



No. KPS/21/Appointment.1.06.21

Date : 29/11/2021

Ms. Purva Agrawal  
Babjee Park, Ring Road No.2,  
Bilaspur (C.G.)  
Contact No: 75809280028

Subject - Letter of Appointment

Sir/Madam,

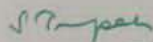
We have the pleasure to appoint you as a **Teacher** on the pay scale of **Rs.14000/- (Fourteen Thousand Only)** on the terms and conditions mentioned below:

### TERMS & CONDITIONS :

1. You may relinquish your job by giving;
  - a. 1 month prior notice or 1 month pay in lieu of notice during the probationary period.
  - b. 3 months notice or 3 months pay in lieu of notice after confirmation.
2. The management of the institution also reserves the right to terminate your service without assigning reasons in the following manner:
  - a. During probationary period or thereafter till confirmation, 1 month notice or 1 month pay in lieu of notice.
  - b. after confirmation, 3 months notice or 3 months pay in lieu of notice.
3. You shall obey all lawful and reasonable orders of the Manager of Society and other superiors.
4. You shall be governed by the Rules and Regulations as framed by the institution and or Governing Body from time to time.
5. Your Appointment is subject to production of original Degree / Diploma certificates and testimonials along with attested copies of each. The originals will be returned to you after verification.
6. You shall maintain integrity and devotion to duty at all times and shall endeavour to enhance the reputation of the institution.
7. You shall avoid taking frequent and unsanctioned leaves and must be punctual, systematic, disciplined and devoted to work.

8. You shall never encourage discrimination on the basis of Caste, Religion, Language etc. and must contribute to the moral education of children under your care.
9. You shall try to maintain a conducive atmosphere in and around the school, maintaining a healthy relationship with your colleagues and students and should never indulge into any type of politics.
10. You shall not accept any money/gift from the students or parents which will be treated as an offence.
11. Criticising colleagues or school management will be considered a grave offence, liable to suitable punishment.
12. In the matters not specifically stated herein or in the service rules, the decision of the Management committee of the Institution and / or Director / Principal of the Institution shall be final and conclusive.
13. After joining, your one month's salary would be withheld and it will be released if you leave the school after 1 month prior intimation (for temporary teacher). If you leave the institution in the mid session, this amount will be lapsed.
14. In the course of your employment with us, you will strictly maintain confidential all the informations, know how, Secrets, data and other details of confidential nature obtained or derived from or disclosed by the organization. You will not misuse any such confidential info or matter as aforesaid or any part there of.

**Wish you good luck**



**(Savita Tripathi)**

Director

(Signature of the staff)

(Name of the staff)