



Estd. 1953

MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN

Muttambalam P.O., Kanjikuzhy, Kottayam- 686004

(Recognised by NCTE, Affiliated to Mahatma Gandhi University)

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.2: Student Progression

5.2.1: Percentage of placement of students as teachers/teacher educators

Appointment letters of 10% graduates for each year



St. Joseph's Convent Girls H.S. School

KOTTAYAM - 686 001

Tel : 0481-2564247 (HSS), 0481-2563413 (Convent)

Ref.No.: 07/KTM | 2024

Date:

APPOINTMENT ORDER

As per the minutes of the meeting of the selection committee held on 18 April 2024 in St. Joseph Convent Higher Secondary School, Kottayam, Ms. Jemima Paul Chirakkarottu as the teacher in Chemistry from 03 June 2024.

Ms. Jemima Paul Chirakkarottu is informed that due to this appointment as Chemistry HSST and she has no claim for any further appointments within this academic year 2024-2025.

MANAGER





APPOINTMENT LETTER

Ms Amrutha S., MA BEd

Sub: Appointment as PGT English

Dear Ma'am,

With reference to your application and interview, the management of SFS Public School is pleased to appoint you PGT English with effect from 03 January 2024. You will be on probation from that day for two years. During the period of probation your services may be terminated without assigning any reason.

You need to attend functions, meetings, and refresher courses etc. sponsored by the management or any other organization, whenever and wherever held, on working days or off-days. Refusal to attend such programmes may invite disciplinary action by the school authorities.

Your salary and other monetary benefits will be those which are fixed from time to time by the school management.

No benefits shall be claimed by you as a matter of right but will depend upon your maintenance of a high standard of discipline, good work, efficiency, integrity, punctuality and regularity. Leave taken during probation period is considered to be on loss of pay. If you are found absent from duty without prior permission or overstay the sanctioned leave, your service is liable to be terminated without further notice.

This appointment is subject to the provisions of the service rules for the employees of SFS Public School, Ettumanoor, and such other rules or orders issued from time to time by the management of the school.

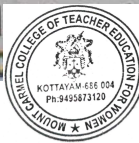
We hope that your employment in our institution will be productive and beneficial to our pupils. Kindly sign the duplicate copy of this letter as a token of your acceptance of the same.

Signature of Employee

Amrutha S

Yours sincerely
MANAGER
SFS Public School
Ettumanoor - 686 631
Kottayam, Kerala

MANAGER
SFS Public School
Ettumanoor - 686 631
Kottayam, Kerala



DDEKTM/1638/2024-A4

1765935/2024

കോട്ടയം വിദ്യാഭ്യാസ ഉപഡയറക്ടറുടെ നടപടി ഉത്തരവ്

ഹാജർ : സുബീൻപോൾ, പെൻ : 786863

വിഷയം:- പൊതു വിദ്യാഭ്യാസം - ജീവനക്കാര്യം- യു പി എസ് റ്റി(മലയാളം മീഡിയം) പി.എസ്.സി നിയമനം -സംബന്ധിച്ച്.
വായന:- കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ കോട്ടയം ജില്ലാ ആഫീസിലെ അണ്ടർ സെക്രട്ടറിയുടെ 28/02/2024 ലെ നിയമന ശുപാർശ കത്ത് നമ്പർ KII(2)282488/2020

ഉത്തരവ് നമ്പർ ഡിവിഇകെടിഎം/1638/2024-എ4 തീയതി .25-05-2024

വായന പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ചുവടെ ചേർത്തിരിക്കുന്ന ഉദ്യോഗാർത്ഥിക്ക് നിയമന ശുപാർശ നൽകിയിരിക്കുന്നു. ഈ സാഹചര്യത്തിൽ ചുവടെ ചേർത്തിരിക്കുന്ന നിബന്ധനകൾക്ക് വിധേയമായി കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ശുപാർശ ചെയ്തിരിക്കുന്ന താഴെ പട്ടികയിൽ ഉൾപ്പെട്ടിരിക്കുന്ന ഉദ്യോഗാർത്ഥിയെ ഇവരുടെ പേരിനു നേരെ ചേർത്തിരിക്കുന്ന സ്കൂളിൽ യു പി എസ് റ്റി(മലയാളം മീഡിയം) തസ്തികയിൽ 35600-75400 ശമ്പള സ്കെയിലിൽ സോപാധികം നിയമിച്ച് ഉത്തരവാകുന്നു.

