THE ARSIM SCHOOL & COLLEGE

Registered & Affiliated
F.D.E/PEIRA/FBISE-01/C-1666-1472

APPOINTMENT LETTER

JOB NO. _____ Date of Report _____

Sir / Madam

I am pleased to inform you that you have been selected for the post of_____on basic pay scale _____According to the terms and conditions attached annexure -1. In case you accept this after kindly report to your duty within one week of the receipt of this letter.

Thanking you
Yours faithfully

Principal

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Reference. ASMS/STAFF/RULES **Date: _____**

TERMS & CONDITIONS

(FOR STAFF)

i. The probation period of new teacher will be for first three months during which their service may be terminated (without notice). Unless they are effective, probation period will be extended for other three months.

ii. After the probationary period, the teacher will be conformed in their appointment and observed as permanent staff: one month notice will be required afterword on either side for the discontinuation of service agreement.

iii. After the probationary period if the school terminates during the academic year it will pay30 days salary to the teachers of given them 15 days prior notice.

iv. All teachers are required to stay with school for full academic year. the teachers who leave the school without giving a one month prior notice or leaves within the academic year his/her salary will be forfeited or he/she deposit 15 days salary in case immediately resign the job).

v. Teacher is entitled to have gazette holidays notified by the government according to the government instructions. Anyhow Summer vocation is paid to those staff member who stay with school for year before such holidays and they stay with the school has a national day celebrations or school program elsewhere.

vi. The case of absence from duty will be settled according to the school rule. A fifteen days casual leaves are admissible during the year.

vii. Teacher required coming to the school according to the prescribed school timings.

viii. Teacher will be entitled for the annual increment according to the government rule.

ix. In the best interest of the school any extra duty may be assigned to them by the head of the institution.

Signature of Member **Principal**

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Reference. _____ Date: _____

STAFF SERVICE AGREEMENT

I _____ hereby confirm that I will serve with this organization till the end of existing session up to 31 August, 20 _____. I will submit my original final degree /certificate or deposit one month salary which will be given after completion of current session, and I will not claim before session.

I accept the terms and conditions enclosed.

Job number: _____

Signature: _____

Name: _____

Designation: _____

Principal