



Gyan Sagar Education & Charitable Trust Reg. No. F/918/VALSAD (GUJARAT)

GYAN GANGA

ENGLISH MEDIUM HIGH SCHOOL



Ref. No. :

Date :

To,
Ms. C. Nishanthi

Dear Ms. C. Nishanthi,

We have pleasure in appointing you in Gyan Ganga English Medium High School, Vapi Valsad, Gujarat, as a **Nurse** in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to such conditions and the management of the institution from time to time may determine service rules etc.

1. Appointment:

- Your date of appointment is effective from the date of joining which shall be 07/02/2022.
- You will be on probation for a period of six months from the date of your appointment. If in the opinion of the management, you are found suitable, you will be confirmed.
- You will be committed to the school till the completion of academic year.

2. Compensation:

- You will be salary as per government norms are as follow..

1. Gross Salary : 15,000

3. Retirement:

- The retirement age is 58 years.

4. Responsibilities:

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all the task assigned to you and ensure results.
- You shall ensure that you will comply with all the policies of the organization. Consequently, you are required to understand the scope and intent of the policies and comply with the same. You shall also ensure to update yourself with the change or updated policies, which the organization may effect from time to time and comply with the same.
- It also becomes your responsibility to bring to the notice of the management, any such violation to the policies, committed by any other member in the organization.

- d) You may be required to undertake travel on behalf of the organization for which you will be reimbursed Travel Expenses

5. Leave:

- a) You shall be eligible to such leave as is admissible under the leave policy of the organization in force from time to time.

6. Conflict of Interest:

- a) You are required to engage yourself exclusively in the work assigned by the organization and shall not take up any other part time of full time employment with any other organization.
b) You shall not engage in any such activity directly or indirectly that will affect the interests of the organization directly or indirectly

7. Confidentiality:

- a) As a member of the organization, you may gain access to such information that may be considered "Confidential" by the organization. Therefore you shall not divulge any confidential information to anyone outside the organization or to anyone inside who is not entitled to such information.

8. General:

- a) We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.

9. Notice period:

- a) This contract is terminable without reasons in case of any non-compliance to organization service rules.
b) In case of withdrawal during the academic year, either party should give 3 months notice period or 3 months' salary in lieu of the notice period.

10. On Separation:

- a) On acceptance of separation notice, you shall ensure to handover all the materials of the organization in your possession that includes library books, presentation materials, data literature, drawings, and documents belonging to the organization. You shall not make or retain any copies of these items.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We look forward to your contribution to the growth of this organization and a successful career with us.

With Regards,

For

Gyan Ganga English Medium High School
Vapi Valsad, Gujarat

I agree to accept employment on the terms and conditions mentioned in the above letter

Name & Signature: C. N. [Signature]
Place: Vapi Valsad

[Signature]
Principal
Gyan Ganga English Medium High School
Kanchan Nagar, CHHIRI, VAPI