



**GOVERNMENT COLLEGE OF EDUCATION  
SECTOR 20-D, CHANDIGARH  
NAAC ACCREDITED GRADE 'A'**



**3rd Cycle  
Assessment and Accreditation by NAAC  
CRITERION-V  
STUDENT SUPPORT AND PROGRESSION**



## CRITERION 5

### KEY INDICATOR- 5.2 STUDENT PROGRESSIONS

**5.2.1 B - PERCENTAGE OF PLACEMENT OF STUDENTS AS TEACHERS/TEACHER EDUCATORS FROM GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20-D, CHANDIGARH**

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Appointment Letter of students placed 2018-19

ਸੇਵਾ ਵਿਖੇ,

ਪ੍ਰਿੰਸੀਪਲ ਸਾਹਿਬ,  
ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਤੇ ਮਿਖਲਾਈ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ

ਵਿਸ਼ਾ - ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਬਾਬਤ।

ਸ੍ਰੀ ਮਾਨ/ਮਤੀ ਜੀ,

ਬੇਨਤੀ ਹੈ ਕਿ ਮੈਂ ਮੁਸਖਾਲ ਸਿੰਘ ਪੁੱਤਰ/ਪੁੱਤਰੀ  
ਸ੍ਰੀ ਗੁਰਦੇਵ ਸਿੰਘ ਵਾਸੀ ਪਿੰਡ - ਮਾਝੂਣਾ, ਤਹਿ - ਕਮਲੋਹ,  
ਜ਼ਿਲ੍ਹਾ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ ਦੀ ਸਿੱਖਿਆ ਵਿਭਾਗ ਵਿੱਚ ਇਸਤਿਹਾਰ ਮਿਤੀ 16.12.2021, 08.01.2022  
ਤਹਿਤ 4161 ਮਾਸਟਰ ਕਾਡਰ ਦੀ ਭਰਤੀ ਅਧੀਨ ਵਿਸ਼ਾ S.S.T ਰਜਿ: ਨੰ:  
224304562 ਵਿੱਚ SC (R.E.O) ਕੈਟਾਗਿਰੀ ਵਿੱਚ ਅਪਲਾਈ ਕੀਤਾ ਸੀ। ਮੇਰੀ  
ਵਿਸ਼ਾ S.S.T ਵਿੱਚ Open ਕੈਟਾਗਿਰੀ ਵਿੱਚ ਚੋਣ ਹੋਈ ਹੈ। ਮੈਂ ਅੱਜ ਵਿਸ਼ਾ  
S.S.T ਕੈਟਾਗਿਰੀ Open ਵਿੱਚ ਮਿਤੀ 09-05-2023 ਨੂੰ ਦੁਪਹਿਰ ਤੋਂ ਪਹਿਲਾਂ  
ਆਪਣੀ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਕਰ ਰਿਹਾ/ਰਹੀ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ ਮੈਨੂੰ ਹਾਜ਼ਰ ਹੋਣ ਦੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾਵੇ ਜੀ।  
ਮੈਂ ਆਪ ਜੀ ਦਾ/ਦੀ ਧੰਨਵਾਦੀ ਹੋਵਾਂਗਾ/ਹੋਵਾਂਗੀ।

ਮਿਤੀ : 09-05-2023

ਉਮੀਦਵਾਰ ਦੇ ਹਸਤਾਖਰ

Jaspal Singh

ਉਮੀਦਵਾਰ ਦਾ ਨਾਂ ਮੁਸਖਾਲ ਸਿੰਘ

ਪਿਤਾ ਦਾ ਨਾਂ ਗੁਰਦੇਵ ਸਿੰਘ

ਵਿਸ਼ਾ ਮੁਸਾਜਿਰ ਸਿੱਖਿਆ

ਕੈਟਾਗਿਰੀ ਜਿਸ ਵਿੱਚ ਚੋਣ ਹੋਈ ਹੈ Open

ਨਿਯੁਕਤੀ ਪੱਤਰ ਦਾ ਡਿਸਪੇਚ ਨੰ: 721-724

ਮੇ. ਨੰਬਰ 78890-56681

ਮਿਤੀ 09/05/2023  
ਪ੍ਰਿੰਸੀਪਲ  
ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਤੇ ਮਿਖਲਾਈ ਸੰਸਥਾ,  
ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ  
ਪ੍ਰਤੀ ਹਸਤਾਖਰ  
(ਸਮੇਤ ਮੋਹਰ ਅਤੇ ਮੇ. ਨੰਬਰ)

ਸੇਵਾ ਵਿਖੇ

ਪ੍ਰਿੰਸੀਪਲ,  
ਐਸ.ਐਸ.ਡੀ.ਸ.ਸ.ਸ.ਸਕੂਲ,  
ਮਾਛੀਵਾੜਾ(ਲੁਧਿਆਣਾ)।

ਵਿਸ਼ਾ:- ਹਾਜ਼ਰ ਹੋਣ ਦੀ ਆਗਿਆ ਲੈਣ ਸਬੰਧੀ।

ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਮੇਰੀ ਨਿਯੁਕਤੀ ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ.ਸਿ:) ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆਂ ਬੋਰਡ ਕੰਪਲੈਕਸ, ਐਸ.ਏ.ਐਸ ਨਗਰ ਦੇ ਹੁਕਮ ਨੰਬਰ:- **DPISE-EST20APPT(APPT)/6/2021-ESTABLISHMENT-2-DPISE** ਮਿਤੀ 25-02-2021 ਅਤੇ ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ: ਉਕਤ/MATH/1706-1710 ਮਿਤੀ : ਐਸ.ਏ.ਐਸ ਨਗਰ: 26.02.2021 ਅਨੁਸਾਰ ਬਤੌਰ ਮੈਂਬ ਮਿਸਟ੍ਰੈਸ ਹੋਈ ਹੈ।

ਸੋ, ਮੈਂ ਅੱਜ ਮਿਤੀ 24-04-2021 ਨੂੰ ਦੁਪਿਹਰ ਤੋਂ ਬਾਅਦ ਆਪਣੀ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਕਰਦੀ ਹਾਂ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਮੇਰੀ ਹਾਜ਼ਰੀ ਮੰਨਜ਼ੂਰ ਕੀਤੀ ਜਾਵੇ ਜੀ।

ਧੰਨਵਾਦ ਸਹਿਤ।

ਸ਼੍ਰੀਮਤੀ ਜੀ  
ਆਪ ਜੀ ਦੀ ਵਿਸ਼ਵਾਸਪਾਤਰ  
24/4/2021

ਮਿਤੀ:-24-04-2021

ਅੱਜ ਮਿਤੀ 24-4-2021 ਨੂੰ  
ਮੈਂਡਮ ਸ਼੍ਰੀਮਤੀ ਜੀ ਦੇ  
ਅੱਥ ਮਿਸਟ੍ਰੈਸ ਦੀ ਅਸਾਮੀ ਤੋਂ  
ਬਾਰ ਦੁਪਿਹਰ ਹਾਜ਼ਰ ਹੋਣ ਦੀ  
ਆਗਿਆ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।

ਮੈਂਬ ਮਿਸਟ੍ਰੈਸ  
24-4-2021

ਐਸ.ਐਸ.ਡੀ. ਸਰਕਾਰੀ ਸੀਨੀ.ਸੈਕ. ਸਕੂਲ  
ਮਾਛੀਵਾੜਾ (ਲੁਧਿਆਣਾ)

Self Attested  
Principal

294  
21-22

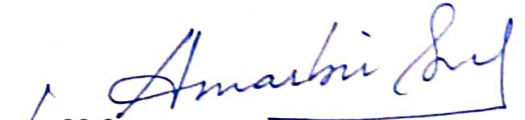
ਵੱਲ: ਪ੍ਰਿੰਸੀਪਲ ਸਰਕਾਰੀ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਮਾਰਟ ਸਕੂਲ ਕੈਲਾ(ਮੋਗਾ)। ਫੋਨ ਨੰ: 01682-221092 ਈਮੇਲ ਪਤਾ:- gsss.moga.kaila@gmail.com	ਵੱਲ: ਜਿਸ ਕਿਸੇ ਨਾਲ ਸਬੰਧਿਤ ਹੋਵੇ।
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Letter No.:- 1811/21-22

Dated:- 24-04-2021

## ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ.ਸਿ) ਪੰਜਾਬ ਸਾਅਸ ਨਗਰ ਜੀ ਦੇ ਹੁਕਮ ਨੰਬਰ DPIS-EST20APPT(APPT)/6/2021-ESTABLISHMENT-2-DPIS ਮਿਤੀ 25-02-2021 ਅਤੇ ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ ਉਕਤ/MATH//1056-1060 ਮਿਤੀ 26-02-2021 ਅਤੇ ਹੁਕਮ ਨੰਬਰ DPIS-EST20APPT(APPT)/4/2021-ESTABLISHMENT-2- DPIS ਮਿਤੀ 22-04-2021 ਦੇ ਲੜੀ ਨੰਬਰ 175 ਤੇ ਦਰਜ ਸ਼੍ਰੀ ਰਮਨਦੀਪ ਸਿੰਘ ਦੀ ਨਿਯੁਕਤੀ ਬਤੌਰ ਮੈਥ ਮਾਸਟਰ ਸਰਕਾਰੀ ਸੀਨੀਅਰ ਸੈਕੰਡਰੀ ਸਮਾਰਟ ਸਕੂਲ ਕੈਲਾ (ਮੋਗਾ) ਵਿਖੇ ਹੋਈ ਹੈ। ਇਨ੍ਹਾਂ ਹੁਕਮਾਂ ਦੀ ਪਾਲਣਾ ਵਿੱਚ ਕਰਮਚਾਰੀ ਨੂੰ ਅੱਜ ਮਿਤੀ 24-04-2021 ਨੂੰ ਬਾਅਦ ਦੁਪਹਿਰ ਇਸ ਸਕੂਲ ਵਿਖੇ ਹਾਜ਼ਰ ਕਰਵਾਇਆ ਜਾਂਦਾ ਹੈ।

  
ਪ੍ਰਿੰਸੀਪਲ  
ਸਸਸਸ ਕੈਲਾ (ਮੋਗਾ)  
Principal  
Govt. Sen. Sec. School  
Kaila (Moga)



केन्द्रीय विद्यालय संगठन  
**KENDRIYA VIDYALAYA SANGATHAN**

भारत सरकार, शिक्षा मंत्रालय के अधीन

Under Ministry of Education, Govt of India

क्षेत्रीय कार्यालय - हैदराबाद/ Regional Office - Hyderabad

पिकेट सिक्ंदराबाद / Picket SECUNDERABAD- 500 009

TEL NOS 040-27847249 (AO) 27840122 (AC)

E-mail [dckvsrohyd@gmail.com](mailto:dckvsrohyd@gmail.com) Website [www.rohyderabad.kvs.gov.in](http://www.rohyderabad.kvs.gov.in)



फ.सं 21029/2023-24/ के वि०सं०(है०सं) / 30411 - 30412

दिनांक : 30-11-2023

**MEMORANDUM**

**SUB: - OFFER OF APPOINTMENT TO THE POST OF  
TRAINED GRADUATE TEACHER BIOLOGY**

With reference to his/her application, Mr/Mrs/Ms **S APARAJITA SHARMA** is hereby informed that he/she has been selected for appointment against a temporary post of **TRAINED GRADUATE TEACHER BIOLOGY** in Kendriya Vidyalaya Sangathan in the Pay matrix - 7 (44900-142400) (7<sup>th</sup> CPC) and initially posted at **KENDRIYA VIDYALAYA NO.2 AFA DUNDIGAL** in **HYDERABAD** Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state

3. No TA/DA will be admissible while initially joining the Sangathan as **TRAINED GRADUATE TEACHER BIOLOGY** at the place mentioned in the first para of this memorandum

4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan

5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof

6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas as amended from time to time and relevant rules of Government of India. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002 and joining this scheme is compulsory

7. He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by KVS (HQ) vide circular No 2-17/2003-04/KVS(Budget) dated 08/12.03.2004 and F. 2-17/2003-04/KVS(Budget) dated 24.12.2004

8. The appointment is provisional and subject to the verification of the certificate(s) of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/ PwD/ EWS candidates issued by appropriate Govt. agencies. If the verification reveals that the claim to SC/ ST/ OBC/PwD/ EWS category, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates

9. He/ she will fill up the character and antecedent's verification form along with recent photograph and will hand over the same to the Controlling Officer / Principal concerned

10. In case of any dispute or claim against the Kendriya Vidyalaya Sangathan, in respect of service or any contract arising out of or flowing from this offer of appointment, the Courts of Delhi alone shall have jurisdiction

*M. Parthasarathy*

11. If he/she accepts the offer on the terms and conditions as mentioned in this offer he/she should join the Kendriya Vidyalaya mentioned overleaf on or before **21.12.2023**. Necessary proforma for the purpose are enclosed which should be submitted to the Principal concerned, after getting the same duly completed at the time of joining. **If the offer is not accepted or the appointee does not report for duty at the above named Vidyalaya by 21.12.2023 this offer of appointment will automatically stand withdrawn and no further correspondence will be entertained from him/her in this regard.**

12. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the services.

13. He/she will be liable to be transferred anywhere in India.

14. His/her appointment will be subject to biometric verification at the time of joining which will be taken up by the recruiting agency.

