



SBD International School

Santara, Patuli, Jajpur Road, Odisha - 755019
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Ref. No. : SBDISJKR/AP/2022-23/005

Date : 19/08/2022

SERVICE CONTRACT

To,

Poulavi Das

This is with reference to your application dated 27/02/2022 for the post of 'TGT PET' in SBD International School. We have the pleasure to offer you the post of 'TGT' at SBD International School, with effect from 01st April 2022 in the Pay of Rs 15,000/- (including the benefits provided by the school) per month. This is an agreement done between the Employee and the School on the following terms and conditions.

Terms and Conditions

1. Initially you shall be on probation for a period of one academic year. The said period of probation is further liable to be extended by another year purely at the discretion of the Managing Committee. During the said period, your services may be terminated under rules without any notice to you if your work and conduct is found unsatisfactory. During the period of probation, if you wish to leave the institution you are expected to give a **notice of two months or salary** in lieu thereof.
2. At the expiry of the said period of probation or the extended period of probation, the Managing Committee shall have the right to terminate your services without assigning any reasons, if your work and conduct is found to be unsatisfactory.
3. If your work and conduct during or at the expiry of the period of probation is found to be satisfactory, you shall on the expiry of the period of probation or the extended period of probation as the case may be confirmed with effect from the date of expiry of the said period.
4. Your appointment and continuance in employment of this school shall be further subject to you being found medically fit.
5. Once you accept the appointment you will not leave the services of the school midway, before the end of the academic year, unless your services have been terminated due to unsatisfactory work.
6. As regards your duties and responsibilities, you will be required to follow / comply with the School Standing Order as amended from time to time.
7. Your leave shall be governed by the School leave rules as amended from time to time. **Absence for a continuous period of seven days or more without sanction of leave would make you lose your right on the job** and the same shall automatically come to an end without prior notice. The

28. The institution shall encourage the teachers to enhance their qualification. However, it is expected that while in service, prior permission / approval should be taken from the Management before applying for the course and also he/she should give an undertaking to serve the institution which has supported him/her to add his/her for a minimum period of 3 yrs. of uninterrupted service.
29. The address given by you at the time of appointment or such other changes with you will hear after, be intimated to the Management. In case of any change of address, you will inform the Management in writing one week of such change and get the new address recorded in your personal file.
30. In case of any dispute, the Chairman of the Institution will be the sole judge and his/her decision will be final and binding on you.
31. Your services may be utilized at any of our two schools if the need arises.

Member, Board of Management

B. Dint
DIRECTOR

Deputy
PRINCIPAL

Paulari Das
CHAIRMAN

I *Paulari Das* S/o, D/o, W/o *Papan Kr. Das*,

resident of *West Bengal* have read and understand the above terms and conditions and other rules and regulations as laid by the School from time to time and undertake to abide by them willingly as an essential part of employment in this institution.

Place: *Tajpur Radd*

Date: *19.08.2022*

Sign:

Paulari Das