1. 1958 ലെ കേരള സ്റ്റേറ്റ് ആൻറ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസ് പൊതു ചട്ടങ്ങൾ ചട്ടം 9(എ) യിൽ നിഷ്കർഷിച്ചിരിക്കുന്ന നിബന്ധനകൾ പ്രകാരം സോപാധികമായ നിയമനമാണ് നൽകുന്നത്.
2. മേൽ തസ്തികയ്ക്ക് അർഹമായ ശമ്പളവും ബത്തകളും ഒഴിച്ച് തസ്തികയുമായി ബന്ധപ്പെട്ട് യാതൊരു അവകാശങ്ങൾക്കും ഈ നിയമനം മൂലം അർഹതയുണ്ടായിരിക്കുന്നതല്ല.
3. പരിശോധനയിൽ ഉദ്യോഗാർത്ഥിയുടെ സ്വഭാവവും, നടപ്പും സർക്കാർ ജോലിയിൽ അനുയോജ്യമെന്ന് കാണുന്ന പക്ഷം നിയമനം ക്രമപ്പെടുത്തി നൽകുന്നതിനും അല്ലാത്ത പക്ഷം ഈ സോപാധിക നിയമനവും കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ശുപാർശയും മറ്റൊരറിയിപ്പ് കൂടാതെ റദ്ദ് ചെയ്യുന്നതുമായിരിക്കും.
4. ഈ നിയമന ശുപാർശ 1958 -ലെ കേരള സ്റ്റേറ്റ് ആൻറ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസ് പൊതു ചട്ടങ്ങൾ ചട്ടം 3(സി) യ്ക്ക് വിധേയമായിരിക്കും.
5. ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിക്കുന്ന അവസരത്തിൽ താഴെ ചേർത്തിരിക്കുന്ന രേഖകളുടെ അസ്സൽ ഹാജരാക്കേണ്ടതാണ്.
 - a. ഉദ്യോഗാർത്ഥിയുടെ പ്രായം, വിദ്യാഭ്യാസ യോഗ്യത, ജാതി (ബാധകമാണെങ്കിൽ) ഇവ തെളിയിക്കുന്ന രേഖകൾ.
 - b. 30/06/2011 ലെ സർക്കാർ ഉത്തരവ് (അ) നമ്പർ 20/11/ഉ.ഭ.പ.വ വകുപ്പ് നിഷ്കർഷിക്കും പ്രകാരം സിവിൽ സർജനിൽ താഴെയല്ലാത്ത ഒരു മെഡിക്കൽ ആഫീസർ നൽകുന്ന കായിക ക്ഷമതാ സർട്ടിഫിക്കറ്റ്.
 - c. നിലവിൽ ജോലി ചെയ്യുന്ന ഉദ്യോഗാർത്ഥികളാണെങ്കിൽ ആ സ്ഥാപനത്തിൽ നിന്നുള്ള വിടുതൽ സർട്ടിഫിക്കറ്റ്
 - d. ഏതെങ്കിലും ഒരു ഗസറ്റഡ് ആഫീസർ നൽകുന്ന സ്വഭാവ സർട്ടിഫിക്കറ്റ്.
6. 2024-25 അധ്യയന വർഷം സൂൾ ഇറന്ന് അധ്യയനം ആരംഭിക്കുന്ന മുറയ്ക്ക് ഉദ്യോഗാർത്ഥി ആഫീസ്/സൂൾ മേധാവി മുമ്പാകെ ജോലിയിൽ ഹാജരാക്കേണ്ടതാണ്.
7. ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിച്ച് 3 വർഷം കാലയളവിൽ തുടർച്ചയായ 2 വർഷം സേവനകാലം നിരീക്ഷണ കാലയളവായിരിക്കുന്നതാണ്. ടി കാലയളവിൽ 22/03/2011 സർക്കാർ ഉത്തരവ് (എം.എസ്) നമ്പർ കത്ത് 89/2011/പൊ.വി.വ പ്രകാരം കമ്പ്യൂട്ടർ പരിജ്ഞാനം നേടേണ്ടതാണ്. ജോലിയിൽ പ്രവേശിച്ച് ഒരു വർഷത്തിനകം നിയമാനുസൃതം സ്റ്റേറ്റ് ലൈഫ് ഇൻഷുറൻസിന്റെ ഔദ്യോഗിക ശാഖയിൽ പോളിസി എടുക്കേണ്ടതും