15. He/she will not request for transfer before completion of tenure at the present place of posting on initial appointment or as per the transfer policy of Kendriya Vidyalaya Sangathan.

16. It is also made clear that representation for change in the place of posting will not be entertained under any circumstances. At the same time extension of time to join the post (except under exceptional circumstances) will also not be considered.

17. For subsequent promotion, the incumbent will have to acquire the requisite academic and professional degree(s) from recognized University, as per the applicable rules and regulations.

**18. The appointment is provisional and subject to outcome of following Court cases on relevant matter before the Hon'ble Courts in India.**

**\*\*\* (WP(C) 7173/2023, OA.NO.2314/2023 & OA.NO.1824/2023) \*\*\***

19. The following documents are required to be submitted mandatorily to KVS at the time of joining and the appointment is subject to verification. (The formats are enclosed along with this letter) -

- (I) Character and Antecedents verification form along with 03 recent photographs. The form is to be collected by the Principal of the KV who will send the same to the concerned authority/ DM of the District to which the candidate belongs, immediately to get it verified. It may be ensured that the verification report is received at the earliest.
- (II) Medical fitness certificate issued by the District Medical Officer or a medical officer of equivalent status or the Chief Medical Officer in respect of the candidates mentioned at Para 2.
- (III) Acceptance of Offer of Appointment.
- (IV) Oath of Allegiance.
- (V) Statement of movable and immovable properties and liabilities.

  
DEPUTY COMMISSIONER

Encl. As above

**127. Mr/Mrs/Ms. S APARAJITA SHARMA**

**S/o,D/o Mr. S.VIJAY KUMAR SHARMA**

4 C, Alliance Orchids, VIP Road, Zirakpur, PUNJAB – 140603

**Copy forwarded to: -**

1. The Principal, Kendriya Vidyalaya, **NO.2 AFA DUNDIGAL**. The date of joining of the candidate may be intimated to the Regional Office concerned immediately after the candidate reports for duty. In case he/she does not join by the stipulated date, this office should be informed accordingly on e-mail. This appointment is further subject to production of certificates etc., as per Article 46 of Education Code for Kendriya Vidyalayas. The candidate be allowed to join his/ her duties only after verification of the eligibility and educational qualification etc from their original certificates, and on submission of requisite forms/ statements duly completed in all respects. Those appointed under SC/ST/OBC/PH/Blind quota may be allowed to join duties only on production of original certificate mentioned in para 8 of the order. Principals are also requested to check the original certificates in respect of the qualifications of the appointee employees and satisfy themselves that the appointee possesses requisite qualification for the post he/ she is appointed to.

2. The Principal, Kendriya Vidyalaya, **SHARMA**. In case Sh./Smt/Ms **S APARAJITA SHARMA** accepts the offer of appointment, he/she should be relieved immediately with the instructions to join his/her new post under intimation to the concerned Principal/RO. If the appointee is not working at present in this Vidyalaya, this memorandum may be sent to the concerned Vidyalaya forthwith under intimation to RO and Sangathan (HQ).

3. The Assistant Commissioner (Estt. II/III), KVS (HQ) New Delhi for information.

4. Office order file.

DEPUTY COMMISSIONER



**केन्द्रीय विद्यालय संगठन**  
**KENDRIYA VIDYALAYA SANGATHAN**  
(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय)  
(An Autonomous Body under Ministry of Education, Govt. Of India)  
क्षेत्रीय कार्यालय, चंडीगढ़/Regional office, Chandigarh  
एससीओ/SCO NO. 72-73, सैक्टर 31-ए/SECTOR 31-A, चंडीगढ़/ Chandigarh  
वेबसाइट / Web: <https://rochandigarh.kvs.gov.in>,  
ई-मेल / E-Mail: [kvsadmnchd@gmail.com](mailto:kvsadmnchd@gmail.com)  
दूरभाष/Contact No. : 0172-2638031 (Admn. Section)

No. F. 16042/पी.जी.टी./नियुक्ति-पत्र/2023

14488

Dated: 28.10.2023

REGISTERED/ SPEED POST

**MEMORANDUM**

**SUB: -OFFER OF APPOINTMENT TO THE POST OF POST GRADUATE TEACHER (ECONOMICS).**

With reference to his/her application, Mr/Mrs/Ms. ANJALI SINGH is hereby informed that he/she has been selected for appointment against a temporary post of **POST GRADUATE TEACHER (ECONOMICS)** in Kendriya Vidyalaya Sangathan in the pay matrix/level 8 (7<sup>th</sup> CPC) and initially posted at Kendriya Vidyalaya **BHUNGA** in **CHANDIGARH** Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.

3. No TA/DA will be admissible while initially joining the Sangathan as **POST GRADUATE TEACHER (ECONOMICS)** at the place mentioned in the first para of this memorandum.

4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.

5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.

(1/4)



6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas as amended from time to time and relevant rules of Government of India. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002 and joining this scheme is compulsory.
7. He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by KVS (HQ) vide circular No.2-17/2003-04/KVS(Budget) dated 08/12.03.2004 and F. 2-17/2003-04/KVS(Budget) dated 24.12.2004.
8. The appointment is provisional and subject to the verification of the certificate(s) of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/ PwD/ EWS candidates issued by appropriate Govt. agencies. If the verification reveals that the claim to SC/ ST/ OBC/PwD/ EWS category, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
9. He/ she will fill up the character and antecedent's verification form along with recent photograph and will hand over the same to the Controlling Officer / Principal concerned.
10. In case of any dispute or claim against the Kendriya Vidyalaya Sangathan, in respect of service or any contract arising out of or flowing from this offer of appointment, the Courts of Delhi alone shall have jurisdiction.
11. If he/she accepts the offer on the terms and conditions as mentioned in this offer, he/she should join the Kendriya Vidyalaya mentioned overleaf on or before **18.11.2023**. Necessary proforma for the purpose are enclosed which should be submitted to the Principal concerned, after getting the same duly completed at the time of joining. **If the offer is not accepted or the appointee does not report for duty at the above named Vidyalaya by 18.11.2023 this offer of appointment will automatically stand withdrawn and no further correspondence will be entertained from him/ her in this regard.**
12. Suppression of any information will be considered a major offence for which the punishment may extend to dismissal from the services.
13. He/she will be liable to be transferred anywhere in India.
14. His/her appointment will be subject to biometric verification at the time of joining which will be taken up by the recruiting agency.
15. He/she will not request for transfer before completion of tenure at the present place of posting on initial appointment or as per the transfer policy of Kendriya Vidyalaya Sangathan.



(2/4)

16. It is also made clear that representation for change in the place of posting will not be entertained under any circumstances. At the same time extension of time to join the post (except under exceptional circumstances) will also not be considered.


17. For subsequent promotion, the incumbent will have to acquire the requisite academic and professional degree(s) from recognized University, as per the applicable rules and regulations.

18. The appointment is provisional and subject to outcome of following Court cases on relevant matter before the Hon'ble Courts in India.

**\*\*\* ("The selection/offer of appointment shall be subject to the outcome of OAWP No. 7173/2023")\*\*\***

19. The following documents are required to be submitted mandatorily to KVS at the time of joining and the appointment is subject to verification: (The formats are enclosed along with this letter.): -

- I. Character and Antecedents verification form along with 03 recent photographs. The form is to be collected by the Principal of the KV who will send the same to the concerned authority/ DM of the District to which the candidate belongs, immediately to get it verified. It may be ensured that the verification report is received at the earliest.
- II. Medical fitness certificate issued by the District Medical Officer or a medical officer of equivalent status or the Chief Medical Officer in respect of the candidates mentioned at Para 2.
- III. Acceptance of Offer of Appointment.
- IV. Oath of Allegiance.
- V. Statement of movable and immovable properties and liabilities.

  
(PREETI SAXENA)  
DEPUTY COMMISSIONER  
KVS RO CHANDIGARH

Encl. As above.

MS. ANJALI SINGH C/O SH. DALJEET SINGH, H. NO. 290/20, SHAKTI NAGAR BASAI ROAD, GURUGRAM, HARYANA - 122001

Copy forwarded to: -

1. The Principal, Kendriya Vidyalaya, **BHUNGA** The date of joining of the candidate may be intimated to the Regional Office concerned immediately after the candidate reports for duty. In case he/she does not join by the stipulated date, this office should be informed accordingly on e-mail. This appointment is further

(3/4)

subject to production of certificates etc., as per Article 46 of Education Code for Kendriya Vidyalayas. The candidate be allowed to join his/ her duties only after verification of the eligibility and educational qualification etc from their original certificates, and on submission of requisite forms/ statements duly completed in all respects. Those appointed under SC/ST/OBC/PH/Blind quota may be allowed to join duties only on production of original certificate mentioned in para 8 of the order. Principals are also requested to check the original certificates in respect of the qualifications of the appointee employees and satisfy themselves that the appointee possesses requisite qualification for the post he/ she is appointed to.

2. The Principal, Kendriya Vidyalaya, NA In case Sh/Smt/Ms.NA accepts the offer of appointment, he/she should be relieved immediately with the instructions to join his/her new post under intimation to the concerned Principal/RO. If the appointee is not working at present in this Vidyalaya, this memorandum may be sent to the concerned Vidyalaya forthwith under intimation to RO and Sangathan (HQ).

3. The Assistant Commissioner (Estt.II/III), KVS (HQ) New Delhi for information.

4. Office order file.

  
DEPUTY COMMISSIONER

Ms Priyanka thakur  
D/o Shri Sukhdarshan Singh  
VPO Banahan ki Ser Tehsil Pachhad Distt. Sirmaur HP

Email ID: [priyankathakur70@gmail.com](mailto:priyankathakur70@gmail.com)

Sub: Appointment as Teaching Associate.

Madam,

The Hon'ble Vice-Chancellor has been pleased to appoint you as Teaching Associate in the Faculty of Management Sciences, Shoolini University.

You shall be governed by the Act, Statutes, Regulations, Rules, Terms and conditions of employment, Orders, Instructions, Guidelines, Code of conduct, policies, directions, standing orders etc. in force from time to time by the Shoolini University of Biotechnology and Management Sciences (hereinafter referred to as "University"), as applicable.

1. We will be offering you a monthly Cost to University of INR 21,600/-.
2. The above salary shall be inclusive of all allowances, perks, benefits etc. as decided by the University from time to time. You shall not be entitled to any allowances, perks, benefits etc. other than the said salary, either in cash or in any kind or in any other form, at any point of time. Further, the University reserves the right to include/exclude and/or increase or decrease the salary.
3. You Shall serve a period of 12 months on probation. Therefore, you shall be due for confirmation on this position after completion of probation period. If your performance is not as per the expectation, your probationary period can be extended if deemed necessary.
4. Your appointment and its continuation shall be subject to the fulfillment of the norms, including the qualification and experience criteria etc. whatever name it may be called as decided by the University from time to time.
5. For regularization you will have to appear before the Selection Committee constituted as per Act and Statutes of the University.
6. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the University and you will not engage yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation, occupation, or profession.
7. Possessing Laptop, Headphone and internet facility during your employment will be compulsory and you will be required to arrange and maintain the same at your own cost.
8. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities related to transfer of technology including the counseling for admissions without any separate compensation and in case given the additional charge of duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
9. All Research and I P work is the property of the university and can not be used for any purpose but for the benefit of Shoolini University or any organisation associated with Shoolini University or after prior approval of Vice-Chancellor.
10. Your employment with the University shall be subject to resignation/discontinuation of your services as mentioned herein, unless otherwise prescribed under the resignation/discontinuation of services policy of the University for the time being in force.

Your services can be discontinued at any time by serving three months notice on account of unsatisfactory performance or otherwise and you can resign from service by giving three months notice or will have to deposit the salary equivalent to the notice period in lieu of short notice period.

