



P.N. Pawar Foundation

SANJEEVAN
INTERNATIONAL SCHOOL

PNP/2016-17/14
Date: 27/7/2016

Appointment letter

Dear Mr./Ms. NIKAM LAXMI

Welcome to SANJEEVAN INTERNATIONAL SCHOOL

We are pleased to inform you that you have been appointed as Asst. Teacher, with in SANJEEVAN INTERNATIONAL SCHOOL.

We are eager to have you as part of our team. We foresee your potential skills as a valuable contribution to our students and parents.

You will be entitled to a monthly remuneration of as per Annexure A. You will be on a probation period of twelve months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Sanjeevan is dependent on your successful completion of the probationary period. You shall receive your payment before 7th of every month. Leave and other school policies are available at school office. These policies are reviewed and informed to you at our school office from time to time by the management for your benefit.

Your signing this Offer letter confirms your acceptance of the terms and conditions and that you would be joining SANJEEVAN INTERNATIONAL SCHOOL on the given date.

We heartily welcome you to be a member of Sanjeevan Family and hope your sincere efforts will enhance student's and institutional growth.

Sincerely,

Thanking you,

For SANJEEVAN INTERNATIONAL SCHOOL

Managing Director

Name, Date and signature

I confirm and accept the terms and condition set out in the offer letter

APPOINTMENT LETTER

1st JUNE 2016

We are pleased to appoint you as Teacher in our Academy. You may join your duty from 1st June, 2016.

- Attached is a copy giving details of your salary package as per **Annexure A**.
- Attached is the copy giving details of your timing as per **Annexure B**.
- Income Tax will be deducted as per the Income Tax Act.
- Attached is the copy giving details of your List of document as per **Annexure C**.
- Attached is the copy giving details of your List of school belongings handed over to you as per **Annexure D**.

You are required to submit the following list of documents on before 1st MAY.

- Two passport size photographs.
- A original copy of your educational career and other certificates.
- Your Service certificates and Relieving Letter from last organization.

This appointment is subject to:

- a. Your written acceptance of the Appointment Letter.
 - b. The verifications of your testimonials.
 - c. Us receiving satisfactory reports from your references.
 - d. You being found medically fit for the job.
 - e. Duly signed agreement.
1. You will be on probation for a period of 1 year from your date of joining and your completion of three years will be considered on 1st June
 2. No notice, of resignation will be effective, if it is given during the leave period and you will not be entitled to proceed on leave during the notice period.
 3. Any absence from work without permission will be deemed to be unauthorized absenteeism and will be dealt with seriously.
 4. The annual increment in your salary will be based on your performance being found satisfactory during the previous year of service in terms of efficiency, regularity, punctuality and discipline, and if the performance is found unsatisfactory, the increments may, at the sole discretion of the Management, be withheld.
 5. Salary increment of the institute is in the month of June. In case a teacher joins in the middle of the academic session and does not complete 12 months till June, his / her increments will be done in the following year.

6. During your tenure you shall be governed by the following clauses:

i. Confidentiality Clause:

You shall protect the rights of the School and not divulge/disclose or make public in any manner any trade secret, Confidential Information concerning the school's business, finances, methods, operations, marketing information, pricing, without any limitation. Such disclosure will be regarded as gross misconduct.

ii. Proprietary Clause:

It is understood that the School holds sole Copyrights, Trademarks, Proprietary rights to all work you shall create, either alone or in conjunction with any other person during your employment.

7. You will work with all due care, and diligence and to the best of your ability and will abide and conform to all the rules and regulations and conditions at such work place and ensure harmony and team effort.
8. You will not pledge the credit of the SCHOOL for any purpose, whatsoever. You will not remove from the school's premises any property, document, letters, technical information, files, books, etc., belonging to the School, unless specifically permitted by the Authorities.
9. The Employee during his employment with the school agrees not to accept any assignment with any other client, competitor of the school or other business entity who has been introduced to the Employee by the school because such assignment may involve comprising proprietary information of the school, except with the permission of the school in writing.
10. Employees are strictly prohibited from sharing, interacting or discussing with the Press including Print, Electronic and Radio unless they have been granted written permission from the Management.
11. The Employee before ceasing to be in the employment of the school shall return to the school all documents, materials, equipment, machines and all tangible properties of the school, which were handed over to the employee during the course of his employment with the school (cell phone, laptops)
12. You will be governed by the school's Service Rules, Regulations, Instructions, Conditions that are prevalent or will be made from time-to-time by the Management including matters not covered by these standard terms and conditions, as and when they are applicable to your job in the school.
13. The school timings will be decided by the Management. You will be required to work & render such services as may be required during or after school hours.
14. Kindly return all the school property to your before asking for relevning letter and experience certificate.
15. No use of Cellphone is allowed in campus
16. Every late mark will be considered as ½ day leave
17. On Special working days you are expected to stay back in school for extra hours
18. You are entitled to 12 leaves in an academic year with the provision of taking only one leave per month.
- * 19. If any leave is taken in conjunction with Summer vacation, Diwali or Christmas vacation then the entire period of vacation will be considered as leave taken by the employee.
20. If in case teacher fails to provide 3 months notice period be for resigning to the Institute the teacher has to pay 3 months of your salary.

21. Notwithstanding any of the provisions of this Agreement, the School Management may terminate this employment summarily and without notice at any time for one or more of the following clauses, if the employee shall at any time:

a. Be guilty of any grave misconduct or willful neglect in the discharge of employee's duties.

b. Materially mislead either the Board or the School's senior management about the progress being made on projects or assignments to which the employee has been assigned.

c. Fail to immediately account to the school for any remuneration, monetary or other benefits received by the employee as an employee of the school.

Please return to us the duplicate copy of this letter, duly signed, as a token of your acceptance of the terms and conditions of your appointment.

We are confident you will find your association with

SANJEEVAN INTERNATIONAL SCHOOL an enriching experience

For SANJEEVAN INTERNATIONAL SCHOOL,



(Managing Director)

Name : MRS.NIKAM LAXMI

Designation :ASST.TEACHER

Department :TEACHING STAFF

Annexure A : Salary Package

	Particular	Per Month
1	Gross monthly salary	10319.00
2	Employer P.F. Contribution	681.00
	Consolidated Pay	11000.00
	Deduction	
3	Professional Tax	225.00
4	Employee P.F.Contribution	600.00
5	Employer P.F. Contribution	681.00
6	Other Deductions	00.00
7	Lunch Facility	00.00
	Net Monthly Salary	9494.00

Annexure B : School Timings:

Sr.No.	Instructional Working Days	Non-Instructional Working Days
Monday to Friday	7:45 am to 3.00pm	7:45 am to 4.00pm
Saturday	7:45 am to 1.00pm	7:45 am to 2.00pm