

APPOINTMENT ORDER

The School Managing Committee has accepted the recommendations made by the Selection Committee and hereby appoints Mr/Mrs/Ms. _____ as _____ in the School on temporary basis in the Scale of Pay of Rs. _____ with effect from the date of joining duty on the following terms and conditions:

1. He/She is placed on probation for a period of 2 years from the date of joining duty. On completion of the probation period, if his/her performance is found to be satisfactory, the School Managing Committee will pass orders continuing him/her in the said post and allowing him/her to continue in the service of the School on regular basis subject to the terms and conditions of service prescribed by it from time to time. However, at any time during the period of probation, if his/her performance is not found to be satisfactory, the School shall terminate his/her service by issuing one month's notice to him/her or by paying one month salary to him/her in lieu of such one month notice.

2. He/She shall maintain absolute integrity, honesty, discipline and devotion to duty during his/her service in the School and he/she shall be punctual and regular in attending the School, courteous and considerate to the Management, other staff, students, parents, visitors and the public and carry out all the orders/directions/instructions issued and discharge all the duties assigned to him/her by the Educational Agency, the School Managing Committee, the Principal and the concerned School In-charge consciously, diligently, efficiently and promptly at all times during his/her service in the School.

3. He/She shall be governed by the Code of Conduct prescribed in the Pondicherry School Education Rules 1996 and the School Conduct Rules and bound to conduct himself/herself strictly in accordance with the said Code of Conduct.

4. He/She shall be bound by the Terms and Conditions / Rules and Regulations of Service prescribed by the School from time to time.

5. He /She is entitled to the Scale of Pay fixed and other service benefits provided by the School from time to time.

6. He/She shall be at the disposal of the School at all times , serve the School in all its activities, obey and carry out all duties, instructions and directions given by the School from time to time efficiently, diligently and promptly.

7. He /She shall produce all the original certificates for verification at the time of joining duty and also as and when required during his/her service in the School.

8. Without giving prior intimation and obtaining prior permission from the School, he/she shall not pursue any further studies or participate in any selection process in any other institution during his/her service in the School.

9. If he/she is already employed in any other institution, he /she shall completely relieve himself/herself from the said employment without retaining any lien therein and produce the relieving order from such institution at the time of accepting this appointment.

10. He/She is liable for transfer to any of the School/Institutions/Bodies managed by the Educational Agency of the School.

11. During the course of his/her service in the School, he/she shall not be a member or associated of with (i) any political party or (ii) any association not recognized by the School or (iii) any body or organization banned by the Govt. and he/she shall not either take part or subscribe in aid of or assist in any manner in the activities of such party or association or body or organization.

12. He/She shall not under any pretence absent himself/herself from duties without first having obtained the permission of the Principal and in the case of sickness or accident, without forwarding a medical certificate to the satisfaction of the Principal. The leave is not claimable by him/her as a matter of right but may be granted at the discretion of the Principal taking into consideration of the interest of the School and its students.

13. During the course of his/her service in the School, if he/she desires to leave the School and resign the post for any reason or circumstances, he/she shall issue (i) three month's notice in writing if he/she is a permanent staff or one month's notice if he/she is a temporary staff or deposit three months/one month salary, as the case may be in lieu thereof.

14. The appointment is made based on the particulars and certificates furnished/produced by him/her in respect of his/her age, educational and other qualifications etc., prescribed for the post and also with a belief that he/she is having good antecedents. Hence, if it is found out or come to the knowledge of the School at any time during the course of his/her service that any of such particulars or certificates are false/ forged/ altered/ manipulated or he/she is having bad antecedents, the School shall terminate his/her service forthwith without issuing any prior notice.

15. He/She shall not leave Puducherry limits without giving prior intimation and obtaining prior permission from the Principal.

If this offer of appointment and its terms and conditions are acceptable to Mr/Mrs/Ms....., he/she shall make a specific statement to that effect and also sign in the office copy of this Appointment Order in confirmation of such acceptance within 3 days from the date receipt of this Appointment Order. If he/she fails to do so, this Appointment Order shall stand automatically cancelled and no further intimation will be sent to him/her in that regard.

ORDER

By Appointment Order No _____ dt. _____, the School Managing Committee has appointed Mr/Miss/Mrs. _____ to the post of _____ on temporary basis and placed him/her on probation for a period of two years.

The School Managing Committee hereby declares that Mr/Miss/Mrs._____ has successfully completed his/her probation period on _____ and he/she has been confirmed in the said Post with effect from _____ and would continue in the service of the School on regular basis. He/She is governed by all the terms and conditions stated in his/her Appointment Order and the Rules and Regulations of the School in force from time to time. He/She has to conduct himself/herself strictly in accordance with the said terms and conditions and Rules and Regulations in force and strive for the betterment, smooth and peaceful functioning of the School.

ORDER

By Appointment Order No _____ dt. _____, the School Managing Committee has appointed Mr/Miss/Mrs. _____ to the post of _____ on temporary basis and placed him/her on probation for a period of two years. Subsequently, by Order No. _____, dt. _____, the School Managing Committee has declared that he/she has successfully completed his/her probation on _____. From the said date, he/she is working in the said Post on regular basis and attained the eligibility for promotion to the post of _____.

The School Managing Committee hereby promote Mr/Miss/Mrs. _____ to the vacancy in the post of _____ on temporary basis on the Scale of Pay of Rs. _____ with immediate effect and placed him/her on probation for a period of two years. On completion of the probation period, if his/her performance is found to be satisfactory, he/she shall be confirmed in the post and allowed to work in it on regular basis. He/She is governed by all the terms and conditions stated in the initial Appointment Order and the Rules and Regulations of the School in force from time to time. He/She has to conduct himself/herself strictly in accordance with the said terms and conditions and Rules and Regulations in force and continue to strive for the betterment, smooth and peaceful functioning of the School.