# ਦਫਤਰ ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਸਿੱਖਿਆ (ਸੈਕੰਡਰੀ) ਪੰਜਾਬ।

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-8, ਐਸ.ਏ.ਐਸ ਨਗਰ  
(ਅਮਲਾ-2 ਸ਼ਾਖਾ)

(ਇਸਤਿਹਾਰ ਮਿਤੀ 16.12.2021/08.01.2022 ਨਿਯੁਕਤੀ ਪੱਤਰ - ਵਿਸ਼ਾ -  
ਅੰਗਰੇਜ਼ੀ )

( ਸੇਧੀ ਸਿਲੈਕਸ਼ਨ ਲਿਸਟ ਮਿਤੀ 06.05.2023)

ਹੁਕਮ ਨੰਬਰ:- 430982 - DPISSE-EST20APPT/13/2022-  
ESTABLISHMENT-2-DPISSE

ਮਿਤੀ: 08-05-2023

ਨਾਮ: - PANSY MALHOTRA

ਪਿਤਾ/ ਪਤੀ ਦਾ ਨਾਮ: RAKESH KUMAR MALHOTRA

ਪਤਾ: 2211 STAR ENCLAVE, SECTOR 48 C-CHANDIGARH, CHANDIGARH, CHANDIGARH, CHANDIGARH, 160047

ਪੰਜਾਬ ਸਰਕਾਰ ਸਿੱਖਿਆ ਵਿਭਾਗ ਵੱਲੋਂ ਮਿਤੀ 16.12.2021/08.01.2022 (4161 ਮਾਸਟਰ ਕਾਡਰ ਦੀਆਂ ਬੈਲਾਗ/ਸਿੱਧੀ ਭਰਤੀ ਦੀਆਂ ਆਸਾਮੀਆਂ ਲਈ) ਨੂੰ ਜਾਰੀ ਕੀਤੇ ਇਸਤਿਹਾਰ ਦੇ ਸਨਮੁੱਖ ਡਾਇਰੈਕਟਰ, ਸਿੱਖਿਆ ਭਰਤੀ ਡਾਇਰੈਕਟੋਰੇਟ, ਪੰਜਾਬ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਸਿਲੈਕਸ਼ਨ ਲਿਸਟ ਅਨੁਸਾਰ ਤੁਹਾਨੂੰ ਬਤੌਰ ਅੰਗਰੇਜ਼ੀ ਮਾਸਟਰ/ਮਿਸਟ੍ਰੈਸ ਚੁਣੇ ਜਾਣ ਤੇ ਵਿੱਤ ਵਿਭਾਗ ਪੰਜਾਬ ਦੇ ਪੱਤਰ ਨੰ: 7/42/2020-5 ਐਫ ਪੀ 1/741-746, ਮਿਤੀ 17.07.2020 ਅਨੁਸਾਰ ਸਿੱਖਿਆ ਵਿਭਾਗ ਪੰਜਾਬ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 13/01/2020-5ਸਿ7/277, ਮਿਤੀ 21.10.2020 ਅਨੁਸਾਰ ਦਿੱਤੇ ਗਏ ਪੇ ਸਕੇਲ ਅਨੁਸਾਰ ਰੁ: 35400/- ਸਕੇਲ ਵਿੱਚ ਸਰਕਾਰ ਦੀ ਅਧਿਸੂਚਨਾ ਨੰ: 7/204/2012-4 ਐਫ ਪੀ 1/66, ਮਿਤੀ 15.01.2015 ਅਤੇ ਪੱਤਰ ਨੰ: 1/06/2016-4 ਪੀ.ਪੀ 1/834680/1-2, ਮਿਤੀ 07.09.2016 ਰਾਹੀਂ ਕੀਤੇ ਉਪਬੰਧਾਂ ਅਨੁਸਾਰ ਤਿੰਨ ਸਾਲ ਦੇ ਪਰਖ ਕਾਲ ਸਮੇਂ ਦੌਰਾਨ ਮੁੱਢਲੀ ਤਨਖਾਹ ਰੁਪਏ 35400/- ਤੇ ਹੇਠ ਲਿਖਿਆਂ ਸ਼ਰਤਾਂ ਅਧੀਨ ਨਿਯੁਕਤੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ:-

ਰਜਿਸਟਰੇਸ਼ਨ ਨੰ:	ਸਿੱਖਿਆ ਸੰਖ	ਉੱਚਿਕਰਮ ਦੀ ਸ਼੍ਰੇਣੀ	
224318371	127	General	OPEN

## ਸ਼ਰਤਾਂ

1. ਇਹ ਨਿਯੁਕਤੀ Punjab Educational (Teaching Cadre) Group C Service Rules, 2018 (Border/Non-Border) ਅਤੇ ਸਮੇਂ ਸਮੇਂ ਤੇ ਸੇਧੇ ਰੂਲਾਂ ਤਹਿਤ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ।
2. ਕਿ ਇਹ ਸਪੱਸ਼ਟ ਰੂਪ ਵਿੱਚ ਸਮਝ ਲੈਣਾ ਚਾਹੀਦਾ ਹੈ ਕਿ ਇਹ ਨਿਯੁਕਤੀ ਅਸਥਾਈ/ਪ੍ਰੋਵੀਜ਼ਨਲ ਖਾਲੀ ਆਸਾਮੀ ਤੇ ਹੈ ਇਸ ਲਈ ਪੱਕੀ ਨੌਕਰੀ ਦਾ ਕੋਈ ਇਕਰਾਰ ਨਹੀਂ ਹੈ, ਜਿਸ ਉਪਰ ਉਸ ਨੂੰ ਕਾਇਮ-ਮੁਕਾਮ ਤੌਰ ਤੇ ਲਗਾਇਆ ਜਾ ਸਕੇ ਤਾਂ ਉਸ ਨੂੰ ਬਿਨਾਂ ਨੋਟਿਸ ਦਿੱਤੇ ਨੌਕਰੀ ਤੋਂ ਵੱਖ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਭਾਵ ਜਦੋਂ ਅਜਿਹੀ ਕੋਈ ਖਾਲੀ ਆਸਾਮੀ ਕਾਇਮ ਨਾ ਹੋਵੇ।
3. ਕਿ ਉਹ ਕਿਸੇ ਮੌਕੇ ਤੇ ਆਪਣੀ ਨੌਕਰੀ ਤੋਂ ਅਸਤੀਫਾ ਦੇਣਾ ਚਾਹੇ ਤਾਂ ਉਸ ਲਈ ਲਾਜ਼ਮੀ ਹੋਵੇਗਾ ਕਿ ਉਹ ਵਿਭਾਗ ਨੂੰ ਇਕ ਮਹੀਨੇ ਦਾ ਨੋਟਿਸ ਦੇਵੇ, ਜਾਂ ਉਸ ਦੇ ਬਦਲੇ ਉਸ ਨੂੰ ਸਾਰੇ ਭੱਤਿਆਂ ਸਮੇਤ ਇਕ ਮਹੀਨੇ ਦੀ ਜਾਂ ਜਿਤਨੇ ਦਿਨ ਇਕ ਮਹੀਨੇ ਤੋਂ ਘੱਟ ਹੋਣਗੇ, ਦੀ ਤਨਖਾਹ ਜਮਾਂ ਕਰਾਉਣੀ ਪਵੇਗੀ। ਉਪਰੋਕਤ ਦਰਸਾਈ ਸ਼ਰਤ ਨੰ: 2 ਵਿੱਚ ਦੱਸੇ ਕਾਰਨ ਸਿਵਾਏ ਕਿਸੇ ਹੋਰ ਕਾਰਨ ਲਈ ਉਸ ਨੂੰ ਨੌਕਰੀ ਤੋਂ ਜਵਾਬ ਦੇਣਾ ਪਿਆ ਤਾਂ ਸਰਕਾਰ/ਵਿਭਾਗ ਵੀ ਉਸ ਨੂੰ ਅਜਿਹਾ ਨੋਟਿਸ ਦੇਣ ਦਾ ਪਾਬੰਦ ਹੋਵੇਗਾ। ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਦੀ ਸ਼ੁਰੂਤ ਵਿੱਚ ਉਸ ਨੂੰ ਨੌਕਰੀ ਤੋਂ ਅਲੱਗ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਆਪਣੀ ਸਫਾਈ ਪੇਸ਼ ਕਰਨ ਦਾ ਮੌਕਾ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਅਜਿਹੇ ਹਾਲਾਤ ਵਿੱਚ ਇਕ ਮਹੀਨੇ ਦੇ ਨੋਟਿਸ ਵਾਲੀ ਸ਼ਰਤ ਲਾਗੂ ਨਹੀਂ ਹੋਵੇਗੀ।
4. ਉਮੀਦਵਾਰ ਭਾਰਤ ਦੇ ਸੰਵਿਧਾਨ ਪ੍ਰਤੀ ਵਚਨਬੱਧ ਰਹਿਣ ਦੀ ਸਹੂ ਚੁੱਕਣ ਸਬੰਧੀ ਹਲਫਨਾਮਾ ਦੇਵੇਗਾ।
5. ਉਮੀਦਵਾਰ ਦੇ ਚਾਲ-ਚੱਲਣ ਸਬੰਧੀ ਤਸਦੀਕ ਸਬੰਧਤ ਜਿਲ੍ਹਾ ਮੈਜਿਸਟ੍ਰੇਟ ਤੋਂ ਕਰਵਾਉਣ ਉਪਰੰਤ ਮੰਨੀ ਜਾਵੇਗੀ। ਉਸਦੀ ਵੈਰੀਫਿਕੇਸ਼ਨ ਰਿਪੋਰਟ ਪ੍ਰਾਪਤ ਹੋਣ ਤੇ ਹੀ ਉਸਦੀ ਤਨਖਾਹ ਰਲੀਜ਼ ਕੀਤੀ ਜਾਵੇਗੀ। ਜੇਕਰ ਤਸਦੀਕੀ ਉਪਰੰਤ ਉਮੀਦਵਾਰ ਦੇ ਵਿਰੁੱਧ ਚਾਲ ਚੱਲਣ ਸਬੰਧੀ ਕੋਈ ਸ਼ਿਕਾਇਤ ਧਿਆਨ ਵਿੱਚ ਆਈ ਤਾਂ ਉਸ ਦੀਆਂ ਸੇਵਾਵਾਂ ਬਿਨਾਂ ਕਿਸੇ ਨੋਟਿਸ ਦੇ ਖਤਮ ਕਰ ਦਿੱਤੀਆਂ ਜਾਣਗੀਆਂ।
6. ਪ੍ਰੋਵੀਜ਼ਨਲ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਹਦਾਇਤ ਨੰ 1/21/86-4ਪੀ.ਪੀ.1, ਮਿਤੀ 27.02.1987 ਮੁਤਾਬਿਕ ਪੁਲਿਸ ਵੈਰੀਫਿਕੇਸ਼ਨ/ਮੈਡੀਕਲ ਸਰਟੀਫਿਕੇਟ ਜੁਆਇਨਿੰਗ ਤੋਂ ਪਹਿਲਾਂ ਲੋੜੀਂਦਾ ਹੈ।
7. ਆਪ ਦੀ ਇਹ ਨਿਯੁਕਤੀ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਸਿਹਤ ਤੇ ਪਰਿਵਾਰ ਭਲਾਈ ਵਿਭਾਗ/ ਡਾਇਰੈਕਟਰ, ਸਿਹਤ ਵਿਭਾਗ ਤੋਂ ਮੈਡੀਕਲ ਮੁਆਇਨੇ ਦੀਆਂ ਰਿਪੋਰਟਾਂ, ਸਬੰਧਤ ਜਿਲ੍ਹਾ ਮੈਜਿਸਟ੍ਰੇਟ ਤੋਂ ਪੁਲਿਸ ਪੜਤਾਲ ਰਿਪੋਰਟਾਂ ਦੇ ਅਸਰ ਅਧੀਨ ਹੋਵੇਗੀ।
8. ਪੰਜਾਬ ਸਰਕਾਰ ਕਰਮਚਾਰੀ (ਆਚਰਣ) ਨਿਯਮਾਂਵਾਲੀ 1966 ਦੇ ਨਿਯਮ 21 ਅਧੀਨ ਕੋਈ ਵਿਅਕਤੀ ਜਿਸ ਦੇ ਇੱਕ ਤੋਂ ਵੱਧ ਵਿਆਹੁਤਾ ਸਾਥੀ ਜਿਉਂਦੇ ਹੋਣ ਉਹ ਸਰਕਾਰੀ ਸੇਵਾ ਵਿੱਚ ਨਿਯੁਕਤੀ ਲਈ ਹੱਕਦਾਰ ਨਹੀਂ ਹੁੰਦਾ। ਇਸ ਲਈ ਜੇਕਰ ਆਪ ਸ਼ਾਦੀ-ਸੁਦਾ ਹੋ ਤਾਂ ਇਹ ਨਿਯੁਕਤੀ ਆਪ ਵੱਲੋਂ ਯੋਗ ਤੌਰ ਤੇ ਤਸਦੀਕਸੁਦਾ ਐਲਾਨਨਾਮਾ ਕਿ ਆਪ ਦੇ ਇੱਕ ਤੋਂ ਵੱਧ ਜੀਵਨਸਾਥੀ ਜੀਵਤ ਨਹੀਂ ਹਨ, ਪੇਸ਼ ਕੀਤੇ ਜਾਣ ਤੇ ਨਿਰਭਰ ਹੋਵੇਗੀ।
9. ਕਿ ਇਹ ਸਪੱਸ਼ਟ ਰੂਪ ਵਿੱਚ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਮੀਦਵਾਰ ਪਹਿਲਾਂ ਪ੍ਰਵਾਨਗੀ ਲਏ ਬਿਨਾਂ ਕਿਸੇ ਪ੍ਰਕਾਰ ਦੀ ਉਚੇਰੀ ਵਿਦਿਆ ਹਾਸਿਲ ਨਹੀਂ ਕਰੇਗਾ।
10. ਉਮੀਦਵਾਰ ਮਾਸਟਰ ਕਾਡਰ ਵਿੱਚ ਸਬੰਧਤ ਵਿਸ਼ੇ ਦੀਆਂ ਨਿਰਧਾਰਿਤ ਅਕਾਦਮਿਕ ਅਤੇ ਪ੍ਰੋਫੈਸ਼ਨਲ ਯੋਗਤਾਵਾਂ ਉਪਰੋਕਤ ਸ਼ਰਤ-1 ਵਿੱਚ ਦਰਸਾਏ ਰੂਲਜ਼ ਵਿੱਚ ਦਰਜ ਯੋਗਤਾਵਾਂ ਅਨੁਸਾਰ ਪੂਰੀਆਂ ਕਰਦਾ ਹੋਵੇ ਅਤੇ ਸਰਟੀਫਿਕੇਟ/ਡਿਗਰੀਆਂ ਵੈਲਿਡ ਹੋਣ। ਡਿਸਟੈਂਸ ਮੋਡ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਕੀਤੀ ਯੋਗਤਾ ਸਬੰਧਤ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ (Jurisdiction) ਵਿੱਚ ਹੀ ਕੀਤੀ ਹੋਵੇ। ਜੇਕਰ ਕੋਈ ਸਰਟੀਫਿਕੇਟ, ਦਸਤਾਵੇਜ਼ ਸਹੀ ਨਹੀਂ ਪਾਇਆ ਜਾਂਦਾ ਤਾਂ ਕਰਮਚਾਰੀ ਨੂੰ ਰੂਲਾਂ ਅਨੁਸਾਰ ਵਿਭਾਗੀ ਕਾਰਵਾਈ ਅਪਨਾਉਂਦੇ ਹੋਏ ਸੇਵਾ ਤੋਂ ਬਰਖਾਸਤ ਕਰ ਦਿੱਤਾ ਜਾਵੇਗਾ।
11. ਉਮੀਦਵਾਰ ਸਰਕਾਰ ਵੱਲੋਂ ਸੌਂਪੀ ਗਈ ਕੋਈ ਵੀ ਜ਼ਿੰਮੇਵਾਰੀ/ਡਿਊਟੀ ਨਿਭਾਉਣ ਲਈ ਪਾਬੰਦ ਹੋਵੇਗਾ।
12. ਉਮੀਦਵਾਰ ਨੂੰ ਨਿਯੁਕਤੀ ਵਾਲੀ ਥਾਂ ਤੇ ਹਾਜ਼ਰ ਹੋਣ ਲਈ ਕੋਈ ਟੀ.ਏ/ਡੀ.ਏ ਨਹੀਂ ਦਿੱਤਾ ਜਾਵੇਗਾ।
13. ਇਹ ਨਿਯੁਕਤੀ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ 3 ਸਾਲ ਲਈ ਪ੍ਰੋਬੇਸ਼ਨ ਤੇ ਹੋਵੇਗੀ। ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਜੇਕਰ ਉਸ ਦਾ ਕੰਮ ਅਤੇ ਆਚਰਣ ਤਸੱਲੀਬਖਸ਼ ਨਾ ਪਾਇਆ ਗਿਆ ਤਾਂ ਉਸ ਵਿਰੁੱਧ Punjab Civil Services (General and Common Conditions of Services ) Rules 1994 ਦੇ ਰੂਲ 7 ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ।
14. ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੇ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 11/9402-4ਪੀ.ਪੀ 2/650, ਮਿਤੀ 12.01.2004 ਅਨੁਸਾਰ ਉਮੀਦਵਾਰ ਤੇ ਨਿਉ ਕੰਟਰੀਬਿਊਟਰੀ ਪੈਨਸ਼ਨ ਸਕੀਮ ਲਾਗੂ ਹੋਵੇਗੀ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਪੈਨਸ਼ਨ ਸਕੀਮ ਸਬੰਧੀ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ ਸਮੇਂ ਤੇ ਜਾਰੀ ਹਦਾਇਤਾਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।
15. ਉਮੀਦਵਾਰ ਨਿਯੁਕਤੀ ਸਬੰਧੀ ਹਾਜ਼ਰ ਹੋਣ ਸਮੇਂ ਹੇਠ ਲਿਖੇ ਦਸਤਾਵੇਜ਼ ਜਮਾਂ ਕਰਾਉਣਗੇ :-

