



Phone : 033 2264 9062

CONVENT OF OUR LADY OF PROVIDENCE GIRLS' HIGH SCHOOL

75, Acharya Jagadish Chandra Bose Road,
Kolkata - 700014

Email : coolpschool@yahoo.com

Dated:

Mrs/Ms. *Manisha Baidya*
69/3, *Surendranath Banerjee Road,*
Kolkata - 700014
Mob. No. *7605803455*

Re.: **Contractual appointment to the Post of an Assistant Teacher in
Convent of Our Lady of Providence Girls' High School, 75, AJC. Bose Road,
Kolkata - 700014.**

Dear Mrs/Ms. *Manisha Baidya*

01. With reference to your application dated *15/12/23*... The Managing Committee has decided to offer you contractual appointment to the post of Assistant Teacher in Convent of Our Lady of Providence Girls' High School, 75, AJC. Bose Road, Kolkata - 700014, w.e.f. *04.01.2024* to *20.12.2024*
The term will automatically come to an end on *20.12.2024*
(13000 + 1560)
02. You will be paid a gross allowance of Rs. *14560/-* Less Rs. *1560/-* (12% EPF)
Less Rs. *110/-* (P. Tax.) Net Pay
Rs. *12890/-* (Rupees *twelve thousand eight hundred ninety only*...) per month.
- 02.1 You will not be entitled to any other allowances or monetary benefit.
- 03.1 You will be entitled to a maximum of 8 (eight) days Casual Leave for the duration of this contract.
- 03.2 No other categories of leave will be applicable to you.
04. You will be required to perform all such duties as are allocated to you by the Head of the Institution and follow all directions given by her or by her substitute or any other person delegated by her with powers to issue directions on her behalf.
05. You will be required to take classes in any academic subject/subjects as allotted to you by the Headmistress or her substitute or any other person delegated by her.
06. Your working hours in the school will be from 8.00 am to 3.00 pm. Five days a week (Monday to Friday). You will report for duty 30 minutes before the class begins and will be required to be present for school assembly punctually or as instructed by the Headmistress or her delegate.
07. You will prepare the lessons according to the syllabus, maintain an academic



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standard in your teaching, corrections of class-work, home-work and thus prepare the students entrusted to your care diligently for their all round development.

08. You will be required to be punctual in your attendance and work, above all be an example to the students as a good teacher and guide. Besides performing your duties with regards to academic subjects, you will be required to perform all extra-curricular and co-curricular activities of the school as and when required according to the school programme, both during and after the school hours.
09. You will not engage in private tuition, especially students of the school; and also you not inflict corporal punishment on the students, if found disciplinary action will be initiated against you as per the rules of the Diocesan Schools of the Archdiocese of Calcutta.
10. 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.
11. In case if it is found necessary, you will be required to take extra classes for the weaker students of the school after the school hours as and when required.
12. It should be clearly understood that at the end of the period of the service as mentioned above 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 what-so-ever.
13. It should also be understood that the appointment being offered to you will not create lien in your favour for appointment on permanent basis.
14. During the period of your service, the Authorities of the school will be entitled to terminate your services even before the expiry of the period, without assigning any reason whatsoever, upon one month's notice in writing, or on payment of one month's salary in lieu of notice.
15. In case of resignation or leaving the job, you will also be required to give one month's notice in writing or pay one month's salary in lieu of notice.
16. If you are agreeable to the terms and conditions, you are requested to confirm your acceptance on duplicate copy of this letter.

Yours truly,

(Secretary) *Sali Joseph*
Secretary

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Girl's High School
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Kolkata - 700014