



ST. CLARET SCHOOL

Affiliated to Council for the Indian School Certificate Examinations, New Delhi (WB305)

+91 7044649811

st.claretkolkata@gmail.com

To

Ms. Pratuyasha Ghosh

D/O Mr. Pratyaya Ghosh, 15/1 No. Abhay Ghosh Road, Naihati, N 24 Pgn – 743 165

Mob: 7278201803, Email: - pratuyashaghosh21@gmail.com

March 18, 2024

Letter of Contractual Appointment

Dear Ms. Pratuyasha Ghosh

With reference to your application dated March 03, 2024, on behalf of the Management, you are offered a contractual appointment as an assistant teacher, with effect from April 02, 2024 till March 30, 2025 on the following terms and conditions:

1. You will be paid consolidated pay of Rs. 18, 000 (Eighteen thousand only) from which the statutory deductions (PT) will be made. No other allowances are applicable to you.
2. You will have to devote yourself to the teaching-learning situation of the school. You will have to abide by all the instructions of the Managing Committee conveyed to you through the Principal from time to time.
3. You will be required to be punctual and regular in your attendance. You will be expected to serve the school during the school hours and to perform out of school hours such duties in the interest of the school as may be entrusted to you by the Principal or his nominee.
4. Your duty begins from 08:00 a.m. to 03:30 p.m. to complete the preparations for the next day's class. The timing is subject to be altered as per the need at the discretion of the management.
5. Your service asks for very diligent preparation and your service capacity and progress will be gauged on the systematic rendering of your service. Your service will be governed by the rules relating to terms of employment and service conditions of teaching and non-teaching staff in St. Claret School, Debpukur, a copy of which is given to you.
6. You are entitled for twelve days of casual leave during this period. Your every leave without granted permission will cost you a day's salary. No other categories of leave will be applicable to you.
7. Besides the above specific duties, you will be expected to perform other duties and obligations required to be done by other staff of your category and or your rank.
8. You will not inflict corporal punishment on or insecurity to the students; if found, disciplinary action will be initiated against you as per the school rules.
9. It should be clearly understood that at the end of the period of the service as mentioned herein for which you are appointed, your services with the school will stand automatically terminated, you shall have no right to claim for extension of your service in any manner whatsoever. It should also be understood that the appointment being offered to you will not create lien in your favour for appointment on permanent basis.

Page turn over

F. Smith cmr

10. During your temporary period if you want to leave the service, you will have to submit a clear 30 days' notice in writing failing which you will have to pay a clear 30 days' salary in lieu of the notice. If the Managing Committee wishes to terminate your service, the rule vice-versa will be followed.

Hope you will accept the offer and return a copy of this letter duly signed as a mark of your acceptance.

Yours faithfully

Fr. F. J. D. S. S.



Secretary of the Managing Committee

Received a copy of this letter, read, understood and accepted the above-mentioned terms and conditions in full.

Pratuyasha Ghosh

Ms. Pratuyasha Ghosh