



ADITYA WORLD SCHOOL

AWS/Appointments/18-20

Date: - 5-11-2018

Ms. Shelly Kushwah.
34/35, Gayatri Vihaar
Thatipur, Gwalior.

Dear Shelly

We are pleased to offer you an appointment as "Teacher" in Aditya World School, Gwalior, MP on a consolidated salary of Rs.10,000/- only i.e. Ten thousand rupees only on the following terms and conditions.

1. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
2. You will be on probation for a period of **one year** which may be extended or curtailed at the discretion of the competent authority. You will continue to be on probation till an order of confirmation has been issued to you in writing.
3. Your services in the School will be governed by the School's rules and regulations as amended from time to time. You will be required to perform all duties assigned to you by the School. You will always be adhere to your roles & responsibilities attached to your profile and conduct yourself accordingly. You must effectively perform to ensure results.
4. Termination of employment will be as under :
 - a) During the probationary period and any extension thereof, your services may be terminated without assigning any reason by giving one month's notice or salary in lieu thereof by the competent authority.
 - b) Termination by either side within the probationary period can be done by giving one month's notice as salary in lieu thereof (except clause 4c).
 - c) The service can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the School and/or FIR lodged with serious criminal charges.
 - d) If found undertaking tuitions/coaching classes privately for the school students, you will be dismissed from the service.
5. This appointment is further subject to the following conditions:-
 - a) That your character, references and/or any other information provided by you are in order.
 - b) That you are found medically fit by the competent physician/MBBS doctor of the School.
 - c) That you agree to be governed by the code of ethics and the other rules and regulations of the school.
 - d) That you agree to serve the school for a period of at least two consecutive years.
6. Your are required to join latest by **12 November 2018** failing which the appointment order will be deemed to have been automatically withdrawn and cancelled.

Please confirm your acceptance of the appointment on the above mentioned terms and conditions by signing and returning duplicate copy of this letter for the records.

Wishing you an enriching tenure with us.

Yours Sincerely,

Ms. Mitali Roy
Principal

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Signature and Date