



RAJATHADRI EDUCATION TRUST(R.)

K.H.B. Colony, HARAPANAHALLI - 583131.

Ref.No.052....

Date :25 /07/2023

Subject: Appointment Order

Dear Vageesha A H,

Congratulations!

This is to inform you that we are pleased to offer you the full-time position of Special Educator cum Counselor at Vidyanihdi Academy under Rajathadri Education Trust , Adavihalli, Harapanahalli.

Based on your performance in the interview and your portfolio, we are looking forward to have you join us..

Owing to the conversation we had, we would like to offer you as a family member of the school.

Received

9/8/23



The following terms and conditions should be strictly followed by you.

1) EFFECTIVE DATE OF APPOINTMENT: You will be required to report to the Principal of the School and join duty on 26/07/2023

2) RESIDENTIAL ADDRESS: Your address as given in the application form shall be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address you shall inform the management about the same, in writing.

3) MEDICAL FITNESS: This appointment and its continuance are subject to your being found and remaining in sound physical and mental health. As and when required, you shall report for any medical examination to a qualified doctor as recommended by the Trust.

4) FULL TIME EMPLOYMENT: This is a full time employment, and therefore you shall devote full time to the work of the institution and will not undertake any direct/indirect business or work, honorary or with remuneration, except with prior written permission of the management, in each case.

5) PROBATION: You will be on probation for a period of two years from the date of joining, which may be extended by another year by the management. Upon successful completion of probation, you will be confirmed as per existing rules of the Management.

6) DUTIES AND RESPONSIBILITIES: You shall report to the Principal and handle classes with minimum 30 periods per week as per the time table assigned to you which may include different subjects for Primary/ Secondary classes also depending on the need of the school.

7) LEAVE: You will be entitled to 10 days of casual leave in a calendar year. A maximum of 3 days' casual leave can be taken at a time with permission of the management and Principal.

8) SECRECY: You shall not, for whatever reason, divulge without an express written authority from the Management, any information relating to the school or any of its constituents or employees, as received by you in the course of and after the cessation of your probationary period.

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9) **NOTICE PERIOD:** In case you wish to leave the organization, you shall inform the Management and Principal in writing and serve the notice period as indicated in the table mentioned below:

Term dates

Period of Notice

- 19 June to 30th September of the 2 months notice period or pay 2 months salary and allowances Academic year in lieu of the notice period.
- 15 October to 18 December of the 3 months notice period or pay 3 months salary and allowances Academic year in lieu of the notice period.
- 19 January to 31 March of the 1 month notice period or pay 1 month salary and allowances in Academic year lieu of the notice period.

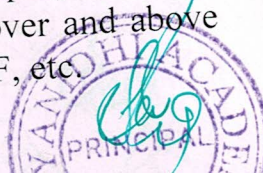
Management is at liberty to terminate your services by giving one month's notice without assigning any reason or pay one month's salary with full allowances in lieu of the notice period.

The Trust reserves the right to require you to continue to perform your duties, or relieve you, during your period of notice.

If you are found guilty of any activity amounting to gross misconduct, the Trust is entitled to dismiss you summarily without giving notice or any payment in lieu of notice.

10) **SAFETY AT WORK:** The Management expects the highest standards from its employees with regards to the handling of confidential information, data protection as well as maintaining good health and safety at work. The Management is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

11) **DEDUCTIONS:** The Management reserves the right to deduct from your monthly salary repayments of any loan or other sums owed to the Trust by you, including any overpayments made to you in error. On termination of your employment any such monies owed by you to the Trust up to and including your last day of employment will be deducted from your final salary payment. These deductions will be over and above any deductions we may make because of legal requirements like TDS, EPF, etc.



12) SUBMISSION OF DOCUMENTS: The following documents are required to be submitted to the Office before you join duty.

All Original Certificates of your Educational Qualification

- Xerox Copies of Certificates of your Educational Qualification with any one original.
- Xerox copies of Work Experience Certificate. ID Proof & Residential Address Proof.
- 3 months' Pay slips & TDS certificate from previous employer.

You shall conduct all activities and carry out all responsibilities as assigned by the Management under this appointment in accordance with sound business practices and ethics and in a manner which reflects favourably upon the Trust and its constituents and goodwill associated herewith.

You are here by requested to submit to the office your written acceptance of this offer by signing the second copy of this letter enclosed.

We welcome you to Vidyanidhi Academy English Medium School and look forward to mutual support and co-operation in all our endeavours.

With All Good Wishes,

