

Ms. Priyanka Singh  
W/O Mr. Vasun Chakhan  
R/O RNE  
Ghazabad

### APPOINTMENT LETTER

With reference to your application and subsequent interviews in our institution, you have been appointed for the post of PRT (Computer Science) for a gross salary of Rs. 15000/- (as on Sept. 2021) only (inclusive of all the allowances) consolidated per month (mutually agreed upon). Your date of joining is 05/04/2021.

**This appointment is subject to the terms and conditions given below: -**

1. Your appointment shall be subject to be governed by service and code of conduct rules of **Parevartan School (60901)** presently in force and/ or as amended from time to time.
2. Your appointment is purely on observation and shall remain so during your tenure with us.
3. You shall not be entitled for any other benefits and perks except the salary mentioned above during your tenure. This period may extend if the work and conduct is not found satisfactory. No increment will be allowed during the said tenure. **Increments are purely based upon desired level of performance.**
4. You shall be governed by the rules/regulations and orders of the institution, as may be **amended and applicable from time to time**, with regard to all Human Resource matter; including recruitment, conduct, performance, leave or any other matters.
5. You will devote your whole time in the service of the institution and shall not take any other employment or engagement without any written permission of the institution.
6. You shall not enter into any monetary transaction directly or indirectly with any student or parent without any written permission of the institution.
7. If at any point of time, you are found liable of dishonesty, disobedience, disorderly, negligent, indiscipline or absent from duty without prior permission, committing a breach of code of conduct, your services may be **terminated without any notice.**
8. You shall **not** be entitled for the salary during the summer vacations and winter vacations unless you have completed one year with the institution.
9. Any study material, question banks, test papers, lesson plans, curriculum videos or any other related resource etc. created by you while in employment of the institution shall be treated as the sole property and copyright of the **institution only.**
10. You shall not ask for or accept (except with the prior sanction of the Principal), any contribution,