

No.: /A-

DATE

To,

Mrs. -----

Service Rules

With reference to your application and subsequent interview, we have pleasure to offer you the post on the pay Rs.- and scale of pay Rs. 9300-34800 on the following terms and conditions:

APPOINTMENT

- A. That your this appointment will be with effect from the date of your joining, which should not be later than
- B. That your appointment will be on probation basis for a period of one year from the date of your joining the institution.
- C. That the period of probation may be extended for a further period not exceeding one year. However the total probationary period shall in no case will exceed two years from the date of your joining the institution.
- D. After satisfactory completion of the probation period, your services shall be confirmed through written confirmation in this respect, with effect from the expiry of the said period of probation or the extended period of probation.
- E. Your place of posting will be at present at Khachrod and you may be transferred to other institution established or may be established in future by the Society, subject to the conditions that your then present remuneration shall not be adversely effected.

SALARY

Your monthly salary as per the pay scale and include all allowances and benefits on your part and as well as on School's part including statutory liabilities on the part of the School due to your employment. Also for any Tax liability on your remuneration, you will be responsible.

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DUTIES AND RESPONSIBILITIES

A. You will have the responsibility for efficient, satisfactory and economical discharge of duties that may be assigned to you as an employee of the School from time to time by the school management.

B. Institutional employees are whole time employees and may not undertake any other business, work, or public office on payment or otherwise except with the written permission of the school management

SECRECY

You will apply your self honestly, diligently and efficiently under the orders and instructions of the school management. You will not divulge to any un authorized person, nor use for any purpose other than the School's work during the period of employment with us or there after any information concerning School operations, plans, know how, etc that you may come to know as an employee of the School.

GENERAL RULES

A. You will conform to all the rules and regulations in force in the School for your class of employees and shall carry out all such orders and directions as you shall from time to time, receive from the school management.

B. In all the matters including those not specifically covered by this appointment letter, you shall be governed by such rules and regulations as may be applicable to the employees of your category in the School.

C. That you shall not apply or appear for interview etc for any job out side the School without the prior written permission of the authorized officer of the School.

TERMINATION OF SERVICE

A. The School management may terminate your services by giving one months notice in writing in case you are on probation or three months notice in writing in case you are in confirmed employment of the School without assigning any reason or by paying a sum equal to one months your then drawing salary in case you are on probation or by paying an amount equal to your three months then drawing salary in case you are in confirmed employment of the School in lieu of notice period.

B. That in case you wants to relinquish you employment with the School, you shall be required to submit one months notice in writing in case you are on probation or three months notice in writing in case you are in confirmed employment with the School without assigning any reason or by paying an amount equal to one months your then drawing salary in case you are on probation or by paying an amount equal to three months your then drawing salary in lieu of notice period.

ALTERATIONS

The above terms may be modified by the management of the School from time to time, informing you in writing and such variations shall be binding on you subject to the conditions that your remuneration is not adversely affected.

VERIFICATION

This appointment, is based on the information supplied by you with your application and subsequently on your joining on demand by the School and will be null and void if any material error in the School management's opinion is found at any point of time.

ACCEPTANCE

Please return duplicate copy of this letter duly signed as token of your acceptance of the terms and conditions mentioned in this appointment letter failing which the offer contained in this letter will automatically expire.

JURISDICTION

Any dispute arising out of the employment in respect of any matters shall be subject to the jurisdiction of a competent court at Khachrod.

We are pleased to offer you a career as above and ask you to confirm your acceptance of the same by signing the duplicate copy of this letter.

Thanking you.

Yours sincerely,

Principal


Acceptance of the employee follows

ACCEPTANCE

I have read and understood the terms and conditions of my appointment, as mentioned at page No.01 to 03 above and I accept the same. I agree to join my services with effect from

Signature

Name


कोषाध्यक्ष/सचिव/अध्यक्ष
श्री राज राजेन्द्र शिक्षण समिति


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