- ੳ) ਦੱਸਵੀਂ ਪੱਧਰ ਦਾ ਪੰਜਾਬੀ ਵਿਸ਼ਾ ਪਾਸ ਕਰਨ ਦਾ ਦਸਤਾਵੇਜ਼, ਆਪਣੇ ਅਕਾਦਮਿਕ, ਪ੍ਰੋਫੈਸ਼ਨਲ ਯੋਗਤਾਵਾਂ ਅਤੇ ਜਿਸ ਕੈਟਾਗਰੀ ਵਿੱਚ ਅਪਲਾਈ ਕੀਤਾ ਹੈ, ਸਬੰਧੀ ਦਸਤਾਵੇਜ਼।
- ਅ) ਆਚਰਣ ਸਬੰਧੀ ਤੁਹਾਡੇ ਦੁਆਰਾ ਆਖਰੀ ਸੰਸਥਾਂ, ਜਿਸ ਵਿੱਚ ਤੁਸੀਂ ਹਾਜ਼ਰ ਰਹੇ ਹੋ, ਦੇ ਸਕੂਲ/ਕਾਲਜ ਅਤੇ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਅਕਾਦਮਿਕ ਮੁੱਖ ਅਫਸਰ ਦੁਆਰਾ ਦਿੱਤਾ ਆਚਰਣ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਅਤੇ ਦੋ ਜਿੰਮੇਵਾਰ ਵਿਅਕਤੀਆਂ ਵੱਲੋਂ, ਜੋ ਤੁਹਾਡੇ ਰਿਸ਼ਤੇਦਾਰ ਨਾ ਹੋਣ ਅਤੇ ਤੁਹਾਨੂੰ ਚੰਗੀ ਤਰ੍ਹਾਂ ਜਾਣਦੇ ਹੋਣ, ਦੁਆਰਾ ਦਿੱਤਾ ਗਿਆ ਸਰਟੀਫਿਕੇਟ।
- ੲ) ਇਕ ਅਜਿਹਾ ਹਲਫਨਾਮਾ ਜਿਸ ਵਿੱਚ ਇਹ ਦਰਜ ਹੋਵੇ ਕਿ ਤੁਹਾਨੂੰ ਕਿਸੇ ਸਿਵਲ ਜਾਂ ਫੌਜਦਾਰੀ ਕੋਰਟ ਕੇਸ ਵਿੱਚ ਦੇਸ਼ੀ ਨਹੀਂ ਠਹਿਰਾਇਆ ਗਿਆ ਤੇ ਨਾ ਹੀ ਅਜਿਹਾ ਕੋਈ ਕੇਸ ਪੈਂਡਿੰਗ ਹੈ, ਅਤੇ ਕਿਸੇ ਵੀ ਕਾਰਨ ਤੁਹਾਨੂੰ ਰਾਜ/ਭਾਰਤ ਸਰਕਾਰ ਜਾਂ ਕਿਸੇ ਹੋਰ ਅਦਾਰੇ ਵੱਲੋਂ ਨੌਕਰੀ ਵਿੱਚੋਂ ਨਹੀਂ ਕੱਢਿਆ ਗਿਆ।
16. ਉਮੀਦਵਾਰ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਕਰਮਚਾਰੀ ਆਚਰਣ ਨਿਯਮਾਂਵਲੀ 1966 ਅਤੇ ਪੰਜਾਬ ਸਿਵਲ ਸਰਵਿਸਜ਼ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਰੂਲਜ਼ 1970 ਵਿੱਚ ਦਰਜ ਧਾਰਾਵਾਂ ਦਾ ਪਾਬੰਦ ਰਹਿਣਾ ਪਵੇਗਾ। ਇਸ ਨਿਯੁਕਤੀ ਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਸੇਵਾ ਨਿਯਮਾਂ ਅਧੀਨ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ/ਸੇਧਾਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।
17. ਇਸ ਭਰਤੀ ਨਾਲ ਸਬੰਧਤ ਵੱਖ ਵੱਖ ਅਦਾਲਤਾਂ ਵਿਚ ਚੱਲ ਰਹੇ ਕੋਰਟ ਕੇਸਾਂ ਦੇ ਫੈਸਲੇ ਇਸ ਨਿਯੁਕਤੀ ਤੇ ਲਾਗੂ ਹੋਣਗੇ।
18. ਉਮੀਦਵਾਰ ਦੀ ਪੋਸਟਿੰਗ The Punjab Education (Posting of Teachers in Disadvantageous Area) Act, 2021 ਅਧੀਨ ਕੀਤੀ ਜਾਵੇਗੀ। ਬਦਲੀ ਸਬੰਧੀ ਵੀ ਇਹਨਾਂ ਤੇ The Punjab Education (Posting of Teachers in Disadvantageous Area) Act, 2021 ਦੀਆਂ ਸ਼ਰਤਾਂ ਲਾਗੂ ਹੋਣਗੀਆਂ।
19. Punjab Educational (Teaching Cadre) Group C Service Rules, 2018 (Border/Non-Border) ਦੇ ਨਿਯਮ 8 ਵਿੱਚ ਕੀਤੇ ਗਏ ਉਪਬੰਧ ਅਨੁਸਾਰ ਉਮੀਦਵਾਰ ਨੂੰ ਨਿਯੁਕਤੀ ਉਪਰੰਤ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਨਿਸ਼ਚਿਤ ਕੀਤੇ ਗਏ ਸਿਲੇਬਸ ਅਨੁਸਾਰ ਵਿਭਾਗ ਵੱਲੋਂ ਕਿਸੇ ਵੀ ਸਮੇਂ ਲਈ ਜਾਣ ਵਾਲਾ ਵਿਭਾਗੀ ਟੈਸਟ ਅਤੇ ਕੰਪਿਊਟਰ ਵਿੱਚ ਮਹਾਰਤ ਦੀ ਪ੍ਰੀਖਿਆ ਪਾਸ ਕਰਨੀ ਹੋਵੇਗੀ ਅਤੇ ਅਜਿਹੀ ਪ੍ਰੀਖਿਆ ਪਾਸ ਕਰਨ ਉਪਰੰਤ ਹੀ ਆਪ ਨੂੰ ਸਲਾਨਾਂ ਤਰੱਕੀਆਂ ਦਾ ਲਾਭ ਮਿਲਣਯੋਗ ਹੋਵੇਗਾ।

ਤੇਜਦੀਪ ਸਿੰਘ ਸੈਣੀ, ਪੀ.ਸੀ.ਐਸ  
ਡਾਇਰੈਕਟਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਕੰਡਰੀ) ਪੰਜਾਬ  
ਮਿਤੀ, ਐਸ.ਏ.ਐਸ ਨਗਰ: : 08-05-2023

ਪਿੱਠ ਅੰਕਣ ਨੰ : 2023/ English /R- 969-972

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ/ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਬੰਧਤ ਜਿਲ੍ਹਾ ਮੈਜਿਸਟ੍ਰੇਟ ਨੂੰ ਉਮੀਦਵਾਰ ਦਾ ਪੂਰਵ ਵਿਵਹਾਰ ਵੈਰੀਫਾਈ ਕਰਨ ਉਪਰੰਤ ਤਸਦੀਕ ਜ਼ਾਰੀ ਕਰਨ ਹਿੱਤ।
2. ਸਬੰਧਤ ਜਿਲ੍ਹਾ ਸਿਵਲ ਸਰਜਨ (ਡਾਕਟਰੀ ਮੁਆਇਨਾ ਕਰਕੇ, ਰਿਪੋਰਟ ਦਸਤੀ ਉਮੀਦਵਾਰ ਨੂੰ ਦਿੱਤੀ ਜਾਵੇ)।
3. ਸਬੰਧਤ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ:ਸਿ) ਕਰਮਚਾਰੀ ਨੂੰ ਹਾਜ਼ਰ ਕਰਵਾਉਣ ਤੋਂ ਪਹਿਲਾਂ ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ ਸਬੰਧੀ ਅਸਲ ਸਰਟੀਫਿਕੇਟ ਬਰੀਕੀ ਨਾਲ ਚੈੱਕ ਕਰਨਗੇ, ਇਹ ਵੀ ਚੈੱਕ ਕਰਨਗੇ ਕਿ
  - i) ਡਿਸਟੈਂਸ ਮੋਡ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਕੀਤੀ ਯੋਗਤਾ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਅਧਿਕਾਰ ਖੇਤਰ (Jurisdiction) ਵਿੱਚ ਹੀ ਕੀਤੀ ਹੋਵੇ।
  - ii) ਉਮੀਦਵਾਰ ਦੀ ਕੈਟਾਗਰੀ ਨਾਲ ਸਬੰਧਤ ਸਰਟੀਫਿਕੇਟ ਵੀ ਚੈੱਕ ਕਰਨਗੇ।
  - iii) ਉਮੀਦਵਾਰ ਦੇ ਪੂਰਨ-ਵਿਵਹਾਰ ਵੈਰੀਫਾਈ ਕਰਨ ਹਿੱਤ ਜਿਲ੍ਹਾ ਮੈਜਿਸਟ੍ਰੇਟ ਨੂੰ ਉਕਤ ਹੁਕਮਾਂ ਦੀ ਕਾਪੀ ਪਿੱਠ ਅੰਕਿਤ ਕਰਦੇ ਹੋਏ ਉਮੀਦਵਾਰ ਦੇ ਨਾਂ ਸਮੇਤ ਵੇਰਵੇ ਅਤੇ ਦਸਤਾਵੇਜ਼ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਉਣਗੇ।
  - iv) ਉਮੀਦਵਾਰ ਦੀ ਹਾਜ਼ਰੀ ਰਿਪੋਰਟ ਇਕ ਹਫ਼ਤੇ ਦੇ ਅੰਦਰ ਡਾਇਰੈਕਟੋਰੇਟ ਨੂੰ ਭੇਜੀ ਜਾਵੇ।
  - v) ਸਬੰਧਤ ਸਕੂਲ ਮੁੱਖੀ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਉਮੀਦਵਾਰ ਨੂੰ ਹਾਜ਼ਰ ਕਰਵਾਉਣ ਤੋਂ ਤੁਰੰਤ ਬਾਅਦ ਇਸ ਦੇ ਸਾਰੇ ਵਿਦਿਅਕ/ ਕਿਤਾ ਯੋਗਤਾਵਾਂ ਸਬੰਧੀ ਸਰਟੀਫਿਕੇਟ ਸਬੰਧਤ ਬੋਰਡ/ਯੂਨੀਵਰਸਿਟੀ ਤੋਂ ਵੈਰੀਫਾਈ ਕਰਵਾਕੇ ਰਿਪੋਰਟ ਡਾਇਰੈਕਟੋਰੇਟ ਨੂੰ ਭੇਜਣਗੇ।
4. ਸਬੰਧਤ ਉਮੀਦਵਾਰ -PANSY MALHOTRA

