

APPOINTMENT ORDER

The Amalorpavam Educational Welfare Society has accepted the recommendations made by the Selection Committee constituted by it and hereby appoints **Mr.Prakash** as a **Head Master** in its Amalorpavam Lourds Academy on regular basis in the Scale of Pay of Rs.12300.0 with effect from the date of joining duty on the following terms and conditions:

1. She shall maintain absolute integrity, honesty, discipline and devotion to duty during her service in the Academy and she shall be punctual and regular in attending the Academy, courteous and considerate to the Management, other staff, students, parents, visitors and the public.

2. She shall be governed by the Code of Conduct prescribed in the Pondicherry School Education Rules 1996, the Rules & Regulations of Service prescribed by the Academy from time to time and the terms and conditions of this Appointment Order and bound to conduct herself strictly in accordance with the same.

3. 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 duties attached/assigned to the post, the orders, instructions & directions issued/given by the Society (Educational Agency), the Academy Managing Committee, the Principal and the Academy In-charge concerned consciously, diligently, efficiently and promptly at all times during her service in the Academy.

4. She is entitled to the Scale of Pay and the other service benefits, allowances etc. fixed/provided by the Society (Educational Agency) and the Academy to the post as per the Amalorpavam Educational Welfare Society Pay Rules 2016 in force from time to time.

5. Her entire services under the Society commencing from the date of her regular appointment in its Amarlorpavam Higher Secondary School and her entire services pursuant to this Appointment Order in this Academy shall be taken as continuous and the Gratuity shall be fixed and paid to her at the end of her service as per “the Fixation of Gratuity payable to the Permanent Teaching, Non-Teaching and Administrative Staff of the School & the Academy” prescribed in the Amalorpavam Educational Welfare Society Pay Rules 2016.

6. *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 Academy.*

7. *Without giving prior intimation and obtaining prior permission from the Society (Educational Agency) and the Academy, she shall not pursue any further studies or participate in any selection process in any other institution/establishment during her service under the Society in the Academy.*

8. *She is liable for transfer to any of the School/Institutions/Bodies managed by the Society (Educational Agency).*

9. *During the continuance of her service in the School, she shall not be a member of or be associated with (i) any political party or (ii) any association not recognized by the Society (Educational Agency) and the Academy or (iii) any body or organization banned by the Government 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.*

10. *She is not entitled to seek any leave as a matter of right. But, on a written application for leave made by her in the proper format by giving reasons and if such leave is on medical grounds, along with a Medical Certificate issued by the Doctors, the Principal may consider the reasons and the interests of the Academy & its students and grant such leave for such period at his discretion.*

11. *She shall not under any circumstance or pretence absent herself without obtaining prior permission from the Principal of the Academy. If she is compelled to take leave due to any urgent circumstances beyond her control such as sickness or any other untoward incidents, she shall forward a medical certificate/explain such untoward incidents atleast over phone to the Principal of the Academy immediately and send a written application for leave in the proper format by giving said reason to the Principal along with supporting documents. The Principal may consider the said reasons and documents and grant such leave for such period at his discretion.*

12. *During the course of her service in the Academy, if she desires to leave the services in the Society/Academy and resign the post for any reason or circumstance, she shall issue three month's notice in writing or deposit three months salary in lieu thereof.*

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

14. She shall not leave the Puducherry limits without giving prior intimation and obtaining prior permission from the Principal of the Academy.

Mr.Prakash is requested to read this Appointment Order issued to her and its terms and conditions stated above carefully and if she accepts the appointment to the post of **Head Master** in its Amalorpavam Hr.Sec.School and its terms and conditions, she shall sign in the office copy of this Appointment Order in confirmation of such acceptance within 3 days from the date of receipt of this Appointment Order, join duty and work in the post. If she fails to do so within the said period of 3 days, this Appointment Order shall stand automatically cancelled and no further intimation will be sent to her in that regard.

SECRETARY

Amalorpavam Educational Welfare Society

To

Mr.Prakash,
Head Master,
Amalorpavam Hr.Sec.School,
Pondicherry.

I have received this Appointment Order and read the same carefully. I accept my appointment to the post of Primary Teacher in the Academy and its terms and conditions. I shall join duty in the post today itself and work in the post in accordance with the terms and conditions stated above.

(Mr.Prakash)