

## APPOINTMENT LETTER

From,

The Manager/Secretary  
St. Francis Higher Secondary School  
Ameri Road, Bilaspur (Chhattisgarh) - 495001

To,

**Miss Kanak Rani**  
**P.G.T (Mathematics)**

Memo No.: S.F.H.S.S./2022/010 Dated 25-01-2022

Sir / Madam,

With reference to your application and the subsequent interview & personal discussions we had in the month of **January 2022** for the post of PRT/TGT/PGT/Pre-Primary/Music/Dance/Art Teacher /P.E.T. I am happy to appoint you as a PRT/TGT/PGT/Pre-Primary/Music/Dance/Art Teacher /P.E.T in St. Francis Higher Secondary School on a contract for a period of **10** months with effect from **15-06-2022** to **28-03-2023** on the following terms and conditions

1. Your appointment is subject to the condition that you have stated in your application true facts about your qualification, conduct and character and if it is found that you have concealed material facts relating to your qualifications, character and conduct, your appointment will be cancelled forthwith without any notice.
2. This appointment will be subject to further condition that there is no criminal case pending in any court of law against you and that you have not been convicted for any offence in the past and during your service. If any criminal offence is registered against you, you shall inform the same to the school management within 24 hours of such registration of case by the police.
3. Your service and conduct will be governed by the Service Rules as may be in force from time to time.
4. You will not engage yourself in any other work or profession as part time after joining the school and you will exclusively employ yourself on the school work during your service.
5. During this period of this contract for the service rendered, you will be paid a consolidated emolument of ₹ **33,800/-** (in words) ₹ **Thirty-Three Thousand Eight Hundred only** as salary per month.
6. All payments due to you will be made by crediting the amount into your bank account and no payment in cash may be made. You have to give your personal Bank A/c details at the time of joining the school.
7. Provident Fund contributions at the rate applicable as prescribed by the statutory authorities / government will be deducted from your salary and along with matching contribution from the employer's side, will be deposited in the Employee's Provident Fund (EPF). Any other statutory deductions that may be required to be made from your salary will be deducted periodically as defined in the State/Union Government rules for which you are giving your consent by accepting the contract.
8. You shall be entitled for grant of paid leave and holidays as per the Leave Rules of the School management as may be in force from time to time. And applicable to employees.
9. You will comply with the rules and regulations of the school in force from time to time and discharge your duties diligently, faithfully and honestly in a dignified manner.
10. The contract of service will stand automatically terminated on expiry of its period unless terminated earlier by either side.
11. The appointment is terminable by notice in writing from either side as per the Service Rules annexed with this appointment letter or on payment of salary for one month in lieu of the notice period.
12. You will be discharged from service if your service is found unsatisfactory during the period of this contract.
13. You will be assigned duties on your joining the school by the Principal of the School.
14. You will have no right of continuance in the service of the school on expiry of the period of this contract. However, you are eligible to be considered for fresh appointment without continuity in service and such fresh appointment will not be considered as in continuation of your past service.
15. If your service is found to be excellent and beneficial to the students in the matter of teaching and their development, your service may be regularized in the school after you work on contract basis for two full consecutive academic sessions depending upon the administrative exigencies, and the financial soundness etc. of the school. The decision to regularize your service will be solely at the discretion of the

- management and you will have no right for such regularization on the ground that you have completed service for two academic sessions on contract basis or any other ground.
16. Any statutory deductions that may be required to be made from your salary will be made there from without your consent and you will not be permitted to excuse yourself from such statutory obligations.
17. A copy each of the leave rules and service rules is enclosed with this letter.
18. If the above terms are acceptable to you, please sign the duplicate copy of this offer in token of your acceptance and submit the same to the management within 02 days of receipt of this letter. If your acceptance is not received within the aforesaid period, this offer would stand automatically cancelled and withdrawn and no further correspondence in the matter will be entertained by the management.

We hope that service with us will be pleasant and productive.

Yours Faithfully

Sr. Henry  
Secretary/Manager  
Manager

St. Francis Hr. Sec. School  
Bilaspur (C.G.) PIN-495001

## Acceptance

I hereby accept the above appointment letter on contract basis with all its terms and conditions after having read and understood the rules annexed with. I agree to abide by them including any changes made therein by the management from time to time.

Name Kanak Rani

Specimen Signature Kanak Rani

Specimen Initials (short signature) Kanak

Place Bilaspur

Date 05-02-2022