues. Failing to comply the above may lead to termination from your service within 30 days.
- You shall not indulge in any unscrupulous or culpable activities in school premises and if found, school management is authorized to take legal actions against you.

2023.04.18 19:24

Mission Hospital Road, **BILASPUR** - 495 001 (C.G.)