



**D. GOENKA
SCHOOL**

G.D. Goenka Public School

GDGPS/APR_T001/2023-2024

18/04/2023

APPOINTMENT LETTER

Ms. MEGHA

This has reference to the interview, which you recently had with us in connection with your candidature for appointment in our school. We are pleased to appoint you as PRT, with the consolidated salary of Rs. 15,000/- per month, on the following terms and conditions-

1. Initially you shall be on probation for a period of twelve months with effect from **1/4/2023** which can be extended up to 24 months on the basis of your performance.
2. Your appointment and continuance in service is further subject to submission of attested copies of Education Qualification Degrees/Diplomas or other qualifying certificates and 2 recent photographs within a period of seven days from the date of acceptance of this appointment.
3. If you work and conduct during the period of probation is found to be satisfactory, the school Management shall confirm your appointment with effect from the date of expiry of your probation period. A separate letter shall be issued for confirmation of your appointment.
4. During the period of probation, the School Management shall have the right to terminate your services without assigning any reason.
5. If you leave the job due to any reason whatsoever before confirmation, you will have to give 45 day's notice or salary in lieu thereof and if you leave the job after confirmation, you will have to give two months notice or salary in lieu thereof.
6. Failing to give two month's salary to the school will result in legal proceedings which will eventually be done at your own cost.
7. If after confirmation, your work becomes unsatisfactory in the opinion of the School Management or /and do not comply with the terms and conditions of appointment, your services can be terminated by giving on month's notice or salary in lieu thereof.
8. You shall be whole time employee of the school and shall not engage yourself in any work similar in nature to that of the school and /or in which you may for the time being be engaged yourself anywhere in any work, profession or employment either honorary or otherwise during the period of your employment with us.
9. You shall not enter into any monetary transactions with any student, staff or parent, nor shall you exploit your influence for personal ends.
10. You shall not accept, or permit any member of your family or any other person acting on your behalf to accept any gift from any student, parent or any person you may come into contact by virtue of your position in this school.
11. You shall confirm to all rules and regulations in force from time to time in the school and shall obey other lawful orders/instructions/directions of the authority to whom you shall be reporting, as are given to you in connection with the day-to-day discharge of your duties in the school.
12. You shall receive any communication whenever it is offered or delivered to you personally and shall sign on the duplicate copy of the same in token of it having been received by you.
13. You shall be responsible for the safe custody of records entrusted to you and in case of any damage or loss, the school management has right to terminate your services and claim damages.
14. You shall not divulge any secrets or affair of the school and shall safeguard the interest of the school.

Registrar
Invertis University
Bareilly


[Signature]
Director Corporate Relations
Invertis University
Bareilly

15. You shall not absent yourself from the school without leave or without the prior permission of the competent authority.
 16. You shall maintain integrity and devotion to duty and shall not do anything which is unbecoming of you.
 17. Your further increase in salary and confirmation in future will be performance based. There will be appraisal about your performance and salary every twelve months.
 18. The payment of your salary shall be subject to the deduction of taxes and other statutory deductions.
 19. You shall be entitled to leave as per leave policy of the school.
 20. Normally your services will not be terminated without giving one months notice or one month's salary in lieu thereof after confirmation. However in case of any misconduct, breach of rules of faith, insubordination, dishonesty, including falsification of records or theft, unauthorized disclosure of confidential or proprietary Information, or bringing bad name to the school by any of your actions, verbal statements, writing or on discipline ground you may be dismissed from service without giving any notice, or any compensation in lieu thereof. All your dues shall also stand forfeited.
 21. If you remain absent from the school for 7 consecutive days for any reason/ground whatsoever, without prior sanctioned leave, you would be deemed to have deserted/resigned from the post from the 1st day of your absence.
 22. Repeated lateness or absenteeism without proper notification to the school, unreported absence for 7 consecutive workdays will be considered as voluntary desertion.
 23. Salary is confidential matter. If you are found to divulge the confidentiality of salary or increase salary from time to time, then a serious view will be taken about your continuation in the school.
 24. You will not be liable for the salary of the month of June, unless you complete 15 months of tenure w.e.f. your date of joining.
 25. You are expected to devote your best efforts and give full attention to performance in your job. You are expected to use good judgment, to adhere to high ethical standards and avoid ethical situations that create an actual or potential conflict between your personal interests and the interests of the School.
 26. You shall not form, or cause to form, any union/association or be a member thereof, without the permission of the School Management.
 27. You are required to intimate to the School Management any subsequent changes that have taken place in the particulars given in your application.
 28. You shall be governed by the existing Rules and Regulations as well as the relevant Service Conditions and code of Professional Ethics that will be framed or amended by the School time-to-time.
 29. You shall not participate either directly or otherwise in any communal, political activities or in any agitation, either in the school or elsewhere.
 30. The School Management shall conduct periodic performance evaluation and skill test/programs from time-to-time for re-confirming employees as well as other categories of employees and if, during the same, it is found that you have not been acquiring the necessary skills and other additional kinds of professionally relevant skills and have not been making efforts to upgrade your professional standards and skills, the School Management, taking note of this, may terminate your services.
- In case, the above terms and conditions of the appointment are acceptable to you, then return the duplicate copy of this appointment letter after affixing your signature on the same in token of your acceptance.

Yours truly,


PRINCIPAL
G'D GOENKA PUBLIC SCHOOL, BAREILLY


Registrar
Invertis University
Bareilly


Director Corporate Relations
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