



Ref. No. SPS/Admin/2021-22/117

Date-01/04/2022

## APPOINTMENT LETTER

To,  
Mr. Anubhav Kiran  
Bhanpuri, Demar,  
Dhamtari (C.G.) 493773

Subject: Terms and conditions of appointment

Dear Mr. Anubhav Kiran,

With reference to your application and subsequent interview with the selection panel, we are pleased to appoint you as a **Teacher** on a contractual basis in **Sandipani Public School Pendri** with a consolidated pay of Rs. 15000/- per month.

**Your appointment is subject to the following terms & conditions:-**

- You will be on a probation period for one or two years. The sole period of probation further liable to be extended for one more year solely at the discretion of the managing committee. It will be confirmed after submission of diploma/degree in education.
- During the probation period, your services can be terminated with thirty days notice from the Management without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.
- In any case, if you want to withdraw from your services, you have to give a "Notice period of one month". Otherwise dues will not be paid for the above period & your security will be forfeited.
- Your present place of work will be at **Sandipani Public School Pendri**, but ensuring the course of the service, you shall be liable to be posted/ transferred to any other branch of School / Society's Projects, at the sole discretion of the Management.
- Upon termination of employment, you will also return all school's property, which may be in your possession.
- You are required to produce proof of your **Degrees/ Diploma** and other qualifications in original for verification along with self attested copies within 07 days of this offer of Appointment. In case it is found at any point of time that you do not possess the requisite qualifications entitling you to serve as a teacher, and information provided by you in the application form is incorrect, your services shall be dispensed with without any further notice/ correspondence with self attested.
- Your appointment and continuance in **Sandipani Public School Pendri** shall be subject to your being medically fit up to the age of superannuation of 60 years.
- You will be a full time employee of this institution and shall not engage in any work anywhere else, regular or part- time, in honorary capacity or otherwise, during the period of your employment with **Sandipani Public School Pendri**. You shall devote your time to the duties assigned to you from time to time and shall not undertake any tuition work without the written permission of the Principal/ Management.

- i) The payment of your salary will be subject to the deduction of income tax (if applicable), EPF Professional and other taxes applicable from time to time as per the Central Government/ Local Authority/ School Rules.
- j) You will be entitled to the casual leave in accordance with the rules framed by management and changes will notify to you through circular later.
- k) On starting of every new quarter of service 3 Casual Leave (C.L.) will be credited to your account.
- l) If candidate will take leave without proper way of intimation, then salary will be deducted.
- m) In case you remain absent without prior intimation or authorization or overstay on leave beyond the period of leave originally granted, or subsequently extended for eight or more consecutive days, it shall be demand to be a case of voluntary abandonment of service on your part, and you will lose lien on your job. In such eventuality, the Management shall have all rights to take suitable steps to recover the notice pay payable by you and any other dues on abandonment of service.
- n) You will abide by and confirm to all the organizational rules and regulations in force and shall obey all the other lawful orders/ instructions/ directions of the Board of Management/ Principal/ School. Authorities in connection with the day to day discharge of your duties in this institution. You will be liable to disciplinary action for the act of omission or commission constituting misconduct or misbehavior in accordance with the rules of our organization.
- o) You shall not prepare or publish any books commonly known as keys or assist directly or indirectly in such publication. You shall not canvas for any publication or any publishing agency or trader.
- p) In case of any change in your address during the course of employment in this institution, it shall be your duty to intimate the same in writing to the Principal/Management within seven days from the date of such change effected.
- q) You shall be responsible for the safe custody of the registers, books, equipments, records entrusted to you. In case of any damage or loss, the management shall have the right to initiate disciplinary proceedings against you and take such action as per the provisions of the rules of the school.
- r) You shall not utilize or divulge any secrets or business affairs of the school and shall safeguards the interest of the school.

In case the above terms and conditions are acceptable to you, please return the duplicate copy of this Letter of Appointment affixing your signature on each page of this document as taken of your acceptance and present yourself for duties on or before 01/04/2022.

We wish you a fruitful stay and your best inputs for the students and up-gradation of the school.

Yours faithfully



Rita Singh

Principal

Sandipani Public School

Date: 01/04/22 Name: ANUBHAV KIRAN Signature: [Signature]





Ref No. SPS/Admin/2021-22/115

26/03/2021

## Offer letter

To,  
Anubhav Kiran  
Bhanpuri, Demar,  
Dhamtari (C.G.) 493773

**Subject: - Offer letter.**

**Dear Mr. Anubhav Kiran,**

We are delighted to welcome you as a member of **Sandipani Public School and Sandipani Academy**. With reference to your application and subsequent interview followed by the demo class presented by you, we are glad to offer you an appointment as a **Teacher** in our institution.

The terms of employment – At will employee.

1. You will be paid a consolidated pay per month as per discussion held during interview. (15000/- per month)
2. You will be on probation for One year from your date of joining. In the events your service are not found satisfactory in all aspects, your further appointment may be deemed to continue on probation period or your service may be terminated with one month notice.
3. You may be regularized depending upon your performance after completion of Probation period.
4. You may leave your services by giving one month prior notice or payment of one month's salary in lieu of the notice and this is applicable for employer also.
5. As regards your duties and responsibilities, you will be required to follow the school standing order as amended from time to time.
6. As a full time employee of the institution; you should not engage yourself in any other service either directly or indirectly.
7. Prior Permission should be obtained to avail any kind of leave.
8. The management reserve the right to withdraw the said appointment in case you are found medically unfit and / or if any information provided by you in the application form is found wrong and / or if any of the above condition is not fulfilled by you at the time of joining.
9. You are required to report for duty on or before **01/04/2022** otherwise this order will be treated as cancelled.

If the above terms and conditions are agreeable to you, you may sign the duplicate copy of this letter as an acceptance of the original letter for the appointment **or** reply to this mail.

**For Sandipani Public School**

**Head master**  
Pendri ( Masturi ), Bilaspur ( C.G. )