



St. XAVIER'S HIGH SCHOOL

Bilaspur, Bharni, Mungeli, Sarkanda, Sirgitti, Akaltara, Kota
under the aegis of St. Francis Education Society
[Registered Under The Firms & Society Act, 1973 Vide No. R.D./4988 Dt. 25-07-1998]

Ref: SXHS/HRD/2021-22/79

Date: 01-04-2022

LETTER OF OFFER

To,
Ms. Preeti Kashyap,
Shankar Nagar,
Bilaspur, CG

Dear Ms. Preeti,

We are pleased to inform you that you have been selected as an **Assistant Teacher** for **St. Xavier's High School, Sirgitti, Bilaspur, Chhattisgarh** on a probationary basis for one year, based on your interview and subsequent interaction with the respected Principal. You will be under observation for three months. During the observation period, you can be relieved from your service without any notice. After the observation period, both parties will be required to give one month's notice.

Your gross salary will be **INR 10000/-** per month. You are required to join your duties on or before **04/04/2022**. Your **15** days' salary will be kept as caution money as per the school norms which will be refunded after your confirmation. Kindly mark your consent for the job by mentioning your date of joining by sending us a letter of consent within 24 hours via e-mail else the offer for the job will be deemed to be cancelled.

Upon joining, you'll be required to submit all attested testimonials and credentials as per the institution's requirements.

With Best Wishes.

A. Samantaray, Assistant Director

Cc:

- 1) Head Mistress, SXHS, Sirgitti
- 2) CEO
- 3) Group F&A Head
- 4) Assistant Director (Academics)

Devesh Agarwal, HR Coordinator



Address:

Corporate office, In-Front of Income Tax Commissioner Office
Bharatiya Nagar, Vyapar Vihar, Bilaspur [C.G]