



Amrit Vidya Ashram

English Medium Co-Educational School

Affiliated to CBSE Delhi No. 1730580

In Front of Amrit Nath Ashram, Fatehpur-Shekhawati-332301 (Sikar) Rajasthan

E-mail : avafatehpur@gmail.com

Ref. HR/AVA/287/2023

Date: 2023.....

Mrs. Desai Satyajit Shivaji
Ganesh Nagar,
Kolhapur, Maharashtra

Subject: Letter of Appointment

Dear Desai,

We are pleased to appoint you as a Psychology Teacher with effect from 1, April 2023 on probation for a period up to 31 March 2024. The above probationary period may be extended for another twelve months at the discretion of the Management.

The terms and conditions are broadly stated below: -

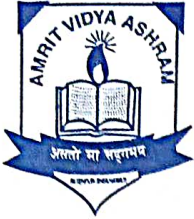
1. Salary:

1.1 You will be entitled to a gross monthly remuneration of Rs. 35,000/-/- (Rupees Thirty Five Thousand Only).

1.2 The Salary details are as tabled below:

	Salary Components	Per month	Per annum
A	Fixed Pay		
	Basic Salary	18,000	216,000
	House Rent Allowance	8,000	96,000
	Conveyance Allowance	1,600	19,200
	Medical Reimbursement	1,250	15,000
	Leave Travel Allowance	2,000	24,000
	Other Allowance	4,150	49,800
	Total Fixed Pay	35,000	4,20,000
B	Retirals		
	Employer Provident Fund	0	0
	Sub Total (B)	0	0
C	TOTAL CTC (A+B)	35,000	4,20,000

1.3 Annual increments will be linked to your performance, which will be decided through the Performance Management System adopted by the Management. You will be eligible for annual appraisal upon completing six months service on or before the forthcoming appraisal cycle.



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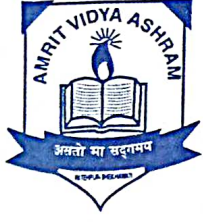
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2. **Leave:**
As per existing rule of the school. Date.....
3. **Probation:**
On expiry of the above probation period or extension thereof, you will continue to be on probation unless you are confirmed in the service.
During your probation, your performance will be under observation / assessment by the Principal.
4. **Applicability of rules:**
All the rules and regulations as in force to the employees from time to time would be applicable to you unless specified above to the contrary.
5. **General:**
- You will not work by way of service or business for yourself or anybody else, either on remuneration or otherwise while you are in our employment, without prior permission of the Principal.
 - You will be reporting to the Principal.
 - You are expected to attend training sessions conducted by or as directed by the Management.
 - Corporal punishment to the pupils is strictly prohibited in our school. You will have to ensure strict compliance by teachers / yourselves in this regard.
 - It is agreed that this appointment is made subject to the understanding that the information given by you in your application is complete and correct in all respects and that should it be found incorrect your services are liable to be automatically terminated.
 - No information relating to the affairs of the school that you may acquire as a result of your employment shall be discussed either by word of mouth or writing to an outsider unless authorized to do so by the Management.
 - You are required to inform any change in residential address, at which communications can be sent.
6. **Notice Period:**
- If during probation the management is not satisfied with your performance, your services are liable to be terminated without any reason by giving one month notice or one-month gross salary in lieu thereof. Similarly, you can also resign from the service of the organization by giving one month notice or one-month gross salary in lieu thereof.
 - On confirmation of your service and during the period of your employment, the management can ask you to leave the service of the organization by giving three-months' notice or three-month gross salary in lieu thereof. Similarly, you can also resign from the service of the organization by giving three-months' notice or three-month's

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gross salary in lieu thereof. Any leave availed during the notice period will be treated as leave without pay and your notice period will be extended by those many days Date.....

It is agreed that you can be entrusted with any other job found suitable for your qualification at the discretion of the Management at any time during your tenure of employment. The organization also reserves the right to transfer you to any other location as per its requirements.


Please note that salary is confidential and is not to be disclosed to any other colleague. Any breach of this may lead to disciplinary action.

In token of your acceptance of the terms stated above, kindly return the duplicate copy of this letter duly signed and the copies of your testimonials.

We wish you a happy association with us.

Sincerely,

FOR, AMRIT VIDYAASHRAM SCHOOL, FATEHPUR


Vishnu Gupta
Principal

I hereby accept my appointment as a Psychology teacher at Amrit Vidyaashram School, Fatehpur on the terms and conditions mentioned above.

Date: _____

Signature: 