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ ਸਕੂਲ ਸਿੱਖਿਆ

**SAMAGRA SHIKSHA, CHANDIGARH**  
**OFFER LETTER**

On the basis of merit list of selected candidates prepared by the Samagra Shiksha, Chandigarh, the candidate (as per detail given below), is hereby offered the appointment for the post of JBT on a consolidated (fixed) remuneration/emoluments of Rs 29200/-PM (Twenty nine thousand two hundred only) (as revised from time to time by Samagra Shiksha, Chandigarh ) for a period (from the date of joining) to 31.03.2024, subject to the terms and conditions as mentioned below

CANDIDATE'S NAME & ADDRESS	REGISTRATION NUMBER	CATEGORY
MOUSUMI MONDAL D/O SH. SUBHASH CHANDRA MONDAL  VILLAGE-MAHISHPUKUR PO- CHAKPATLI PS-HASNABAD, NORTH 24 PARGANAS DISTRICT - NORTH 24 PARGANAS WEST BENGAL North 24 Parganas West Bengal 743426	J220927018219	SC-5

1. That the above offer of appointment is subject to verification, if any of the certificate regarding the claim of belonging to (being) caste / tribe/ handicapped/ ex-serviceman as indicated in the application form. If the verification reveals that the claim of belonging to SC / Other Backward Classes / Handicapped / Ex-serviceman categories, as the case may be, is false, the services will be terminated without any notice, forthwith, without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
2. That the tenure of the contract is from the date of joining to 31<sup>st</sup> March, 2024. The contract appointment ipso facto shall stand automatically terminated on 1<sup>st</sup> April, 2024, unless and until it is renewed in writing. No formal notice or order shall be necessary to be issued by the Society for termination of the services of the appointee concerned after the expiry of the contract period.
3. That the contract appointment can be terminated at any time (on either side) by giving one month's notice or by giving one month's remuneration/emoluments without assigning any reason or on account of failure to complete the period of contract appointment's to the satisfaction of the competent authority of the Society. Similarly, in case, the one month notice for resignation is not given, the appointee will have to deposit the remuneration/emoluments for the period falling short of one month along with the resignation letter. However, the contract appointment can be terminated without any notice in case of unsatisfactory work or in the event of character and antecedents, being reported to be unsatisfactory.
4. That the consolidated (fixed) remuneration/emolument of the post is Rs 29200/- only (Rs Twenty nine thousand two hundred only) (as the case may be) or the amount as may be fixed by Samagra Shiksha, Chandigarh per month. No other allowance is admissible.
5. That there shall be no increase in the remuneration/emoluments. You will not be entitled to any further annual increment or allowances etc. during the currency of the contract.
6. That Mr./Ms. will not be entitled to any benefit like Provident Fund, Pension, Gratuity, Seniority or any other benefit available to the government servants appointed on regular basis.
7. That the services rendered on contract basis shall not count towards the benefit of pension or gratuity or seniority etc. in case Mr./Ms. is selected at a later stage on regular basis in Society or otherwise in the Education Department, Chandigarh Administration.
8. That the contract appointment will not be treated as service and will not bestow upon the appointee any claim or right for regular appointment against any post.
9. That Mr./Ms. will have to conform to Rules, Regulations and the discipline and conduct rules prevalent in the Society and those imposed by the Society from time to time.
10. That the appointee will be entitled to avail up to 12 days casual leave in a year during the currency of the contract and not more than 3 leaves consecutively. except on medical grounds, shall be admissible to the appointee concerned. No other kind of leave will be admissible. However in special circumstances, leave will be granted solely at the discretion of the competent authority maximum to the extent of 30days without

remuneration/ emoluments 180days (26weeks) maternity leave (with pay) will also be admissible to female staff of Samagra Shiksha, Chandigarh as per the circular No 28/1/94-IH(7)-20/18/2015 dated 30/01/2018 issued by Personnel Department, U.T., Chandigarh

11. That the appointee shall be entitled for the remuneration/emoluments for the period of summer vacations and winter vacations and they shall undergo training for minimum 10 days during the winter and summer vacations each.
12. That Induction training will also be imparted to the appointee concerned during summer/winter vacation to enable him/her to understand/apply new techniques in teaching learning process, to know about behaviour management, classroom management, better communication skills for effective teaching etc.
13. That if any declaration or information furnished by Mr./Ms. at the time of applying or joining is found to be false or if Mr./Ms. is found to have wilfully suppressed any material information, Mr./Ms. will be liable for removal from service without any notice and also such other action, as the Society may deem necessary.
14. **That Mr./Ms. who has been appointed as JBT on the basis of B.Ed qualification shall have to undergo a six month bridge course in Elementary Education recognized by NCTE, within 2 years of appointment.**
15. That appointment of Mr./Ms. is further subject to his/her being declared medically fit by the Medical Board in accordance with the standards prescribed for Class III (Group C) employees under Rule 31CSR Punjab. If declared fit by the Principal Medical Officer, Chandigarh, Mr./Ms. should report for duty.
16. That Mr./Ms. can be appointed/posted in any institution/school and can be transferred at any time to any other institution/school as per the necessity/requirement of the institution/school.
17. That the Society will not be liable for the payment of any EPF/ESI/EDLI contribution etc. on account of your appointment under Samagra Shiksha, Chandigarh.
18. That Mr./Ms. will have to sign and execute a contract agreement of the terms and conditions of your appointment on Non Judicial Stamp paper worth Rs. 15/- at the time of joining service.
19. That Mr./Ms. shall not indulge in any misconduct like working/acting against the interest of the department in any manner, indiscipline, disobedience, inciting others to indulge in misconduct or indulging in activities which are immoral/illegal or prejudicial to the interest of department/ administration, making statement(s) in the media/press unauthorized in connection with any matter of department/administration etc. If Mr./Ms. is found indulging in any misconduct as aforesaid then his/her contract shall be terminated, forthwith, without any notice.

In case, the offer of contract of appointment is acceptable to Mr./Ms. on the terms and conditions as mentioned above, Mr./Ms. should report to this office immediately alongwith four copies of the contract agreement duly signed (specimen enclosed) on Non Judicial Stamp paper worth Rs. 15/-. Further, you are advised to join the duties within 10days from the date of issue of this letter, failing which it will be presumed that you are not interested and the offer of appointment will automatically stand lapsed.

**Dated Chandigarh, the  
16<sup>th</sup> January 2023**


**Purva Garg, IAS**  
Chairperson (Samagra Shiksha)-cum-  
Education Secretary  
Chandigarh Administration

Endst. No SPD/SS/EB/2023/8321-386

Dated, Chandigarh the

A copy is forwarded to the following for information and necessary action please

1. The Assistant Controller (F&A), Samagra Shiksha, Chandigarh.
2. The individual concerned alongwith a specimen copy of the contract agreement to be executed. He/She should also bring three latest passport size photographs for medical examination.

  
23.1.2023  
Dy. State Project Director (SS)-cum-  
Dy. Director-II,  
U.T., Chandigarh







**CHITKARA**  
INTERNATIONAL  
SCHOOL  
Chandigarh

Ref.No. CISCHD/2021-22/484

**Appointment Letter**

Ms Harmi  
Address: #548, Phase 10, SAS Nagar, Mohali

Date: 10/01/2022

Dear Harmi

Congratulations! On behalf of Chitkara Educational Trust and Chitkara International School, we are pleased to extend you an offer of employment in the position of a Punjabi Instructor (TGT).

Chitkara Educational Trust— founded by Dr. Ashok Chitkara and Dr. Madhu Chitkara in the year 1998— has been established with the clear mission to pursue excellence in all fields of education, and to adhere to the highest standards of academic in all its work.

Chitkara International School (CIS) is a constituent institute of Chitkara Educational Trust, and is positioned as one of the premier schools in north India. CIS provides a high-quality academic environment, with dedicated teaching staff and recognized strength in applied educational innovations, underpinned by the strong support of Chitkara University.

The terms and conditions of your appointment are as follows:

**1 APPOINTMENT & REPORTING**

This appointment is contingent upon background checks, verification of academic and professional credentials and upon your agreement to abide by the policies and regulations of the Chitkara International School. You shall be governed by the rules, regulations and other CIS policies as applicable, enforced, amended or altered from time to time during the course of your employment.

1.1 You shall be designated as a Punjabi Instructor within the Office of Academics of the School w.e.f. 8<sup>th</sup> November 2021. The terms and conditions of appointment shall be effective from your date of joining.

1.2 The location of your reporting will be Chitkara International School, Sector – 25 (West), Chandigarh.

1.3 You will report to Ms Kiran (Dean – Office of Administration & Office of Examination). Your reporting is subject to change at the sole discretion of the Chitkara International School.

**2 EMOLUMENTS, BENEFITS & DEDUCTIONS**

2.1 Your Total Employment Cost per month to the School would be Rs. 18,000/- per month.

2.2 Apart from your fixed compensation, School will also provide you free transportation subject to the rules laid in Policy Manual, accidental insurance from the day of your joining and other benefits that may be applicable to you as per the statutory compliance.

2.3 All payments to you shall be subject to statutory deduction as applicable from time to time.

*Harmi*

www.chitkaraschool.in/chandigarh  
cis@chitkaraschool.in

Chitkara International School  
Sector 25  
Chandigarh 160 014  
Tel : +91 95011 05703, 76965 78444



### 3 PROBATION & CONFIRMATION

- 3.1 You will be on a Probation period for one month from the date of joining.
- 3.2 The probation period can be extended, if found necessary.
- 3.3 On successful completion of probation the management will confirm your services with or without additional benefits.
- 3.4 Your appointment in the school is purely need based and depending upon your performance, which shall be evaluated from time to time. The school reserves its right to discontinue your service in case your performance is not found satisfactory or your services are not required further.

### 4 NATURE OF WORK

- 4.1 You shall work at high standard of initiative, creativity and efficiency in the organisation.
- 4.2 The nature of work and responsibilities shall be assigned and explained to you by your Reporting Manager from time to time.
- 4.3 To take up this job, you must be a tech savvy and should have necessary equipments required for the same. You should be well versed with all the online platforms that are being used for conducting online classes and any other meetings.

### 5 HOURS OF WORK

- 5.1 You are required to comply with the School working hours.
- 5.2 In addition, you may on occasions be required to work additional hours due to compelling work related exigencies.
- 5.3 Working hours and departments may change from time to time depending on the work.

### 6 LEAVE RULES

- 6.1 You shall be eligible to the leave benefit on your confirmation in the School's service and shall be governed by leave rules of the School as may be in force from time to time.
- 6.2 Please refer to The Policy Manual before applying for any kind of leave to check your eligibility

### 7 TRAININGS

- 7.1 If Chitkara International School deems it necessary, you may be required to undergo specialised training including on the job training to enhance your skills in the area of your assignment. In such events, you shall abide by the terms and conditions, if any prescribed by the CIS for such training.

### 8 PERFORMANCE APPRAISALS

- 8.1 Your growth at Chitkara International School and increase in salary shall solely depend on your performance and contribution to CIS. However, the minimum period for performance review is one year.

*Handwritten signature*



**CHITKARA**  
INTERNATIONAL  
SCHOOL  
Chandigarh

## 9 TRANSFER

9.1 Your services are liable to be transferred or loaned or assigned with/without transfer, wholly or partially, from one department to another or to any office/institution under Chitkara Educational Trust and vice-versa. In such case, you shall abide by the responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department/office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation.

## 10 EXPENSE REIMBURSEMENT

10.1 All expenses properly incurred and duly authorised in connection with School's business shall be reimbursed upon submission and approval of your expense statements in accordance with the policies and procedures.

## 11 CONFIDENTIALITY

You are to treat the following as strictly confidential:

- 11.1 Your salary, allowances, benefits and rewards.
- 11.2 You shall be required to maintain utmost secrecy in respect of all the Documents, Plans, Reports, Statements, Budget pertaining to your Office/ Department/ School, Prints, Examination Documents, Drawings, Design Documents, Technology, Software Packages, Correspondence, School's Policies & Patterns etc., written or unwritten and also information and instructions that pass through you or come to your knowledge. You shall not utilise them for your own use or disclose to other persons during or after your employment.
- 11.3 School's secret, proprietary and/or confidential or any other information which you may acquire, receive or obtain in relation to the School's affairs or to the working of any process or any invention which is carried on or used by the School or any other matter which may come to your knowledge in the course of or by the reason of your employment with the School.
- 11.4 By accepting employment with the School, you undertake not to disclose the above to anyone. Violation of this would be viewed as a serious breach of conduct. This may lead to disciplinary action against you.

