



# ST. XAVIER'S ENGLISH MEDIUM SCHOOL PATHALGAON

Dist. Jashpur (C.G.) 496118

U-DISE Code - 22031312402

School Code - 722078

6263148473, 8719982322

sxalxosj@gmail.com

stxavierspathalgaon.in

## APPOINTMENT LETTER

Date: 25-07-2023

To,

Ms. Mitali Behera  
Sundargarh, Odisha 770038

**Subject:** Offer of appointment on Probation

Dear Madam Mitali Behera

With reference to your application for the post of a teacher at St. Xavier's English Medium School Pathalgaon, you are hereby offered appointment as assistant teacher (PGT) on probationary basis with effect from 01-08-2023 on the following terms and conditions:

1. You will be on probation from 01-08-2023 to 01-08-2024. The period of probation is further liable to be extended for two years solely at the discretion of the Managing Committee. During or at the expiry of the period of probation or the extended period of probation, the Managing Committee shall have the right to terminate your services without any notice or without assigning any reason. You will continue to be on probation till your services are confirmed in writing by the Managing Committee.
2. During the period, the services are terminable on both sides with one month notice or salary in lieu thereof.
3. During the period you will receive Rs. 24104/- per month as consolidated salary. Your pay scale will be 9300 - 34800.
4. Any false declaration or statement about your qualification and experience (both academic and co-curricular) will result in termination of service with immediate effect.
5. During the period of service you shall abide by the rules and regulations of the school and you will be guided by the service conditions framed and enforced by the school management from time to time and comply with norms diligently, faithfully and exclusively in matters pertaining to the school.




6. You will be entitled to 13 days of Casual Leave during the academic year. Any CL beyond the period will incur deduction of your salary.
7. You shall not make any demands whatsoever regarding the salary as well as other benefits at any time.
8. Your assigned duties will be under strict observation by the management during the probationary period.
9. You shall discharge your duties efficiently and effectively with devotion, commitment, dedication and integrity using your best endeavor to promote the interest of the institution.
10. That for any other matter not covered above the decision of the management will be final and binding.
11. You are required to join duty on/by 01-08-2023 at St. Xavier's English medium school Pathalgaon.

**Please sign the duplicate of this letter as the acceptance of the above terms and conditions of service.**

Thank you  
Yours sincerely

  
**MANAGER**  
ST. XAVIER'S SCHOOL  
PATHALGAON, JASHPUR(C.G.)

  
**PRINCIPAL**  
ST. XAVIER'S ENG. MED. SCHOOL  
PATHALGAON, DT. JASHPUR(C.G.)  
25/07/23

I ... Mitali Behera ..... have read and understood the service rules and guidance of St. Xavier's Eng. Med. School Pathalgaon and willingly and knowingly agree to these conditions and accept the above appointment as true and final.

Date: 01-08-23 .....

  
Signature