

ST. MARY'S HR. SEC. SCHOOL, NAHARKATIA

APPOINTMENT LETTER

PERSONAL COPY

To

Mr/Mrs/Miss : *Aloka Rani Dey*

Memo No. SMS. *045/2022* Dated
06/04/2022 Naharkatia

Dear Sir/Madam/Miss,

With reference to your application on *22nd November 2021* and the interview on *9th March 2022* for the post of Assistant teacher, we are happy to appoint you as Assistant a teacher of St. Mar's Hr. Sec. School with effect from *6th April 2022* to *6th April 2023* on the following terms and conditions.

1. You will receive a salary of Rs. *9500/-*
2. You will be entitled to leave and holidays as per the rules
3. You will be on probation for a period of one year and will be confirmed on satisfactory completion of probation. If you fail to show the necessary aptitude and ability on the job, your service will be terminated without notice and without assigning any reason.
4. You will comply with the rules and regulations of the school in force from time to time and diligently, faithfully and exclusively employ yourself on school business during your service with the school.
5. You will be governed by the service rules applications to employees of your rank from time to time.
6. The appointment is terminated by a month's notice from either side during probation. The management also reserves the right to terminate your service by paying you one month's salary in lieu of a calendar month's notice.
7. Your duties will be assigned to you by the head of the institution.
8. The approval of the Inspector of school is required for the confirmation of this post (Only for provincialized/ deficit school)

[Signature]
Sr. Superior
St. Mary's Convent
Naharkatia - 786610 (Assam)

Signature (Candidate)

[Signature]
Principal
Principal
St. Mary's H. S. School
Naharkatia - 786610 (Assam)

We are enclosing a copy of the service and conduct Rules of the school