## 12 RESIGNATION/TERMINATION FROM SERVICE

- 12.1 Either party can terminate this employment by serving a notice of one month on the other, save and accept that the School may at its option pay salary in lieu of the notice period to terminate employment with immediate effect. You shall be governed by guidelines regarding resignation, of the School as may be in force from time to time.
- 12.2 In case you are resigning from the services, you shall be required to give one month advance notice in writing but you shall not be relieved during the running academic session. In case of violation/not serving one month notice period, you have to pay one month salary in lieu of one month notice period as compensation to the School.

*H. S. S.*

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- 13.7 You shall keep the School informed of any change in your residential address that may happen during the course of employment of your service with the School.
- 13.8 You shall be bound by code of conduct and all other rules, regulations policies and orders issued by the School from time to time as if these were part of this agreement of appointment.

**14 CREDENTIALS VERIFICATION**

- 14.1 The School may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You hereby authorise the School for conducting such background checks.
- 14.2 This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application, at the time of your interview and subsequent discussions. If the School is not satisfied, with the outcome of the background checks, or if it transpires that you have made a false statement or have not disclosed a material fact, the School may take such action as it deems fit in its sole discretion, and reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including termination of your employment.

**15 DOCUMENTS TO BE SUBMITTED**

Your appointment shall be effective from the date of joining and you are required to submit the self attested copies of following documents, at the time of joining.

- 15.1 Latest passport size Photographs - 03  
15.2 Self Attested Photocopy of PAN Card  
15.3 Self Attested Photocopy of Aadhar Card  
15.4 Self Attested Photocopy of Photo identity proof  
15.5 Self Attested Photocopies of Educational certificates.  
15.6 Self Attested Photocopy of Relieving Certificate from last Employer, if employed  
15.7 Self Attested Photocopies of Experience certificate, if employed.  
15.8 Latest Salary Slip or Salary Certificate from the last employer, if employed.  
15.9 Medical Fitness Certificate by a Doctor (MBBS/MD/MS)

On the day of joining you are requested to carry along the originals of the above mentioned documents for verification.

**16 DISCIPLINARY ACTION**

The School shall have the right to terminate this agreement, forthwith, without any notice in the event of any of the following:

- 16.1 Breach of any of the conditions of this agreement  
16.2 Any misconduct on your part  
16.3 Failure to carry out any of your duties and obligations.

*Signature*

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- 12.3 Unauthorised absence or absence for a continuous period of ten days without prior approval of the Management, (including overstay on leave/training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
- 12.4 You shall be responsible for safekeeping and returning in good condition and order of all the School property, which may be in your use, custody or charge. In such eventuality, if the property is found misfit/damaged, the Management shall have the right to deduct the money value of the property as per the calculated present value.
- 12.5 You shall be governed by the laid down code of conduct of the School and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, or you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline or any other conduct considered by the management deterrent to its interest, your service shall be terminated without any notice; notwithstanding any other terms and conditions stipulated herein. The School reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

**13 CODE OF CONDUCT**

- 13.1 Our goal of providing high quality education and functioning as a centre of excellence can be maintained and enhanced only with your assistance thus you shall at all times maintain absolute integrity and devotion to duty. You shall be required to comply with all the service rules and regulations as the School may frame from time to time.
- 13.2 You shall be governed by the Statutes, Act, Ordinances, Regulations, Rules, Orders, Instructions, Guidelines, Code of conduct, Policies, Directions, Standing orders etc. that may be in force or applicable or are framed from time to time by the School; whether by specific order in writing or otherwise.
- 13.3 During the period of your employment with the School, you will devote full time to the duties of your employment and will not undertake any other employment or assignment either on full or part time basis and shall not engage directly or indirectly in any trade, occupation or business.
- 13.4 In order to generate 'mutual respect', you should respect all individual irrespective of their caste, age, sex, level etc. Any indiscipline may result in severe penalties or may lead to termination of services with immediate effect without serving any notice period.
- 13.5 You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the School. You shall be bound by rules, regulations and orders promulgated by the School in relation to conduct, discipline and policy matters.
- 13.6 You shall not give out to any one, by word of mouth or otherwise, particulars of our education or administrative or organisational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.

*[Handwritten signature]*

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**17 DISPUTES AND ARBITRATION**

17.1 Any dispute or difference or claim arising in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by Chitkara International School at its sole discretion. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The language of arbitration shall be English. The venue of arbitration shall be at Chandigarh. The award of the arbitrator shall be final and binding on the parties. The governing law should be the laws of India.

**18 GOVERNING LAW**

18.1 All disputes arising out of this letter shall be subject to the jurisdiction of the Chandigarh Court and that the courts, tribunals and/or authorities at Chandigarh only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working Headquarters being elsewhere at that times.

**19 AMENDMENTS**

19.1 The School shall have right to make amendments or adjustments in any of the terms and conditions of this appointment letter with such implications as deemed necessary.

We look forward to you joining us at the earliest and wish you the very best in your new assignment. We are certain that you shall find this opportunity challenging and satisfying.

With best wishes

*Niyati Chitkara*

Dr. Niyati Chitkara  
Director | Schools  
Chitkara International School  
Chandigarh | Panchkula

Please acknowledge your agreement and acceptance of this offer by signing this letter.

**Acceptance by Employee**

I have read & understood the above terms & condition and have gone through the policy manual. I, hereby accept the offer of employment on stipulated terms & conditions.

*HARMI*

Name (In Capital Letters)

*Harmi*

Signature

*10-01-2022*

Date

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cis@chitkaraschool.in

Chitkara International School  
Sector 25  
Chandigarh 160 014  
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Ref. No.: RBUI/REG/29/5/19

Date: 22/09/2023

Ms. Prabhleen Saini  
D/o Shri Jatinder Pal Singh  
# 5054, Near Ashirwad Hotel  
Ropar, Punjab

**Subject:** Appointment as Assistant Professor in Teaching of Mathematics on contract basis at University School of Education, Rayat Bahra University, Mohali.

Madam,

The University Authority is pleased to appoint you as Assistant Professor in Teaching of Mathematics on contract basis at University School of Education, Rayat Bahra University, Mohali, which shall be effective from the date of your joining.

That your appointment shall be subject to the terms and conditions namely:

1. That your appointment is purely on contract basis upto 30.06.2024 on a consolidated salary of Rs. 21,600/- p.m. inclusive of all allowances.

Further that you will not be paid anything over and above the aforesaid salary which shall be subject to deduction of tax at source. With the exception of the obligation to deduct tax, the management assumes no responsibility for your personal tax liabilities.

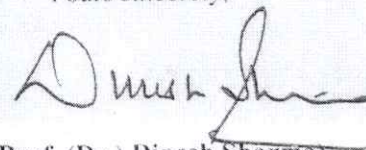
2. That you will carry out any of the additional responsibilities as may be assigned to you by the University Authorities from time to time.
3. That during the period of your employment with the University, you will devote full time to the work allotted to you and will not take up any other employment or assignment in any office for any consideration, in cash or in kind or otherwise without prior written permission of the Registrar of the University.
4. That you will comply with and observe all such Rules and Regulations of the University as may be framed from time to time.
5. That you will be responsible for safe keeping and return in good condition and order, all University property which may be entrusted to you and remain in your custody or charge during course of discharge of your duties.
6. That your base of working shall be at the full discretion of the Rayat Bahra Group of Institutes and you can be transferred to any of the Institutes under the Management of the Rayat and Bahra Group of Institutes/Trust/Society, even to the Bahra University, Shimla Hills.
7. That you will not divulge or disclose the information or affairs or transactions which may come to your knowledge during the course of employment or otherwise.

P.T.O.



8. That you will submit a Declaration at the time of submission of your joining report to the effect that no police investigation or court case of such nature is pending against you, and that there are no such facts against you on the basis whereof it may be presumed that you were prejudicial to the records pertaining to the affairs of the University and that before leaving for abroad for any reasons whatsoever, you will get your leave sanctioned from the competent authority.
9. That your appointment shall take effect from the date you submit your joining report along with the Declaration in terms of Clause 8 above.
10. That notice of one month is required in case you want to leave the assignment failing which you will be required to pay one month's salary in lieu thereof. Your services can be terminated anytime without assigning any reason.
11. However, in the event of your leaving the assignment as aforesaid you shall not be expected to leave in the mid-session. In case of Notice to leave the service given by you expires before the completion of a Semester, you will have to serve till completion of the Semester or to deposit salary of residual period of Semester.
12. You are required to deposit one month salary as Security either PDC (Post dated cheque) or 10% monthly deduction in lieu thereof.
13. That your services can also be terminated without service of notice in case you are found guilty of neglect, misconduct or any act which in the opinion of the competent authority is contrary to the interest of the University; in case you are found to have committed any fraudulent act or a deliberate attempt to discredit the University or any other act which is detrimental to its reputation and in case any of the testimonials, documents or any information submitted by you is found to be false and incorrect.
14. That you will be entitled to leave as per Rules and Regulations of Rayat- Bahra University, Mohali and absence for a continuous period of seven days without prior approval of your immediate superior would result in your losing lien on the service which shall automatically come to an end without notice whereupon you shall forfeit all salary for the period of absence.
15. You are required to produce Medical Fitness Certificate from any Hospital (Government or Private) within seven days

Yours sincerely,



(Prof. (Dr.) Dinesh Sharma)  
Registrar  
Rayat Bahra University  
Mohali

Encl.: Format of Declaration

**APPOINTMENT LETTER**

**Candidate Copy**

Dear Gagandeep Kaushik

We are pleased to engage your services as **Assistant Maths Faculty** in Pioneer Education. Following terms and conditions are applicable to your employment.

- **Contact No** : 7206690440
- **Employment Type** : Full Time
- **Probation** : 3 Months
- **Salary** : 15,000
- **Place of Posting** : Chandigarh
- **Date of Joining** : 21<sup>th</sup>Oct, 2021
- **Present address** : NA
- **Permanent Address:** #35, Hanuman Colony, Hissar Cant  
HISSAR
- **Email** : gagandeepkaaushik25@gmail.com
  
- **Qualification** : MSC In Mathematics

**Nature of Appointment** : That you will be on Probation for a period of six months (6). The period of Probation can be extended at the discretion of the Management and you will continue on probation till an order of confirmation has been issued in writing. During Probation period, if your performance is not satisfactory, the management reserves the right to terminate your services without assigning any reason thereof or notice pay thereof. You are not allowed to switch off your job before the end of the session (One -month advance notice)

Please note for any shot of discrepancy in the above information related to you will be penalized.

Also, for your assistance, you will be provided with following:

- Job Description with KRA (Key Result Area), KPI (Key Perform Indicate)& salary details.
- Rules & Regulation & Code Of Conduct

**Others:**

1. Your employment will be governed by the rules and regulations to vague and altered/amended by the Institute, from time to time.
2. You will be acquired to serve at any Branch/Office at the discretion of the management.
3. Your performance shall be subject to Quarterly review.

We try and provide you a healthy and cordial work environment and also want you to feel comfortable and settled here.

For Pioneer Education  
HR Head  
Pioneer Education  
Prop.

THE NEW CAMBRIDGE INTERNATIONAL PUBLIC SCHOOL

SATNAM EDUCATION AND RURAL WELFARE SOCIETY REGD.

Gulabgarh- Mahiwala Road, Dera Bassi, District – Mohali. (Pb)

Ref. No. SERWS/PRI/124

Date: 03.10.2022

To

Mr. Nitin Sharma  
H.No.2407, Sector-24C,  
Chandigarh  
Contact No.: 70183-44937

**Appointment Letter**

Reference to your application dated **03.10.2022**, for the post of **“PGT-Physics”** in 'The New Cambridge International Public School' and the subsequent interview you had with us.

The Management is pleased to appoint you as **“PGT-Physics”** for The New Cambridge International Public School, Gulabgarh-Mahiwala Road, Dera Bassi on the following terms & conditions:

1. Appointment : **You will be on one year probation period from the date of joining. During this probation period, you are not entitled to get salary of vacations (Summer & Winter),** thereafter your services will be regularized as per the approval by Chairman.
2. Scale of pay : Negotiable/-
3. Duties : i) You will work under the Principal/Management/ Chairman of Satnam Education & Rural Welfare Society.  
ii) You will perform all the primary duties of your post.



4. General

- i) In respect of all other matters, you will be governed by the rules and regulations of the Management and the school as amended from time to time.
- ii) You should serve for minimum period of one year in the school.
- iii) You are requested to produce all your documents in original at the time of joining.

5. Relinquishment of Post/ termination of service

One month service notice will be required by you before leaving and from the management in case of termination of the services.

6. Joining Date


In case the above terms & Conditions are acceptable to you, you are directed to report for duties to the Principal/ Chairman/Director of the school on **03.10.2022**.

You need to serve this organization for the minimum period of one year from the date of joining. If you left this organization before the stipulated period, you are not entitled to get your security money and experience certificate. Also you have to deposit one month salary in lieu of this. You are also directed to sign the duplicate copy of this appointment letter for having received it as well as for having accepted the above terms & conditions of service.

