

No.: 00177/AEWS/AHSS/2023-2024

Date : 19-09-2023

ORDER

Amalorpavam Educational Welfare Society has accepted the recommendations made by the Selection Committee and its Governing Body and hereby appoints to the temporary post of ASST. HEADMISTRESS on temporary basis on monthly consolidated pay of 10000 per month and posted him/her in its Amalorpavam Hr. Sec. School at MAIN with effect from the date of joining duty on the following terms and conditions :

1. He/She is appointed to the temporary post of ASST. HEADMISTRESS on temporary basis for a period of 12 months from the date of joining duty. Depending upon the requirement, the Governing Body may, at its discretion, extend such period of temporary appointment for such time prescribed by it.
2. He/She will be paid only the consolidated pay of ` 10000 per month during the period of this temporary appointment and is not eligible for any other allowances or benefits.
3. During the period of this temporary appointment, he/she is not eligible for any of the benefits applicable to the permanent teachers / other staff working in the Institutions of the Society.
4. He/She is eligible only for a casual leave of 8 days during each year of temporary appointment and is not eligible for any other leave.
5. He/She has to work in any of the Institutions, including the Hostel of the Society and hence, he/she is liable for transfer from one institution to another during the period or extended period of this temporary appointment.
6. On successful completion of the 12 months period or extended period of temporary appointment, depending upon the availability of regular vacancies in the post in any of institutions of the Society, the Governing body, at its discretion, may assess his/her conduct, ability, dedication and performance during the period of temporary appointment and if satisfied, appoint him/her to the said post on regular basis in any of the Institutions/ Hostel subject to the terms and conditions prescribed for such appointment and pay the pay scale and other benefits fixed for the said post. If such regular appointment is made, he/she is not eligible to count his/her service during the temporary appointment.
7. During this period or extended period of this temporary appointment in any of the Institutions/Hostel of the Society, he/she shall maintain absolute integrity, honesty, discipline and devotion to duty, be punctual and regular in attendance, 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 Society, the Governing body, the School Managing Committee, the Principal, Vice Principal and the concerned School In-charge consciously, diligently, efficiently and promptly at all times.
8. He/She shall be governed by the Code of Conduct prescribed in the Pondicherry School Education Rules 1996 and the orders, directions, instructions, conditions and circulars issued by the Society, the Governing body, the School Managing Committee and the Principal from time to time and bound to conduct himself/herself strictly in accordance with the said Code of Conduct and the orders, directions, instructions and circulars.

9. He/She shall be at the disposal of the Society, the Governing body, the School Managing Committee and the Principal at all times, serve the School in all its activities, obey and carry out all the duties, instructions and directions given by them from time to time honestly, sincerely, efficiently, diligently and promptly.
10. Without giving prior intimation and obtaining prior permission from the Governing Body or the Society, he/she shall not pursue any further studies or participate in any selection process in any other institution during the period or extended period of this temporary appointment.
11. 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 an absolute relieving order from such institution at the time of accepting this temporary appointment.
12. During the period or extended period of this temporary appointment, he/she shall not continue as a member or become a member or in any way be associated in/with (i) any political party or (ii) any association or union or any other organization not recognized by the Society or (iii) anybody or organization banned by the Government and shall not either take part or subscribe in aid of or assist in the activities of such party or association or body or organization either directly or indirectly.
13. He/She shall not under any pretense absent himself/herself from duties without first having obtained the permission from the Head of the Institution/Hostel wherein he/she is posted and working and in the case of sudden sickness or accident, he/she shall intimate the Head of the said Institution/Hostel and send his/her leave letter along with documents, including a medical certificate in proof of the same at the earliest possible date. The Head of the Institution/Hostel will consider such requests for leave and if satisfied, assess the situation and grant leave only for required period.
14. During the period or extended period of this temporary appointment, if he/she desires to resign this temporary post, he/she shall do so only on the last date of the month by giving one month prior notice in writing to the Governing body of the Society, informing the same and if he/she desires to resign without giving such prior notice under any circumstances, he/she is not eligible for payment of the consolidated pay due for one month preceding the date of such resignation.
15. The temporary appointment is made based on the particulars and certificates furnished/produced by him/her in respect of his/her age, educational and other qualifications, prescribed for the post and his/her good conduct and antecedents. Hence, at any time during the period or extended period of this temporary appointment, if it is found out or come to the knowledge of the Society that any of such particulars, certificates or information are false/ forged/ altered/ manipulated or he/she is having bad conduct and antecedents, the Society shall terminate this temporary service forthwith without issuing any prior notice to him/her.
16. He/She shall not leave the limits of Puducherry without giving prior intimation and obtaining prior permission from the Head of the Institution/Hostel wherein he/she is posted and working during the period or extended period of appointment.
17. The Society is entitled to terminate this temporary appointment at any time without assigning any reasons therefore by giving you one month's prior notice or paying one month's consolidated pay in lieu of such notice.
18. He/She must teach the subjects allotted by the School to his/her students only after proper preparation and to the best of his/her ability, keeping in mind the overall development of the child. The classes are to be conducted only in English language and no explanation/conversation with the students must be in Tamil. The same is exempted for the staff handling Tamil. Explanation for French/Hindi can be bilingual ie., Hindi or French/English but not in Tamil.

19. He/She must follow the dress code of the School. Lady staff are expected to wear saree with high-neck blouse. The gents staff are to wear formal pants and full sleeved shirt with decent footwear. No fashionable jewellery or clothing is permitted in the School campus as the teachers are the role models for their students.

If this offer of temporary appointment and its terms and conditions explained above are acceptable to Mrs.GRACE LOURDES.A, 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, join duty and work in the said post. If he/she fails to do so, this Temporary Appointment Order shall stand automatically cancelled and no further intimation will be sent to him/her in that regard.

To

Mrs.GRACE LOURDES.A

ASST. HEADMISTRESS

Amalorpavam Hr. Sec. School,

Puducherry.

Received with acceptance