

Guru Gobind Singh Educational

Ratu Road, Kamre, Ranchi (Jharkhand), Pin - 835222

Date 01.07.2022

To,
Ms. Jyoti Kumari
Booty Road, Ranchi
Jharkhand

Madam,

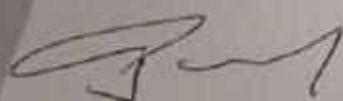
With reference to your application and subsequent interview with us, we are glad to inform you that you have been selected as a TGT in our school. Your appointment is subject to the following terms and conditions:

- 1) The position title shall be a TGT.
- 2) You shall join our school on 02.07.2022.
- 3) You shall produce a certificate from a registered medical practitioner declaring you to be medically fit for full time employment. Medical Certificate must indicate your Blood Group.
- 4) You shall submit the following documents together with original and duplicate copies at the time and day of reporting:
 - (i) Proof of age and residence (Voter ID/Aadhar Card).
 - (ii) Proof of academic and professional qualifications.
 - (iii) Certificate of employment and release letter from your previous employer.
 - (iv) Two recent colour passport size photographs.
 - (v) PAN Card
 - (vi) Aadhar card
 - (vii) Bank Account detail
- 5) You will be on probation for a period of one year during which your service can be terminated without assigning any reason. It may be extended without notice at the discretion of the school authorities. In case of discontinuation, one month notice or pay in lieu thereof, from either side will apply.

This letter of intent shall stand automatically withdrawn and your appointment in the school shall be automatically revoked in case of any misrepresentation by you discovered later on.

On joining kindly report to the Principal, Guru Gobind Singh Public School, Kamre, Ratu Rd, Ranchi – 835222 on 02.07.2022 at 8.10 am.

With regards,



(Paramjeet Singh 'Tinku')
Hony. Secretary

Guru Gobind Singh Educational Trust

Ratu Road, Kamre, Ranchi (Jharkhand), Pin - 835222

To,
Ms. Prabhjeet Kaur
Ratu Road
Ranchi

Date 31.03.2022

Madam,

With reference to your application and subsequent interview with us, we are glad to inform you that you have been selected as an Assistant Primary Teacher in our school. Your appointment is subject to the following terms and conditions:

- 1) The position title shall be an Assistant Primary Teacher.
- 2) You shall join our school on 01.04.2022.
- 3) You shall produce a certificate from a registered medical practitioner declaring you to be medically fit for full time employment. Medical Certificate must indicate your Blood Group.
- 4) You shall submit the following documents together with original and duplicate copies at the time and day of reporting:
 - (i) Proof of age and residence (Voter ID/Aadhar Card).
 - (ii) Proof of academic and professional qualifications.
 - (iii) Certificate of employment and release letter from your previous employer.
 - (iv) Two recent colour passport size photographs.
 - (v) PAN Card
 - (vi) Aadhar card
 - (vii) Bank Account detail
- 5) You will be on probation for a period of one year during which your service can be terminated without assigning any reason. It may be extended without notice at the discretion of the school authorities. In case of discontinuation, one month notice or pay in lieu thereof, from either side will apply.

This letter of intent shall stand automatically withdrawn and your appointment in the school shall be automatically revoked in case of any misrepresentation by you discovered later on.

On joining kindly report to the Principal, Guru Gobind Singh Public School, Kamre, Ratu Rd, Ranchi – 835222 on 01.04.2022 at 8.10 am.

With regards,



(Paramjeet Singh 'Tinku')
Hony. Secretary



Malayalee Association, Ranchi

Regd. Office : Kairali School, Sector-2, Dhurwa, Ranchi-834004, Jharkhand
Telephone No. : 0651 - 2444350, 2444349 • Web : www.malayaleeassociation.org
E-mail : maranchi@gmail.com

MAR/SMC/APPT/2021- 290

Date, 30/11/2021

Mr Ravi Orson
Hanuman Nagar
Booty More, P.S.Sadar
Bariyathu, Ranchi -834009

Sub: Offer of Appointment

Dear Sir,

With reference to your application dated Nil and subsequent interview held on 23/11/2021, you are hereby offered the post of Teacher in NTT Grade, on the following terms and conditions.

