



Estd. 1987

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St. Paul Secondary School

(A SCHOOL OF Sr. SECONDARY)

(A Unit of Saraswati Bhubneshwar Sewa Trust, Birsinghpur, Samastipur)

Affiliated to C.B.S.E. - Delhi : Code - 330046

At & P.O. Birsinghpur Deorhi - Samastipur (Bihar) - 848 102

School No - 08243

Ref No.

Date:- 25/3/16

To,

Mr./Mrs./Miss. Ritankar Bose
Part. K. Peerless housing complex
Sonarpur. Kol. kata-150

APPOINTMENT ORDER

Dear Sir / Madam,

This has a reference to your application dated 20/3/16 for the post of P.T. English in this school.

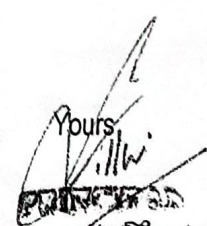
We are pleased to inform you that on the basis of interview you have been appointed on the pay scale of Rs. 7500 + 40% DA with food + board and admissible allowance with the following conditions :-

1. Your appointment is in the first instance on probation for a period of one year / on the temporary / on leave vacancy basis (Period 12-4-16 to 12-4-17).
2. After satisfactory completion of your probationary period your service will be confirmed with effect from the expiry of said period of probation or the extended period of probation.
3. You shall not indulge in any activities detrimental to the interest of the institution.
4. You shall execute the work on trusted to you by the school authority. You shall devote more time and attention for improving the standard of the students.
5. You will be regular in attending the school and in completing the assignment given to you.
6. As an employee of this school, you have to present high sense of moral conduct. Being an employee of this school, you will not say or do anything detrimental to the discipline of this school within or outside the premises of the school.
7. You will obey the service rule of staff, code of conduct for employees strictly.
8. You are requested to report for duty on or before 5th April 2016 failing which your appointment stands cancelled.
9. You are also requested to bring the following documents at the time of joining.
 - a) With photocopies of all sorts of certificates, testimonials, the original certificates etc. are also required for verification.
 - b) Medical certificates of fitness from hospital or registered medical practitioner.
 - c) Two certificates from recognized persons or any other respectable member of society, not related to you, certifying the character and conduct to the satisfaction of the school authorities.

Please return the **DUPLICATE** copy of this Appointment Order duly signed with full address by you as a token of your acceptance.

With thanks,

Yours,


(Principal/Manager)