



INITIUM
GLOBAL SCHOOL

INITIUM GLOBAL SCHOOL
NADROANDA ROAD, CHHATAUDA,
PILIBHIT 261001
T. 052223449
E. adm@initiumglobalschool.com
WWW.INITIUMGLOBAL.COM

Date: 19/03/2023

Ref No: _____

LETTER OF OFFER

Dear Sanya Saxena

The School Management Committee of Initium Global School hereby offers you an appointment of Primary Teacher in the school with reference to your application (followed by interview) dated 16/03/2023.

We are delighted to inform you that the governing body has confirmed your job for the above post w.e.f. 03rd April 2023.

All the terms and conditions are mentioned on the attached "Contract of Service" form.

I congratulate and welcome you on behalf of the teaching and administration staff at Initium Global School. I hope your sincere and dedicated efforts will help us together achieve IGS's goals.

Please indicate your acceptance of this appointment by signing and returning to me, no later than 3 days, the enclosed copy of this letter and attached sheet.

Yours Sincerely,

Director

FORM OF ACCEPTANCE

DO NOT DETACH

I accept the appointment outlined in the foregoing letter under the general conditions referred to in the latter.

Signature [Signature] Date _____

Contract of Service

Initium Global School (hereinafter called the SCHOOL) and Sanya Saxena (hereinafter called the TEACHER) agree to the following conditions of employment.

1. The term of this agreement is effective from 03rd April 2023.
2. The TEACHER agrees to serve the SCHOOL for the number of days in the official school calendar and to perform other duties assigned by the administrator, and to work cooperatively with the staff, faculty and administration of the SCHOOL.
3. The TEACHER shall devote a reasonable amount of one-half of his/her time to curriculum-development, to engage in student activities, and to other duties as assigned by the administrator.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly



INITIUM
GLOBAL SCHOOL

INITIUM GLOBAL SCHOOL
SHAHOFANDA ROAD, CHITRAKOOT,
PILIBHIT 243001
T. 908322999
E. admission@initiumglobalschool.com
www.initiumglobalschool.com

4. The **TEACHER** will be on probation for a period of 12 months from the date of assuming charge.
5. It is further mutually agreed that the **SCHOOL** shall offer the **TEACHER** a new contract for employment in the ensuing year on or before the date notified, unless the **SCHOOL** gives the **TEACHER** notice in writing to the effect of its intention not to re-employ the **TEACHER**.
4. The **TEACHER** may be suspended or discharged for good cause as shall be determined in the exclusive discretion of the School Management Committee. It is specifically understood that good cause for discharge shall include and not be limited to: inadequacy of teaching, misconduct, neglect of duty, physical or mental incapacity, actions involving moral turpitude, violation of the terms of this agreement or our school policy, or any conduct not in keeping with the school policy tending to reflect discredit upon the school or tending to impair the **TEACHER'S** usefulness in his capacity as a teacher.
5. The **SCHOOL** employs the **TEACHER** as an employee of the **SCHOOL** at a salary and benefits of ₹ 1,00,000/- per month.
6. It is agreed that the conditions of this contract shall only be changed by mutual written agreement of the **TEACHER** and the **SCHOOL**.
7. A notice period of 30 days has to be served if the **TEACHER** decides to end its employment contract with the **SCHOOL** or forgo the sum equivalent to 30 days of salary.
8. The **TEACHER** has to produce all the documents to the **SCHOOL** pertaining to your qualifications & experience.
9. The number of casual leaves allowed to the **TEACHER** annually by the **SCHOOL** is 16. Additional leaves are subject to salary deduction laid down as per the Employment Rules & Regulations of the **SCHOOL**.
10. The **Teacher** will be governed by the **Employment Rules & Regulations** (refer annexure 1) of the **SCHOOL** which are subject to amendments from time to time. If any of the rule breach by the employee school management will have the right to take any action without giving any prior notice.

This is the sole agreement between the parties and no other representations, be they oral or written, are binding between the parties.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly



INITIUM
GLOBAL SCHOOL

INITIUM GLOBAL SCHOOL
MADRISTANDA ROAD, CHIKHAIYADEN,
PILIBHIT 242501
P: 7076227997
E: admin@initiumglobalschool.com
WWW.INITIUMGLOBAL SCHOOL.COM

I agree and have been understood all the above terms and conditions lay by the school management committee.

AGREED:

(Signature of TEACHER)

(Date)

AGREED:

(Signature of ADMINISTRATOR)

(Date)

Note 1: Employee will refer to teacher as well as for other staff members

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly