

## **APPOINTMENT ORDER**

Amalorpavam Educational Welfare Society has accepted the recommendations made by the Selection Committee and its Governing Body and hereby appoints Mr/Mrs.**Mr.Durairaj** as **P.S.T. Selection Grade (POST)** on temporary basis as Entry Level Staff in the Scale of Pay of ` .35000 and posted him/her in its Amalorpavam Hr.Sec.School, Lourdes Campus 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 conduct and performance are found to be satisfactory, the Governing Body will pass orders, declaring that he/she has successfully completed his/her probation, regularizing his/her service in the School and confirm him/her in the said post on permanent basis subject to the terms and conditions of service prescribed by it from time to time. However, at any time during the period of his/her probation, if his/her performance is found to be unsatisfactory, the Governing Body 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 be governed by the Code of Conduct prescribed in the Pondicherry School Education Rules 1996 or in any other Rules or Regulations framed by the Government of Puducherry and the Conduct Rules and Service Rules framed by the School and in force from time to time, bound by all the said Rules/Regulations and conduct himself/herself strictly in accordance with the said Rules/Regulations.

3. He/She shall maintain absolute integrity, honesty, discipline and devotion to duty during his/her entire period of 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.

4. 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 the orders/directions/instructions issued and discharge all the duties assigned to him/her by the Educational Agency, the School Managing Committee, the Principal, the School In-charge concerned and all his Superiors consciously, conscientiously, diligently, efficiently and promptly at all times during his/her entire period of service in the School. He/She shall not leave the Puducherry limits without giving prior intimation and obtaining prior permission from the Principal of the School.

5. He/She is entitled to the Pay Scales, Allowances and other Benefits fixed by the School in accordance with the Rule-(6) of the Amalorpavam Educational Welfare Society Pay Rules 2016 and the amendments, if any, to be made by the School in the said Rules. He /She shall make a declaration of his/her acceptance of the Amalorpavam Educational Welfare Society Pay Rules 2016 in the Form prescribed at the end of the said Rules.

6. He/She shall produce all the original certificates for verification at the time of acceptance of this Appointment Order and also as and when required by the School during his/her entire period of service in the School.

7. 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 or attend any conference, meeting, workshop etc. organized by any other Institution, Body or Agency during his/her service in the School.

8. 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 or other connection therein and produce a Relieving Order from such Institution at the time of accepting this appointment.

9. He/She is liable for transfer and assignment of any work to/in any of the Schools/Academy/Institutions/Bodies managed/run by the Educational Agency of the School.

10. During the period of his/her service in the School, he/she shall not be a member of or be associated with any political party or any association not recognized by the School or any body or organization not permissible by the law or banned by the Central or UT Government and he/she shall not either take part or subscribe in aid of or assist in the activities of such party or association or body or organization in any manner either directly or indirectly and shall not in any way act detrimental to the dignity and interests of the School and the Nation.

11. He/She shall not absent himself/herself from duty under any circumstances without intimating and obtaining prior permission to/from the Principal of the School except in the cases of sudden sickness or accident or any other unforeseen circumstances beyond his/her control and even in such cases, he/she shall intimate the same to the Principal of the School, produce a medical certificate or any other document in proof of the same and obtain leave for the period of absence in accordance with the Rules and Procedures of the School.

12. He/She shall not claim for grant of leave by the School as a right and the Principal of the School shall consider the circumstances and reasons given by him/her for leave on each occasion and the best interest and circumstances of/in the School, exercise his discretion, decide the number of days and grant leave to him/her subject to such conditions that may be fixed by him.

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 one month's advance notice to the School therefor or pay one month salary, in lieu of such notice.

14. The School has made this appointment 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 conduct and antecedents. Hence, if it is found out or comes to the knowledge of the Governing Body at any time in the future during the period of his/her service that any of such particulars or certificates are false/forged/alterd/manipulated or he/she is having any bad conduct or antecedents, the Governing Body shall terminate his/her service forthwith without issuing any prior notice to him/her.

If this offer of appointment and its terms and conditions are acceptable to Mr.Durairaj he/she shall sign in the office copy of this Appointment Order, confirm such acceptance and handover the same to the School 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 by the School in that regard.

To,

Mr.Durairaj

P.S.T. Selection Grade

Amalorpavam Hr.Sec.School

Lourdes Campus