Received and Accepted



**(Nitin Sharma)**

**Authorized Signatory**  
  
Dated: 03.10.2022



# SHRIRAM e-TECHNO SCHOOL

Vice Principal  
**Garima Aneja**

Ref No : SETS/22-23/OCT/001

08.09.2022

**Sub: Appointment Letter/ Service Agreement**

Dear Anchal Kaushal

We are highly pleased to give you this offer letter to work as an **Technical Resource Person & Educator** at Shriram e - Techno School, New Chandigarh.

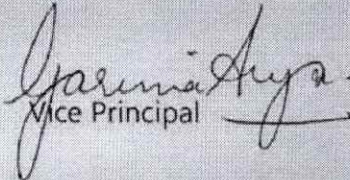
We hope you will prove yourself to be a very good guide and mentor of our precious Ramians and will display good performance in your job. **No corporal punishment** is permissible in the school campus.

Teacher will complete their 1-year tenure after date of Joining and in case of any emergency three months' notice period to be given.

We hope our students will enjoy your teaching procedure and friendly behaviour.

We are happily waiting to share your association with SETS.

Wish you Goodluck

  
Vice Principal

## DECLARATION

I have read the appointment letter/Service agreement and will abide by the terms and conditions.

Anchal  
Signature

04.10.2022



# SHRIRAM e-TECHNO SCHOOL

APPOINTMENT LETTER /SERVICE AGREEMENT

Date: 25.05.2023

Dear Jurdeepak Singh

The 'SHRIRAM e-TECHNO SCHOOL' is pleased to appoint you, on the recommendation of the undersigned, as a Educator w e f 25.05.2023 on the following terms and conditions :

That you will be entitled to a salary of Rs. 16000/- (Music Teacher)

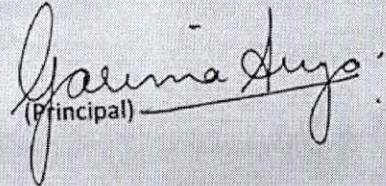
1. You will be on Probation for a period of one year, in the first instance, from the date of your joining duty till the end of the session. This period of Probation is liable to be extended by another period of one year at the sole discretion of the school. Unless an order in writing confirmation your appointment is issued by the school, you will not be deemed to have been confirmed in service but you shall continue as a probationer, During the period of Probation or any extension thereof, your employment will be subject to termination by one month notice or salary in lieu of short fall of notice period. Similarly you may resign from the services after giving one month's notice or salary in lieu thereof.
2. During the probation period you will not be entitled to salary for the period of summer vacation
3. That you must complete at least one Academic session, i.e. the session in which you have joined. That you have to report for duty a few days prior to the school reopening at the beginning of each Academic Session and at the end of summer vacation.
4. That you will be entitled to eight (8), Casual Leaves per session Leave must be applied for in advance and prior sanction be obtained. As a rule keeping in view the best interests of the students and the Institution, only one leave a month is sanctioned. Except for the permitted eight Casual Leaves, **any other leave availed of shall be without pay.** Linking of leave with holidays is strongly discouraged. It shall be deemed as consecutive long leave and shall be without pay.
5. That teachers absent from duty, without intimation, for six consecutive days will be deemed as having left the school and their services are liable to be terminated.
6. That in the interest of the students, school and studies, (as it is not possible to find good teachers for short periods) teachers are not entitled to **long leave, exceeding one month.**
7. That all Saturdays could be working days at the discretion of the Management. In the event of a holiday falling on a working Saturday, the following non-working Saturday automatically becomes a working Saturday.

8. That corporal punishment is strictly forbidden. Any instance, where a teacher/employee is observed or reported for using corporal punishment shall result in the immediate termination of his/her services without any explanation.
9. Once or twice a year, you have to accompany students for school excursions. These might extend to a period of three to six days or more. You may have to devote extra time, including **Sundays and Holidays**, to the students/school during preparations for the Annual Day, Intra-School and Inter-School meets and Contests. Preparing and accompanying the students for co-curricular and extra curricular activities within and/or outside the city forms part of your duty.
10. Teachers may be required to attend Workshops/Seminars (which may sometimes be out of Station)
11. As per rules, retirement for all staff members shall be on attaining the age of fifty eight years. Please note that the date of birth furnished by you at the time appointment will not change at any subsequent stage. The period of service may be extended, **on a contract basis and** subject to medical fitness, at the entire discretion of the Principal/Management.
12. That behaviour towards colleagues, staff and students should always be courteous. That teachers should always present a well groomed appearance and dress in neat and clean clothes.
13. Reporting time at school in 20 minutes before school begins and teachers may leave only as per timings.
14. Teachers seeking a job elsewhere, or requiring a letter of recommendation or an experience certificate to apply elsewhere must, give in writing, their consent to the school management to appoint a suitable replacement. In such a situation teacher must continue with school till a suitable person is appointed. Once a suitable person is found, it is the discretion of the management whether to engage a new teacher or to continue with the services of the same teacher.
15. Teachers/employee may not enter into any kind of monetary/commercial transactions with the students or the students' parents, or misuse their position as teachers for personal gains. Any commercial transactions even amongst the teachers themselves, are strictly forbidden on the school premises.
16. That teachers/employees are not allowed to discuss school related matters with the Press or Public, independently without the prior permission from the Principal/Undersigned.
17. That all Registers, Diaries, notebooks, reference books, activities material, toys etc, entrusted to you are school property and may be made good from your salary in case of damage, loss or misplacement. You will be required to keep strictly confidential all information, documents etc.. coming to you in the course of your employment with the school and shall return all

official documents/papers/books/reference material etc. to the school that may be in your possession on parting with the school.

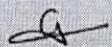
18. Teachers must take utmost care to be neat in their written presentations (in Lessons Plans, Diaries, Notebooks and on the smartboard/whiteboard).
19. You will inform the school management of your current residential/correspondence address and latest telephone numbers and inform the change in address as and when you shift your residence. Any communication sent on the address given by you shall be deemed to have been duly served on you.
20. You are required to submit your clearance and experience certificates at the time of joining the institution.
21. That is any declaration or material information given by you proves false or wilfully suppressed then you are liable to be removed from service without any notice.

We wish you good luck.

  
(Principal)

#### DECLARATION

I have read and fully understood the terms and conditions as contained in my letter of appointment. I agree to abide by them and in acceptance of the terms and conditions.

  
(Signature of Employee)



SRI AUROBINDO SOCIETY  
SRI AUROBINDO BHAWAN  
I-A, Sector 27-A, Madhya Marg,  
CHANDIGARH- 160019.  
Phone- 0172 – 2656014, 5025222

Letter of Appointment

To,  
Mr. Hardeep Singh,  
Village Hamad Wala Hithar,  
Distt. Ferozepur,  
Punjab 152021  
Emp Code: - E -059

July 03, 2023

Dear Hardeep Singh,

With reference to your application and subsequent interview with us we are pleased to appoint you for the position of a Teacher – Punjabi (TGT) in Sri Aurobindo School of Integral Education, Chandigarh on the following terms and conditions: -

1. You will be paid a Monthly Salary @ Rs 22,000/- (Rupees Twenty Two Thousand only) Salary will comprise basic pay of Rs. 10,476/-, Dearness Allowance Rs. 9,428/-, House Rent Allowance 2,096/-.
2. Your date of joining is July 10, 2023. Your place of work will be Sri Aurobindo Society (Chandigarh Branch). However, the school reserves the right to transfer you to any other location in India and/or any other entity affiliated or associated with the Organization.
3. You may be required to attend training/orientation programmes camps at Puducherry/Delhi/Chandigarh as and when required. You will be entitled to travel by 3<sup>rd</sup> AC rail. You will be paid boarding & lodging expenses for the same as per rules. However, all these expenses will be reimbursed to you on completion of one year of service, after the next summer vacation.
4. You will work diligently with devotion to ideas of Sri Aurobindo and the Mother. You will honestly and faithfully implement the concept of integral education as imparted to you during the course of training at Pondicherry/Delhi/Chandigarh, in the true sense and in the light of the teachings of Sri Aurobindo and the Mother and its application in classroom situations.
5. You will work under the general supervision and control of the Principal, Sri Aurobindo School of Integral Education /Director / Managing Committee of Sri Aurobindo Society.
6. You will abide by the general terms and conditions of service and rules and regulations of Sri Aurobindo School of Integral Education in force from time to time, which have been perused by you.
7. You will work as a full-time employee and shall not engage yourself in any other job, part-time or otherwise including private tuitions with or without personal gain, without the written consent of the management.

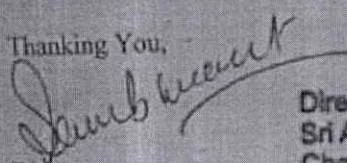
8. You will not be entitled to any salary during the first summer and winter vacations until you have completed one year's continuous service with the School.

9. You will be on probation for a period of one year which can be extended further, for one year more and after satisfactory completion of the probationary period your services are liable to terminate at one month's notice, without assigning any reason. You will also be at liberty to leave the service of the Society by giving at least one month's notice. However, it is understood as mutually agreed upon that you will not leave the service during any teaching session commencing 1st April every year and in case, for any reason beyond your control and to the satisfaction of the Management of the Society you are required to leave, you will refund to the Society all the expenses incurred on your training/orientation programme during the period of your service, besides the notice period..

10. You will deposit with the School an amount equal to your one month's salary as security which will remain with the School during your tenure of service and in the event of your leaving the service without proper notice and/or without consent of the management, during the teaching session, this amount shall stand forfeited.

In case you agree to the above terms and conditions you may please return the enclosed duplicate copy of this letter duly signed in token of your acceptance and submit you're joining report on the date aforesaid.

Thanking You,

  
Director  
Sri Aurobindo Society,  
Chandigarh Branch

Director  
Sri Aurobindo Society  
Chandigarh Branch

I have received the original letter and the duplicate is returned herewith duly signed in token of my acceptance of the terms and conditions.

Signature: Hardeep Singh

Date: 25/7/23

Name: Hardeep Singh



ੴ ਸਤਿਗੁਰ ਪ੍ਰਸਾਦਿ ॥



Sri Guru Gobind Singh Public School

ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਪਬਲਿਕ ਸਕੂਲ

Sector 35-B, Chandigarh

☎ : 2647077

RECOGNISED

Affiliation No. 2630066

School No. 04957

Ref. No.

SGGSPS/PC/SK/2022/384

Date : 8/8/22

To

Ms. Simran Khosla D/o

Mr. Madhu Sudan Khosla

# 1245, Sector-44B

Chandigarh.

Subject: Offer of appointment on contract basis in Sri Guru Gobind Singh Public School, Sector-35-B, Chandigarh.

Dear Sir/Madam,

Please refer to your application for employment at this School. You are hereby offer the appointment to the post of a PGT-Chemistry is on contract basis on the following terms and conditions:

**TENURE OF APPOINTMENT**

1. The appointment will be on contract basis from August 8, 2022 to March 31, 2023. The salary as per CTC will be Rs. 26800/-
2. Your services are liable to be terminated after the expiry of the said period, if not communicated in writing. However the contractual appointment if required can be extended by the undersigned, beyond the period stipulated under this contract.
3. The appointment can be terminated without assigning any reasons with a month's notice from either side or payment in lieu of notice period.
4. The contractual appointment can be terminated without any notice in case of misconduct, ill health for the discharge of your normal duties and the decision of the undersigned in this regard shall be conclusive and binding on you.

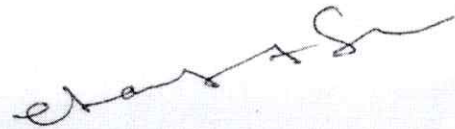
No leave of any kind shall be admissible. However one casual leave per month can be availed by the employee appointed on contract basis with the prior approval of the Principal. In special circumstances leave without pay may be granted.

Contd.....P-2

**OTHER TERMS AND CONDITIONS**

1. This service rendered by you shall not count towards the benefit of pension and gratuity etc.
2. This service shall not count as service and bestow any claim for the purpose of regular appointment against any post in this School.
3. You shall have to conform to the rules and regulation, prevalent in the School and those imposed by the School on all the employee from time to time, regarding conduct and discipline.
4. You will be required not to take part in politics for unhealthy activities or indulge in activities prejudicial to the interests of the school and also maintain cordial atmosphere and discipline in the School.
5. Academic session is must to be completed by the staff.

In case you are willing to accept the appointment, on the terms and conditions mentioned above, you should report to this office to join your duties



Manager  
Sri Guru Gobind Singh Public School  
Sector-35B, Chandigarh.

