



11th October, 2023

Ms. Rajashree Sen
B-17, Tagore Park
Naskarhat, Tiljala
Kolkata – 700 039

Dear Ms. Sen,

Re : Appointment to the post of Assistant Teacher

I am pleased to appoint you as an **Assistant Teacher** in La Martiniere for Girls, Kolkata, with effect from the date of joining, on the following terms and conditions :-

1. You will be on probation for a period of two years, with effect from your date of joining.
2. During the period of probation or any extension thereof, your employment will be subject to termination by one month notice or payment of one month salary in lieu thereof, without assigning any reasons at all. Similarly, you may resign from the services after giving one month's notice or salary in lieu thereof.
3. You are placed in the scale of Rs. 44,900 To 1,42,400, Level -7, Trained Graduate Teacher (TGT) with an initial basic pay of Rs. 44,900/-. In addition, you will be entitled to :-

D.A. (42%)	...	Rs.	18,858.00 per month
H.R.A. (24%)	...	Rs.	10,776.00 per month
Medical Allowance	...	Rs.	650.00 per month
(As per slab)			
4. You will be eligible to become a member of the Contributory Provident Fund as per the Provident Fund Rules approved for the School.
5. You shall be responsible to the Principal for the satisfactory discharge of the duties assigned to you by her.
6. Your services may be terminated by either side by giving 3 months' notice or by payment of three months' salary in lieu of notice without assigning any reason, whatsoever.
7. You would be required to also assist/conduct students in all extra-curricular and extra mural activities, some of which may be held after class/school hours. This will be an integral part of your normal duties as an Assistant Teacher. In addition to your normal duties, the Principal reserves the right to assign to you any other or further duties which are in consonance with the post of an Assistant Teacher, and are therefore linked to children's activities.
8. You shall not accept any other office or appointment for consideration or gratuitously. This however, does not include or curtail the normal rights of a citizen to participate in religious, cultural and other similar activities, so long as they do not interfere with your school duties.
9. You shall not undertake private tuitions of our students inside or outside the School.

**La Martiniere, Kolkata**

10. You may be required to assist weaker students of the school after the school hours, as and when instructed by the Principal.
11. La Martiniere requires its staff members to set an example in taste, simplicity in dress and hair style. You shall maintain and follow the same.
12. Your date of birth as **3rd February, 1998, (03/02/1998)** has been recorded for all official purposes. This shall not be altered in future, under any circumstances whatsoever.
13. You will be treated as a **vacation staff** for purposes of leave.
14. You shall be governed by the Staff Service Rules & Regulations and Leave Rules of La Martiniere Schools, Calcutta and/or any amendments thereto by the Board of Acting Governors at its sole and absolute discretion.
15. At the time of joining, you are required to produce a Medical Fitness Certificate from the School's Doctor. In case you are found medically unfit for discharging your duty, there shall be automatic severance of relationship and/or your services shall stand terminated immediately, without any notice or payment of salary in lieu thereof.

We take this opportunity of congratulating you on your appointment, welcoming you to the Martiniere family and look forward to your total commitment for the betterment of the school.

This letter is being given to you in duplicate. Kindly sign the acceptance clause set out below and return the duplicate copy of this letter to the Principal, as a mark of your acceptance of the aforesaid.

With kind regards,

Yours sincerely,


(RT. REV. DR. PARITOSH CANNING)
BISHOP OF CALCUTTA & PRESIDENT
BOARD OF EX-OFFICIO GOVERNORS

- Co.
1. Secretary, La Martiniere, Kolkata.
 2. Principal, La Martiniere for Girls, Kolkata.
 3. Bursar-cum-Assistant Secretary, La Martiniere, Kolkata.
 4. Personal File

Acceptance Clause

I have read this letter, and fully understand the terms and conditions of my service. I accept the same unconditionally. I also confirm having received a copy of the Staff Service Rules & Regulations and Leave Rules of La Martiniere Schools, Kolkata and agree to accept the same.

Date : 13/11/2023



Signature

Enclo : As above