



Shamayita Convent School

A senior Secondary School
Affiliated to C.B.S.E.

Affiliation No.- 2430090 ♦ School Number-15706

Amarkanan :: Bankura :: Pin- 722133 :: West Bengal

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Visit Us : www.shamayitaschool.in

E.mail : info@shamayitaschool.in ♦ officescs16@gmail.com

Ref. No.....

SCS/Teach/prob/22/10

Date.....

13.06.2022

To.

Shipra Nemo

Asstt. Teacher,

Bankura 722102

Subject:- Appointment on Probation

We are pleased to inform you that as decided by the competent authority, communicated to you and agreed, you are being put on probation from 13.06.2022 as Assistant Teacher in the scale of pay Rs.9000-40500 at a basic of Rs.10230 with Grade Pay of Rs.4700. You will be on probation for a period of two years from 13.06.2022. At any time during probation period your services may be terminated without assigning any reason whatsoever by giving one month's notice or payment in lieu thereof equivalent to one month's salary. The probation period can be extended by the authority for a further period not exceeding one year, if so needed. Unless confirmed in writing, after satisfactory completion of the probationary period as originally prescribed or extended thereafter, you will be deemed to continue on probation.

You will be entitled to 14 days casual leave per year but the total period including holiday and Sunday shall not exceed 5 days at a time. You will have to submit medical certificate of fitness from recognized hospital and also character certificate if not done already. Your attention is also drawn to the fact that you will have to comply with the CBSE guidelines. The above assignment will stand terminated on the expiry of the above period unless otherwise extended in writing. You will have to follow the School rules.

You are requested to please sign and return the duplicate copy of this letter as a token of your acceptance of the above terms and conditions

Sri Chitra
Manager

Shamayita Convent School

Manager

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