



JMB

Kids International School

ENTIRELY ENGLISH MEDIUM CO-EDUCATIONAL SCHOOL

Date

Ref. No.....

LETTER OF APPOINTMENT

To,

MS. GARIMA NISHKA

Mo basix kha Pilibhit

With reference to your application dated ...06:03.2023 and interview held on .22:03.2023. for the post of ..ASSISTANT.....TEACHER. we are glad to be able to offer you the post on the following terms & condition.

- 1- Nature of Appointment : Ad-hoc Basis
- 2- Salary :18000/-/per month.....
- 3- Probation period : One year from the date of joining
- 4- Facilities : Admissible as per rules of school
- 5- Nature of Duties : As assigned by Principal

6- Your services will be governed in accordance with the rules and regulation of the school as are in from time to time.

7- a) You will be watched during the probationary period and if your work and conduct is found to be satisfactory, you will after the expiry of your probationary period, be confirmed but the confirmation will not be automated unless orders for confirmation are issued in writing.

Address: Jhankar Central Compound, Opposite Rama Garden,
Gas Chauraha, Pilibhit-262001 (U.P.)
Ph : 7535871000, 9759788000 E-mail : jmbinternationalschool@gmail.com
Website : www.jmbinternationalschool.com

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Under the aegis of
JMB Group of Institutions

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- b) If your work & conduct is not found to be satisfactory by the principal and authorities, your services will be terminated without any notice during the period of probation. Show cause notice will not be necessary.
- c) You may be asked by the principal/authorities to teach any class and any other subject /work assigned to you. Besides teaching / job assigned, you will be required to participate actively and associate with all co-curricular activities including games and sports and take up all the duties as assigned by the principal/authority from time to time.
- 8- You will automatically retire on attaining the age of 50 years.
- 9- Your continuance in service after attaining the age of 50 years will depend on your satisfactory performance on the ground of misconduct or ill health.
- 10- Your date of birth is 18-9-2003, as per our record & the document submitted by you.
- 11- The continuation of your employment is subject to being found medically fit. You will have to offer yourself for periodical medical tests by chief medical officer Pilibhit or Registered Medical Practitioner on the ground of misconduct or ill health.
- 12- Your increment will be determined on your performance as well as regularity, punctuality, discipline and subject to the financial position of the institution.
- 13- The school will impose fine upon you if discrepancies are observed in prescribed uniform/ dress code , late arrivals or if the orders given by the authorities are not adhered to .
- 14- You will submit copies of your certificates/marksheets/experience certificates in respect of your C.V.
- 15- If the administration / management wishes to terminate your duties on the grounds of indiscipline (misbehavior with authorities, damage to school property, failure in performing assigned duties) they may impose upon you the financial recovery of above damages (reputational , administrative and academic).
- 16- Your one months' salary will be kept by the organization as a security deposit. If you tend to leave the institution without giving two months' notice in advance, the security deposit will be lapsed (in favor of the academic/administrative damages that will occur due to sudden resignation of the employee).
- 17- Only after the end of the probationary period, the candidate is liable to be issued experience certificate.

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- 18- Your absence for continuous period of 8 days (including absence when leave though applied for is not granted or when you overstay for more than 8 days) would entail automatically loss of your lien on the job without any notice or intimation to the management.
- 19- Your address indicated in your application for appointment shall be deemed correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you. If the offer is acceptable to you, Please sign service agreement and the copy of appointment as a token of its acceptance and return the same for our record.
- 20- The salary of Non-contributing period (NCP) will be regularised only after completion of tenure of two years.
- 21- Any dispute between you and the principal/authorities shall fall within the jurisdiction of Management Committee of JMB Kids International School only.
- 22- Kindly take up your appointment at the earliest and confirm the date of joining the duty.
- 23- Any other remarks-

Date: 6-4-2023

Candidate's Acceptance

I accept the appointment on the terms & conditions mentioned above in the Appointment letter & in service Contract. I will join on dated 10-4-2023

Date : 6-4-2023

Contact No.: 9027592181

Signature Garima

Full Name Garima Mishra

Address Mo basix Khan Pilibhit

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