

**ST. MARY'S HIGH SCHOOL
NEW COOCHBEHAR
(WEST BENGAL)**

Letter No: - 11/temp./2023

Date: 01.08.2023

Letter of Appointment

To

Ms. Aziza Khatun

Cooch Behar

This is to inform you that with reference to your application dated 01st July 2023 and interview conducted subsequent thereto, you are selected for appointment as an assistant teacher as per terms stated hereunder:

1. Your appointment in this institution is purely temporary commencing from the date of joining, i.e. on 01.08.23 and shall expire at the end of this academic session. During this period, your service can be terminated without assigning any reason therefore. In the event you want to quit the institution, you can do so by giving one month's written notice to the Principal or in lieu thereof, by depositing a month's salary.

2. Rules guiding Conditions of Service and Code of Conduct for Employees of St. Mary's High School, Coochbehar shall be applicable to you.

A copy of the Service Rules and Code of Conduct applicable to the teaching and non-teaching staff of the St. Mary's High School, Coochbehar is available in the Office of the Principal for your reference.

3. You are required to deposit a sum of rupees Rs. 13,000/- in the school as security at the time of joining, which shall be refunded to you after adjustment, if any, when you quit.

4. You shall perform your duties honestly, efficiently and diligently in accordance with the orders/ instructions of the Principal or her nominee and shall make yourself useful to the institution by actively participating in the school activities.