

TERMS AND CONDITIONS

1. It will be mandatory for you to keep **a security deposit** equivalent to **one month total emoluments** with the school. This amount will be recovered from your salary in three equal installments. Security deposit will be refundable in full without any interest at the time of leaving the school.
2. In the event of any pecuniary loss or damage to the school occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deductions from your salary.
3. You will not be entitled any TA/DA or charges for conveyance of your baggage on joining the service.
4. Chairman School Management Committee shall not be in any way responsible for any liability towards your previous employer, if any.
5. **Summer/ Winter vacation salary will be entitled to you on completion of minimum eight clear months of continuous service with the school on the date of commencement of summer/ winter vacation.**
6. You will abide by the instructions given to you by the Principal and School management from time to time to take active part in co-curricular activities and other functions of the school.
7. You will redress grievances if any through Chairman School Management Committee of the school. The decision of the Chairman shall be final. It may be noted that Pinewood School, Hamirpur is run by PWS Hamirpur Management Committee. Legal proceedings/litigation are discouraged.
8. You are requested to join on duty **with immediate effect**. If you fail to join by without prior information, the offer will be cancelled automatically and the next candidate on the panel will be appointed.
9. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the services.
10. It will also mandatory for you to stay with the school for the minimum period of two years and to complete each academic session failing which the school will have legal right to recover an amount from you **equivalent to yours two months emoluments**. You **will also not be issued any testimonial/experience certificate** by the school.
11. While on probation you will not be permitted to join any correspondence course. However, on confirmation you make seek the permission of the Chairman to undertake such course.
12. You shall not leave the station without having obtained the written permission of the Chairman.

13. During service, under this AGREEMENT, you are liable for disciplinary action in accordance with the rules and regulations framed by the school from time to time even with retrospective effect, for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or of any breach of non- performance of duties or any of the provisions of those present or of any rules pertaining to the conduct of the school.

14. You will apply honestly, diligently and efficiently under the orders and the instructions of School Management Committee/Principal under whom you shall be placed as teacher in the school and will discharge all duties pertaining to the school.

15. You will not apply or appear for interview etc for any job outside the school without the prior written permission of the authorized officer to the school.

16. You will not on any pretense absent yourself from duties without having the proper permission of the principal or in case of sickness or accident, without forwarding a medical certificate to the satisfaction of the Principal.

17. You will devote your entire time to the work of the school and will not undertake any direct or indirect business or work, honorary and remunerative except with the prior written permission of the Principal in each case.

18. Maximum **casual leave** permissible in an academic year will not exceed **12 days**.

19. Your performance will be monitored and feedback from students and parents will be taken. Adverse feedback will result in termination of your service.

20. If you agree to accept the appointment on the above mentioned terms and conditions, kindly affix your signature on the attached copy of this letter and return it to us after carefully reading and having understood and accepted as binding upon you.

Fresh Appointment

21. **Initially you will be on probation for a period of one year, which may be extended further for another one year by appointing authority. Your service may be terminated during the probation or the extended period of probation by giving one month notice or salary in lieu of the notice without assigning any reason by the appointing authority.**

22. **After successful completion of probation or extended period of probation you will be communicated in writing about your appointment as “Term Based Employee” for three years. In absence of such communication of confirmation your term automatically will come to an end and you will cease to be an employee of the school.**

23. **Post confirmation as a “Term Based Employee” for three years in which probation period is included in case of unsatisfactory performance or case of indiscipline, your services may be terminated by giving three months’ notice or salary in lieu thereof. However, accepting salary in lieu of notice will be discretion of the Chairman of School Management Committee.**

24. If the candidate is a woman, she shall certify that she is not in the family way at the time of acceptance of the appointment. In case the candidate fails to comply with these instructions her candidature would not be considered.

Terms Based Employee

25. Your appointment is in the category of “Terms Based Employee” as per Standard Operating Procedure, PWS Hamirpur. Maximum validity period of this appointment letter is 3 years which includes probation period. Interview will be conducted in third year to further ascertain feasibility of extension of your appointment.

26. In case of unsatisfactory performance or case of indiscipline, your services may be terminated by giving three months’ notice or salary in lieu thereof. However, accepting salary in lieu of notice will be discretion of the Chairman of School Management Committee.

DECLARATION/ACCEPTANCE

(To be submitted as Affidavit on stamp paper)

I, hereby declare and affirm as under:-

(a) That I have read and understood the contents of my Appointment Letter and the Service & Conduct Rules of the Pinewood School SOP (PWS/438 dt 2019).

(b) That I accept the appointment on the terms and conditions of this Appointment Letter and the service & conduct Rules of Pinewood School, Hamirpur SOP (PWS/438 dt 2019)

(c) That my brief particulars are as under:-

(i) Name in Block Letters
: _____

(ii) Married/Unmarried
: _____

(iii) Father's/Husband's name
: _____

(iv) Date of Birth
: _____

(v) Qualifications
: _____

(vi) Present Address
: _____

(vii) Telephone No
: _____

(viii) Permanent Address
: _____

(ix) I hereby certify that the above particulars are true and correct and if those are found to be false, my services are liable to be terminated forthwith.

Date :

(Signature of Candidate)