



Kashinath Lahiri Public School

(Owned and managed by Asansol Kashinath Lahiri Memorial Social Welfare & Educational Society)

Rangapara, Burnpur, Dist.: Paschim Bardhaman, Pin: 713325

Affiliation No.: 2430120 | School No.: 15651

Sr. Secondary School Affiliated to C.B.S.E., New Delhi

Email : klps.burnpur@gmail.com, Website: www.klpsburnpur.org, Ph. No.: 8617317700 / 7047749045

Ref. No. : KLPS/APP/2023/52

Date: 30/03/2023

To,
Ms. Sana Farheen,
Hussain Nagar, Asansol MC, Dharampur
Asansol, Paschim Bardhaman (W.B.)-713325

Re: Letter of Appointment as Asst Teacher

Dear Madam,

With reference to your application against our advertisement, the School Managing Committee of Kashinath Lahiri Public school is pleased to offer you an appointment as Asst. Teacher on probation in the scale of (Rs. 9300- Rs. 34800) plus Grade Pay, DA, HRA and other allowances as per rules. Your starting basic pay will be Rs. 9300/-. The offer of appointment is subject to your unconditional acceptance of the following terms and conditions.

1.	You will be on probation of 12 months from the date of your joining. The period of probation may be extended by the Managing committee by a further period not exceeding 1 year. Your service will be confirmed on successful completion of probationary period.
2.	Your service can be terminated at any time without any notice or assigning any reason whatsoever after giving 3 month's notice / 3 month's wages in lieu of notice. This will however, not apply in case of misdemeanor for which your service can be terminated as per rules and discipline of the school or in case of your being declared medically unfit.
3.	You will be required to take classes from Nursery to Class-XII as per the academic requirement of the school.
4.	You shall not take any private tuition / job etc. Your family members can't teach any student of KLPS.
5.	You cannot resign while on leave of any type and without completing the Final Term Examination.
6.	You shall not leave station without the permission of the school authority. You will intimate your address during vacation before the commencement of the summer vacation / winter vacation.
7.	You are to take interest in organizing co-curricular activities and help the students for their betterment. The school requires your presence at the time other than normal school working hours also.
8.	You shall follow the code of conduct and observe discipline for the academic improvement and development of the school.
9.	You shall not, on any ground whatsoever absent yourself from duties without first having obtained the permission of the school authority or in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the authority.
10.	During your service you will be guided by the circular / order and regulations of the school management that are in vogue and also that may be / are issued from time to time.
11.	An employee cannot take any leave during his/her probationary period of 1 year. However, a teacher is eligible to all the holidays notified in the School calendar. But it is to be clearly understood that if, on a holiday, the principal needs the service of the teacher in the benefit of the School the teacher is bound to come, notwithstanding the fact that is a holiday.

In case you are willing to accept the offer of appointment under the above conditions, please return the duplicate copy of the appointment letter to the undersigned duly signed as a token of unconditional acceptance of the offer and report to school on 1st April'2023 at 7.30 AM for duty. In case you fail to report in time, this offer of appointment will stand null & void.

Thanking you,
Yours sincerely,


Principal,
Kashinath Lahiri Public School.