01. You will draw an initial basic pay of Rs.21700/- [Twenty One Thousand Seven Hundred] only and other allowances, as applicable, from time to time,
02. You will be on Probation for a period of ONE YEAR from the date of actual assumption of duty, and will continue to be so until you complete your B.Ed Degree Course and communication regarding confirmation or otherwise is received. However, the Management reserves the right to extend your period of probation without any advance notice.
03. During the period of Probation, your services shall be terminable, without assigning any reason whatsoever, with one month's notice in writing or one month's salary, in lieu, thereof. Likewise, during the period of Probation, if you wish to be relieved, you are liable to give one month's notice, in writing or one month's salary, in lieu, thereof.
04. Upon confirmation, your services shall be terminable without assigning any reason whatsoever, with three months' notice or three months' salary, in lieu, thereof. Likewise, upon confirmation, if you wish to be relieved, you are liable to give three months' notice, in writing or three months' salary, in lieu, thereof.
05. Your services in the School shall be governed by the provisions laid down in the MAR Employees' Service Rules, 1992 and also shall abide by such Rules, Regulations, Orders, Directives and Instructions as the Management may frame and issue, from time to time, governing the terms of employment, condition of services, pay, allowance etc.
06. You will be eligible for leave as admissible under the MAR Employees' Service Rules, 1992.
07. Deduction on account of Provident Fund shall be limited to the ceiling of 12% of a maximum of Rs.15000/- i.e. Rs.1,800/- per month.
08. An amount equivalent to your one month's salary shall be kept by the School as Security Deposit, which shall be deducted from your monthly salary in twelve [12] equal installments. The amount, so kept, as Security Deposit, shall be returned to you on leaving the service with the School by rendering proper notice, as per prevailing Rules.
09. If any declaration or information given/furnished by you, particularly regarding marital status, qualification, date of birth, details pertaining to your previous employment etc., at the time of your initial appointment, or at any time during your service period with the School, proves to be false or if it is found that you have willfully suppressed any material information, you shall be liable for summary dismissal from service and liable to such other actions as the School Management may deem necessary.

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Bachelor in Education

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Kandar, Mandar, Ranchi



Malayalee Association, Ranchi

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Telephone No. : 0651- 2444350, 2444349 • Web : www.malayaleeassociation.org
E-mail : marranchi@gmail.com

Mr Ravi Oran

10. You are required to produce all original certificates, with a photocopy of each, duly attested, proving your educational qualification, experience, age etc. at the time of joining duty in the School. You are also required to produce a Conduct Certificate, in original, from a responsible and respected person of the locality.
11. You are also required to produce Medical Fitness Certificate from a Registered Medical Practitioner having minimum MBBS degree, at the time of joining.
12. The Principal will issue directives regarding your deployment as and when necessary.
13. Your appointment in the School shall be as a direct recruit and the School will not bear any liability on your previous employment.
14. While in the services of the School, you shall not indulge in imparting private tuition, of any nature, to any pupil, either of Kairali School or of any other institution. And if it is established that you are indulging in such activities, you shall be liable for summary dismissal.
15. If the above terms and conditions are acceptable, you may please return the duplicate copy of this Offer of Appointment, indicating your acceptance to join duty w.e.f 01.12.2021 to the Principal, failing which it will be presumed that you are not interested in joining the services of the school and accordingly this Offer will stand cancelled.

