



GRIZZLY VIDYALAYA

(Affiliated to : CBSE upto +2 Level, New Delhi, Affiliation No. - 3430156, School No - 52007)



Ref No GV/2017-18/H.O./033

Dated 01/07/2017

MR. RITANKAR BOSE
S/O - Mr. Tuhin Kumar Bose
Mailing Address : "Prantik" Peerless Housing
Complex, Sonarpur, Kolkata (W.B.) - 700150
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Dear Sir/Madam,

With reference to your application for the post of **TGT (ENGLISH)** in Grizzly Vidyalaya, Telaiya Dam and subsequent interview, we are pleased to offer you the appointment for the post of **Same** purely on **TEMPORARY** basis. Your appointment will be governed by the following terms and conditions :-

1. You will be on probation period of **11 months**. During this period, if you are found to be unsuitable or unfit, the employer receives the right to terminate you without any prior notice.
2. You will not be allowed to undertake any employment whether full time/part time of any other organization or engage yourself in any form of business activity or private tuition without consent of the school.
3. You will be paid **Rs. 19,000/- (Nineteen Thousand)** per month consolidated as boarding teacher with food & lodging.
4. You are advised to join on /before **30th of July, 2017**. On the date of joining, please bring the original and photo-copies (Self attested) of your educational Certificates and marks sheet for verification/supervision.
5. It is expected that you will have your nice dealing with students, Parents, Colleagues and Management body.
6. Payment of long holidays will be allowed after completion of one year service and the amount deducted from the salary during probation period for long holidays will be reimburse after the completion of probation period.
7. After completion of probation period employee will be required to deposit an amount equivalent to three month's salary as refundable security. Such amount will be deducted from salary every month in equal installments for three years. Employee may receive this amount if he/she leaves the job giving three month's prior notice otherwise it will be forfeited. Employee will get interest on deposited amount @7% per annum which will remain intact with principal amount.
8. Your act and language (English) must be culturally appropriate.
9. It is expected that you will be punctual and sincere towards the work assigned to you in the interest of the school. Refusal to take any assignment in the interest of the school shall be deemed as indiscipline.
10. In case you are found guilty of misbehaving with others or not giving morale outlook, your employment will be terminated.
11. In school, educational environment should not be corrupted by any political issues.
12. You will be entitled to get **one** casual leave for one month service.
13. For absence from duty for 10 days without sanction leave/prior information or reasonable causes, you shall be deemed to have left job from the last day of your attendance and you will be required to deposit one month's salary in lieu of the notice.
14. As an employee of Grizzly Vidyalaya, Telaiya Dam, you will be required to give either (a) one month's notice or (b) one month's salary in thereof in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period is at the school's discretion.
15. This appointment/acceptance letter may be treated as an agreement that you will not leave the institution in the mid session.
16. You will be liable to pay applicable taxes, if any.
17. **You are forbidden to bring mobile set in the classroom, (To be kept outside classroom)**
18. **Don't discuss your salary to your colleague.**
19. That for any other matter not covered by the above mentioned conditions, the decision of the management will be binding and final.
20. If the above terms and conditions are acceptable to you, kindly sign one copy of this letter as token of your acceptance.

We welcome you and wish you a happy association with us.

Accepted

Signature

Name

Date

For Grizzly Vidyalaya

Authorised Signatory