

ALPHONSA SCHOOL, KALAMJOTE
P.O. Sushruta Nagar, Dist. Darjeeling - 734432

Form For Appointment of Staff on Contract

Date: 01.12.22

To _____

Mr. Raju Singh

Dear Sir/Madam,

This has reference to your application dated 2.11.22. We are pleased to appoint you as Phy. Ed. Instructor on contractual basis for a fixed period of One Year from 01.12.2022 to 30.11.2022 on a consolidated salary of Rs. 23,000/- per month.

1. Be it clearly understood and agreed that the vacancy for fixed period employment has arisen due to unusual pressure of seasonal work and as such your appointment is being made on contractual basis for a fixed period as stated above in accordance with the provision of certified standing orders of this educational undertaking. Your contractual appointment will automatically come to an end on the expiry of the specified period and no notice pay or compensation will be payable to you by the management. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise. Except one month's notice or salary in lieu thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the management if your service are terminated before the aforesaid specified and fixed period of your service.
2. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of this School you will maintain a high standard of loyalty, efficiency, integrity and will liaise with employees/teachers in the school.
3. You will confirm to all rules and regulations in force time to time in the school and shall obey all the other lawful orders/instructions/directions of the Managing Committee/Principal as are given to you in connection with the day-to-day discharge of your duties in the school.
4. You will devote your whole time and attention to the interest of the school and will not engage yourself in any other work either paid or in honorary capacity.