Signature of the employee \_\_\_\_\_



SRI AUROBINDO SOCIETY  
SRI AUROBINDO BHAWAN  
I-A, Sector 27-A, Madhya Marg,  
CHANDIGARH- 160019.  
Phone- 0172 - 2656014, 5025222

Letter of Appointment

To,  
Ms. Tanuja Upreti,  
#430 Sector 35 A,  
Chandigarh 160036

July 10, 2023

Emp Code: - E -060

Dear Tanuja Upreti,

With reference to your application and subsequent interview with us we are pleased to appoint you for the position of a Teacher – Social Science (TGT) in Sri Aurobindo School of Integral Education, Chandigarh on the following terms and conditions: -

1. You will be paid a Monthly Salary @ Rs 22,000/- (Rupees Twenty Two Thousand only) Salary will comprise basic pay of Rs. 10,476/-, Dearness Allowance Rs. 9,428/-, House Rent Allowance 2,096/-.
2. Your date of joining is July 24 2023. Your place of work will be Sri Aurobindo Society (Chandigarh Branch). However, the school reserves the right to transfer you to any other location in India and/or any other entity affiliated or associated with the Organization.
3. You may be required to attend training/orientation programmes camps at Puducherry /Delhi/Chandigarh as and when required. You will be entitled to travel by 3<sup>rd</sup> AC rail. You will be paid boarding & lodging expenses for the same as per rules. However, all these expenses will be reimbursed to you on completion of one year of service, after the next summer vacation.
4. You will work diligently with devotion to ideas of Sri Aurobindo and the Mother. You will honestly and faithfully implement the concept of integral education as imparted to you during the course of training at Pondicherry/Delhi/Chandigarh, in the true sense and in the light of the teachings of Sri Aurobindo and the Mother and its application in classroom situations.
5. You will work under the general supervision and control of the Principal, Sri Aurobindo School of Integral Education /Director / Managing Committee of Sri Aurobindo Society.
6. You will abide by the general terms and conditions of service and rules and regulations of Sri Aurobindo School of Integral Education in force from time to time, which have been perused by you.
7. You will work as a full-time employee and shall not engage yourself in any other job, part-time or otherwise including private tuitions with or without personal gain, without the written consent of the management.

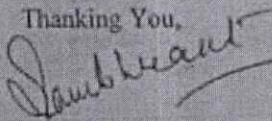
8. You will not be entitled to any salary during the first summer and winter vacations until you have completed one year's continuous service with the School.

9. You will be on probation for a period of one year which can be extended further, for one year more and after satisfactory completion of the probationary period your services are liable to terminate at one month's notice, without assigning any reason. You will also be at liberty to leave the service of the Society by giving at least one month's notice. However, it is understood and mutually agreed upon that you will not leave the service during any teaching session commencing 1st April every year and in case, for any reason beyond your control and to the satisfaction of the Management of the Society you are required to leave, you will refund to the Society all the expenses incurred on your training/orientation programme during the period of your service, besides the notice period.

10. You will deposit with the School an amount equal to your one month's salary as security which will remain with the School during your tenure of service and in the event of your leaving the service without proper notice and/or without consent of the management, during the teaching session, this amount shall stand forfeited.

In case you agree to the above terms and conditions you may please return the enclosed duplicate copy of this letter duly signed in token of your acceptance and submit your joining report on the date aforesaid.

Thanking You,



Director  
Sri Aurobindo Society,  
Chandigarh Branch

Director  
Sri Aurobindo Society  
Chandigarh Branch

I have received the original letter and the duplicate is returned herewith duly signed in token of my acceptance of the terms and conditions.

Signature: \_\_\_\_\_



Date: 24/07/2023

Name: \_\_\_\_\_

TANUJA UPRETI



SRI AUROBINDO SOCIETY  
SRI AUROBINDO BHAWAN  
1-A, Sector 27-A, Madhya Marg,  
CHANDIGARH- 160019.  
Phone- 0172 - 2656014, 5025222

Date: -July 25, 2023

Mr. Naveen Singh  
#317, Dashmesh Nagar Naya Gaon,  
Distt. Mohali, 160103  
8146693702  
[81466naveen@gmail.com](mailto:81466naveen@gmail.com)

**Sub: Offer of Internship**

Dear Naveen Singh,

We are pleased to offer you the position an "Intern" as **TGT English of Sri Aurobindo School of Integral Education** on the following specifications.

Position Title: -Intern

Intern Code : IN001

Start Date : July 25, 2023

End Date : March 31, 2024

Stipend : @ ₹15,000/- (Rupees Fifteen Thousand Only) monthly paid.

Office Location: Plot 1-A, Sector 27-A, Chandigarh.

Reporting Manager: You will be reporting to Ms Gitika Kapoor, Headmistress - Admin.

- Managing inbound and out bound calls on timely basis.
- Communicating with teachers who have received training under ZIIEI program.
- Identify teachers' needs, clarify information, provide solution or alternatives.
- Build sustainable relationship and engage teachers by taking the extra miles.
- Keep records of all conversations in database in a comprehensible way.

**Termination:**

The Internship arrangement can be terminated by giving **1 (One)** Month notice to each other in writing without assigning any reason thereof.

Please acknowledge your acceptance of terms and conditions of internship by signing the duplicate copy of this letter and submitting the same to us for reference and record.

Thanking You,

Headmistress

For Sri Aurobindo School of Integral Education  
Chandigarh

Sri Aurobindo School  
of Integral Education  
*[Signature]*  
Headmistress

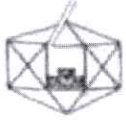
I have received the original letter and the duplicate is returned herewith duly signed in token of my acceptance of this letter.

Signature: *[Signature]*

Name: *Naveen Singh*

Date: 18.8.23





SRI AUROBINDO SOCIETY  
SRI AUROBINDO BHAWAN  
I-A, Sector 27-A, Madhya Marg,  
CHANDIGARH- 160019.  
Phone- 0172 – 2656014, 5025222

Date: -August 07, 2023

Ms. Yashika Sharma  
#3276, Sector 22-D, Chandigarh  
7888369067  
[Yashikasharma1580@gmail.com](mailto:Yashikasharma1580@gmail.com)

**Sub: Offer of Internship**

Dear Yashika Sharma,

We are pleased to offer you the position an "Intern" as **PRT Maths of Sri Aurobindo School of Integral Education** on the following specifications.

Position Title: -Intern

Intern Code : IN004

Start Date : August 07, 2023

End Date : March 31, 2024

Stipend @ ₹15,000/- (Rupees Fifteen Thousand Only) monthly paid.

Office Location: Plot 1-A, Sector 27-A, Chandigarh.

Reporting Manager: You will be reporting to Ms Gitika Kapoor, Headmistress – Admin.

- Managing inbound and out bound calls on timely basis.
- Communicating with teachers who have received training under ZIIEI program.
- Identify teachers' needs, clarify information, provide solution or alternatives.
- Build sustainable relationship and engage teachers by taking the extra miles.
- Keep records of all conversations in database in a comprehensible way.



SRI AUROBINDO

**Termination:**

The Internship arrangement can be terminated by giving **1 (One)** Month notice to each other in writing without assigning any reason thereof.

Thanking You,

Headmistress

For Sri Aurobindo School of Integral Education  
Chandigarh

Sri Aurobindo School  
Integral Education

*[Handwritten Signature]*  
Headmistress

I have received the original letter and the duplicate is returned herewith duly signed in token of my acceptance of this letter.

Date: 18-08-2023

Signature: \_\_\_\_\_

Name: YASHIKA SHARMA



SRI AUROBINDO SOCIETY  
SRI AUROBINDO BHAWAN  
1-A, Sector 27-A, Madhya Marg,  
CHANDIGARH- 160019.  
Phone- 0172 - 2656014, 5025222

Date: -August 01, 2023

Ms. Megha Saini  
#119B, Sector 30B,  
Chandigarh  
9988787437  
Meghasaini98@gmail.com

**Sub: Offer of Internship**

Dear Megha Saini,

We are pleased to offer you the position an "Intern" as TGT Science of Sri Aurobindo School of Integral Education on the following specifications.

Position Title: -Intern

Intern Code : IN002

Start Date : August 01, 2023

End Date : March 31, 2024

Stipend : @ ₹15,000/- (Rupees Fifteen Thousand Only) monthly paid.

Office Location: Plot 1-A, Sector 27-A, Chandigarh.

Reporting Manager: You will be reporting to Ms Gitika Kapoor, Headmistress - Admin.

- Managing inbound and out bound calls on timely basis.
- Communicating with teachers who have received training under ZIIIEI program.
- Identify teachers' needs, clarify information, provide solution or alternatives.
- Build sustainable relationship and engage teachers by taking the extra miles.
- Keep records of all conversations in database in a comprehensible way.

**Termination:**

The Internship arrangement can be terminated by giving **1 (One)** Month notice to each other in writing without assigning any reason thereof.

Please acknowledge your acceptance of terms and conditions of internship by signing the duplicate copy of this letter and submitting the same to us for reference and record.

Thanking You,

Headmistress  
For Sri Aurobindo School of Integral Education  
Chandigarh

Sri Aurobindo School  
of Integral Education

Headmistress

I have received the original letter and the duplicate is returned herewith duly signed in token of my acceptance of this letter.

Signature

Megha Saini  
18/08/23

Date: 18-08-2023

Name: MEGHA SAINI

**RYAN INTERNATIONAL SCHOOL**  
(A Branch of Ryan International Group of Institutions)  
(Affiliated to C.B.S.E. Delhi Vide Affiliation No. 1630351)

Urban Estate, Phase II, Chandigarh Road, Jamalpur, Ludhiana - 141 010  
Tel. 2678741, 2678742 Fax. 91-161-2678300

Website : [www.ryaninternationalschool-ludhiana.org](http://www.ryaninternationalschool-ludhiana.org) Date: 03.07.2023  
E-mail : [ris.ludhiana@ryangroup.org](mailto:ris.ludhiana@ryangroup.org)



Name : **Abha Jain**  
H.No.3771,  
Chandigarh Road  
Ludhiana

Subject : Temporary Appointment as TGT

**OFFER OF APPOINTMENT ON TEMPORARY VACANCY**

Dear Ms.Abha

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment as a TGT w.e.f. 03.07.2023 as per the following terms and conditions.

1. You will be on temporary vacancy for a term of 9 months, w.e.f. 03.07.2023 to 31 in the first instance, from the date of your joining. This term shall automatically come to an end upon the expiry of the temporary vacancy period of 9 months. Unless an order in writing, confirming your appointment or extension is issued by the school, you will not be deemed to have been confirmed in the service. During the period of temporary vacancy, the school may terminate this appointment by giving one month's written notice or payment of one month's remuneration in lieu thereof, without assigning any reason. Similarly, you may resign from service after giving one month (30 working days) written notice or one month's remuneration in lieu thereof. In case the employee wishes to resign from service during the period of temporary vacancy, she/he has to serve 30 working days (excluding any holidays) as notice period. Any holiday coming in between the notice period shall not be considered as working day, in the notice period.
2. During your temporary vacancy period, your monthly salary will be paid Rs.24000 /- all inclusive. Any applicable statutory deductions shall be liable to be made from your salary. You will not be entitled to any benefits/ allowance /facilities as available or made available in future to the regular employees of the school. The remuneration for the month of April and for the summer vacation months (May and June) will be paid on the basis of number of days of work put in by the Employee on pro-rata basis. Also the staff whoever has not completed the duration of 6 months from the date of joining will not be entitled for with pay salary during long vacation and likewise any short vacations like (Ganesh Chaturthi/ Dussera/ Diwali / Christmas/Winter Vacation, etc).
3. You will initially be posted at Ryan International School, Ludhiana. However, your services are subject to transfer to any place in India or abroad where the School or its associates have branches or where the school may establish branches after your appointment.
4. You will be required to offer your services to school as and when required. There will be special functions like annual program, sports meet and others when your services will be required to put extra hours of duty.
5. To safeguard the interest of the students and as a normal obligation/responsibility of the institutions for providing quality Education to all students and for the completion of the curriculum, the school authorities has decided not to accept resignation in between the academic year.

Contd ....2



**Ishwar Singh Dev Samaj Senior Secondary School**  
(Recognised and Aided) Affiliated to CBSE (2630019), School Code : 23008  
Sector 21-C, Chandigarh

Phone : 0172-2706601  
Fax : 0172-2706601  
UDISE No. 04011200303

**digischool**

Ref. No. DSSSS/23/1445

Dated 31/1/2024

**Ms. Manisha**

D/o Mr. Manoj Kumar Vishkarma  
#213Q, Victoria Enclave, Zirakpur, Punjab.  
Pin code:140603

**Subject: Appointment Letter.**

You are hereby appointed as TGT Social Science on temporary basis (un-aided) against Leave Vacancy w.e.f. 15/01/2024 to 25/03/2024 on consolidated salary Rs.20,000/-(Rupees Twenty Thousand only) per month under the following terms and conditions:-

1. If the regular teacher joins her duty before expiry of her leave, then you will be relieved immediately.
2. That this appointment is purely on temporary basis and you will have no claim for facilities/benefits as applicable to the regular aided employees.
3. If your work and conduct is not found satisfactory the Management has the right to terminate your services by giving one month's notice or one month's salary.
4. You will not leave the service during Academic session. However in exceptional cases you may leave the service after giving 30 days notice in advance.
5. You will be entitled for one leave in a month.
6. You will not take part in politics or indulge in activities prejudicial to the interest of the school and also maintain cordial atmosphere and discipline in the school.

If the above terms and conditions as lay down in the appointment letter are acceptable to you then sign the duplicate copy of this appointment letter and submit your joining report.

  
(Sabeeha Dhillon Mangat)

**Principal**

Ishwar Singh Dev Samaj  
Senior Secondary School,  
Sector 21-C, Chandigarh

  
(Dr. Jaspal Kaur)

**Manager**

Ishwar Singh Dev Samaj  
Senior Secondary School  
Sector 21-C, Chandigarh