



DELHI PUBLIC SCHOOL

SURAJKUND

(Under the aegis of The DPS Society)

Junior Wing of DPS Greater Faridabad

DPSGF/HR/OL/000222/V/2023-24

July 14, 2023

Mr. Vijay Kumar
11/176, Dakshinpuri,
Dr. Ambedkar Nagar,
New Delhi-110062.

OFFER LETTER

Dear Mr Vijay,

With reference to your application and subsequent interview held with us on May 24, 2023, we are pleased to offer you the post of **Music Teacher** at our school. The terms & conditions of your appointment and salary has already been discussed and mutually agreed upon, the details of which can be reconfirmed by you with HR. Further, the following terms and conditions will apply:

You are required to join your service at the school on or before July 24, 2023 and report to the HR Office in our head office in DPS Greater Faridabad, Sector-81 at 9:00 am.

- I. Your appointment is subject to background verification. Any discrepancies in the background verification may lead to withdrawal of the offer. Our HR Department will inform you the final status of your background verification once completed.
- II. You are requested to maintain confidentiality on all aspects of the offer letter. You shall not divulge, communicate or pass on any information, regarding the organisation, its operations, data base, work practices and security practices to any outsider or any external vendor or contractor employed by the organisation. Sharing of this information may result in withdrawal of your offer letter.
- III. Initially, you shall be on probation for one year which may be extended, based on your performance. An evaluation of your performance at the close of session will be integral to a decision on continuation/ discontinuation of service/extension of probation period.
- IV. Your employment agreement shall be governed by the DPS Greater Faridabad's Rules, Terms & Conditions, Code of conduct, etc. enforced from time to time by the DPS Greater Faridabad..

You are requested to sign and return the duplicate copy of this offer letter as confirmation of your acceptance of this offer and deposit the copy of below mentioned documents with the HR department or mail the same at hr@dpsgfaridabad.com

- a. 1 digital passport size photograph.
- b. Age & Address Proof:-
Copy of Driving License/ Passport/ Birth Certificate/ Voter Id/ Electricity Bill. Copy of Aadhar Card & Pan Card is mandatory.
- c. Educational Qualification Certificates & Mark sheets (10th, 12th and Degrees).
- d. Relieving Letter & Experience Letter from Last Employers served.
- e. Last three months salary slip from Last employer (mandatory).
- f. Medical Fitness Certificate.
- g. Covid Vaccination Certificate.
- h. Police Verification Certificate.

A detailed Appointment Letter will be issued to you soon after your joining.

We look forward to having you on board with Team DPS Surajkund.

Surjeet Khanna
Principal

DPS SURAJKUND

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