Thanking you,

Yours faithfully,
For & on behalf of President
Malayalee Association, Ranchi


[K Ramesan]
Hon. General Secretary
Malayalee Association, Ranchi



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Kairali, Ranchi, Jharkhand



ST. FRANCIS SCHOOL

(Affiliated to C.I.S.C.E., New Delhi)

(School Code - JH 106)

BANHORA RANCHI - 834005

JHARKHAND

Phone: 0651-2510166, 9570146446

REF. No. SFS 2022-23/006

Date. 15th March, 2022

To,

Miss Anjali Tigga
Village - Dihpuri (Banhora)
Pandra Krishi Bazar
Ranchi, Jharkhand

Sub: Offer of appointment on probation as an assistant teacher.

Dear Sir,

With reference to your application dated 08.03.2022 for employment on the post of a teacher we are pleased to offer you appointment as an assistant teacher in our school. Your appointment as an assistant teacher is effective from 15.03.2022. The terms and conditions of the appointment on probation will be as follows:-

1. In the first instance, you will be on probation for the period of one year from the date of your joining, where after the probation period may be extended, your probationary period will continue till and until it is confirmed in writing, unless confirmed in writing, you will be deemed to be as a probationer.
2. Your place of posting will be at present in St. Francis School, Banhora, Ranchi. You are liable to be transferred to another school run by Ranchi Franciscan Society anywhere in India, whether in existence at present or may come into existence hereafter. On transfer if any, your emoluments, perk will be the same and will not be effected. It will be your responsibility to manage for your residential accommodation and conveyance.
3. After confirmation of your service, another offer of appointment will be issued on the post of a regular teacher.
4. You shall observe strict secrecy as to the affairs, dealings and concern of establishment during the continuance of this engagement or thereafter. Divergence of the secrecy will amount to misconduct.

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5. Your appointment is subject to being certified fit medically by the Society's Doctor or in his absence any other registered medical practitioner.
6. You shall faithfully observe all the rules and regulations of the school/society prevalent at present or day to day guidelines, you shall comply with the office orders/instructions/circulars issued from time to time and of course the orders of your superiors failing which it will be treated to be as a major misconduct .
7. Since you are appointed on probation your service may be terminated on one month's notice or one month's pay in lieu of notice.
8. You will be guided by the following act:-
 - a. The school has its own service manual after joining in the school the code of conduct as made in CHAPTER - XXIV as well as CHAPTER XXV is about misconduct will be applicable to you 'you can have a copy of school's Service Manual from the office and read it'
 - b. Any incorrect information furnished by you or on suppression of any material information while seeking and continuing in the employment.
 - c. Any act which, in the opinion of the management, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, loss of confidence breach of trust, habitual absence, unpunctuality or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this arrangement or a violation on your part of any of the rules or any act or omission subversive of discipline and / or prejudicial to the interest of school or discipline .
 - d. Committing any breach of any terms of this appointment letter and code of conduct either directly or indirectly.
 - e. Failure to comply with the transfer order.
- f. Misappropriation of management of money and / or misuse of school's fund / property.
- g. Being guilty of any gross default,

9. During the course of your employment you will not apply or seek employment elsewhere without written permission and if found, the management may be at liberty to take action against you.




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10. You will strictly observe punctuality. However, in exceptional circumstances explained by you the management shall allow a grace period up to 10 minutes at the start of your duty period.
11. For the mode of communication you will furnish your present and your permanent address of your home and if any changes of your address in future it will be your duty to inform in writing to the Principal of the school.
12. Continuous absence for a period of ten days without information/prior permission or taking leave will be treated as if you have left your service at your own accord and for that your name will be struck off from the roll of the school.
13. Privilege / Earned leave shall be allowed as per law.
14. Before proceeding on leave you have to apply before the Principal in advance and any extension of leave if sent from outside it must be with the registered A/D. Other leave will be allowed to you as per the rule of the school.
15. We look forward to your having long and happy career with us. In case the terms and conditions are acceptable to you please sign on the duplicate of this letter as token of your acceptance and return the same.

Yours Faithfully

Anthony
12-03-2021
Secretary

(On behalf of the Management)



DECLARATION

I have read/understood the above terms and conditions and agreed to abide by them.

A. Tiga
15/3/20
Signature with date

[Signature]
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