- ജി.ഐ.എസ്, ജി.പി.എഫ് എന്നിവയിൽ ചേരേണ്ടതുമാണ്. അപ്രകാരം ചേർന്ന ശേഷം മാത്രമേ ആദ്യ ഇൻക്രിമെന്റ് അനുവദിക്കുകയുള്ളൂ.
- ഉദ്യോഗാർത്ഥിയുടെ ജനനതീയതി തിരുത്തേണ്ട പക്ഷം ജോലിയിൽ പ്രവേശിച്ച് 5 വർഷത്തിനകം അപേക്ഷിക്കേണ്ടതാണ്.
 - അധ്യാപകരുടെ റവന്യൂ ജില്ലാതല ഓൺലൈൻ പൊതു സ്ഥലംമാറ്റത്തിന് വിധേയമായി ആവശ്യമെങ്കിൽ ഈ ഉത്തരവിൽ ഭേദഗതി വരുത്തുന്നതായിരിക്കും.

ക്രമ നം.	ഉദ്യോഗാർത്ഥിയുടെ പേര് & അഡ്രസ്സ്	അച്ഛന്റെ /രക്ഷിതാവിന്റെ പേര്	ജനനതീയതി, വിദ്യാഭ്യാസ യോഗ്യത	നിയമനം നൽകിയിരിക്കുന്ന സ്ഥാപനം	നിയമന ശുപാർശയുടെ ക്രമം
1	MUNEERAMOL P B PLATHOTTATHIL HO USE PATHAZHAPPADY ERATTUPETTA KOTTAYAM NADACKAL P O-6861 24 (MUSLIM)	BASHEER P H	30-05-1990 SSLC (General) Plus 2(Science) BSc (Chemistry) BEd (Physical Science) KTET (Category I I For UP)	GUPS MALAM	BC Turn
2	SUNITHA ACHIYAM MA MATHEW PAVANAKUZHAYIL PULIKKUTTISSERY P O KOTTAYAM 686015	MATHEW P K	22-12-1993 SSLC (General) Plus 2(Science) BSc (Physics) BEd (Physical Science) SET -Science (Physics)	GHSS CHENGALAM	OC Turn

Signed by
Subin Paul

Date: 25-05-2024 16:26:32

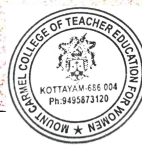
വിദ്യാഭ്യാസ ഉപഡയറക്ടർ
കോട്ടയം.

പകർപ്പ്

- ബന്ധപ്പെട്ട വ്യക്തിയ്ക്ക്
- ബന്ധപ്പെട്ട ഓഫീസ് മേധാവിയ്ക്ക് (ഐഡന്റിഫിക്കേഷൻ സർട്ടിഫിക്കറ്റ് സഹിതം)
- ബന്ധപ്പെട്ട ജില്ലാ/ഉപജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർമാർക്ക്

ഓഫീസ് മേധാവി താഴെചേർത്തിരിക്കുന്ന നിർദ്ദേശങ്ങൾ കർശനമായി പാലിയേണ്ടതാണ്.

- ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കുന്നതിന് മുൻപ് ഈ ഉത്തരവിനൊപ്പം ഉള്ളടക്കം ചെയ്തിരിക്കുന്ന തിരിച്ചറിയൽ സർട്ടിഫിക്കറ്റിന്റെ സ്കാൻ ചെയ്ത കോപ്പിയുമായി ഒത്തുനോക്കി ടിയാനെ തിരിച്ചറിയേണ്ടതും, ഫോട്ടോയും, ഒപ്പും പരിശോധിച്ച് ബോധ്യപ്പെട്ട് പ്രസ്തുത വിവരം തിരിച്ചറിയൽ സർട്ടിഫിക്കറ്റിൽ രേഖപ്പെടുത്തി സാക്ഷ്യപ്പെടുത്തേണ്ടതുമാണ്.
- ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കുന്നതിന് മുൻപ് അനുബന്ധം 1 പൂരിപ്പിച്ച്



- വാങ്ങേണ്ടതും, ആയതിൽ ഏതെങ്കിലും വിധത്തിലുള്ള പൊതത്തക്കേട് കാണുന്ന പക്ഷം ജോലിയിൽ പ്രവേശിപ്പിക്കുവാൻ പാടില്ലാത്തതുമാണ്.
3. ഉദ്യോഗാർത്ഥിയിൽ നിന്നും പെർമനന്റ് റിട്ടയർമെന്റ് അക്കൗണ്ട് നമ്പർ (PRAN) അനുവദിക്കുന്നതിനാവശ്യമായ അപേക്ഷ പൂരിപ്പിച്ചു വാങ്ങേണ്ടതാണ്.
 4. ഉദ്യോഗാർത്ഥി കെ.എസ്.ആർ പാർട്ട് 3 പ്രകാരം സ്റ്റാറ്റൂട്ടറി പെൻഷന്റെ പരിധിയിൽ ജോലിയിൽ തുടർന്നു വരുന്ന ആളാണെങ്കിൽ ടി പെൻഷൻ തുടങ്ങാൻ ആഗ്രഹിക്കുന്ന പക്ഷം 14/07/2014 ലെ സർക്കാർ ഉത്തരവ് (അ) നമ്പർ 279/2014 ഫിനാൻസ് വകുപ്പ് നിഷ്കർഷിക്കും പ്രകാരം ഓഫ്ഷൻ ഫോം വാങ്ങി സേവന പുസ്തകം സഹിതം ഈ ഓഫീസിലേയ്ക്ക് സമർപ്പിക്കേണ്ടതാണ്.
 5. ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കുന്ന ദിവസം തന്നെ ജോലിയിൽ പ്രവേശിച്ചത് സംബന്ധിച്ച റിപ്പോർട്ട് ഈ ഓഫീസിലേയ്ക്ക് സമർപ്പിക്കേണ്ടതാണ്. അനുബന്ധം (1) പി.എസ്.സി വെരിഫിക്കേഷൻ ആവശ്യമായ രേഖകൾ ഇവ ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിച്ച് ഒരാഴ്ചക്കുള്ളിൽ നിയമനാധികാരിയ്ക്ക് സമർപ്പിക്കേണ്ടതാണ്.
 6. നിർദ്ദിഷ്ട സമയപരിധിയ്ക്ക് ശേഷവും ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിക്കാത്ത പക്ഷം നോൺ ജോയിനിംഗ് റിപ്പോർട്ട് നിയമന ഉത്തരവിന്റെയും അനുബന്ധ രേഖകളുടെയും അസ്സൽ സഹിതം താമസം കൂടാതെ ഈ ഓഫീസിലേയ്ക്ക് തിരികെ നൽകേണ്ടതാണ്.





CORPORATE EDUCATIONAL AGENCY
DIOCESE OF PALAI

Shalom Pastoral Centre, Pala P.O.

Phone: 0482-2-210813, 200115 E-mail: mail@ceap.co.in Web: www.ceap.co.in

Pala

01 January 2024

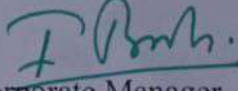
No. A/356/2023

MEMO

Sub:- Gen. Education – Aided – Memo – On Daily Wages basis – HST (Mathematics)
Ref:-

Smt. Rinu James, Panthalanickal (H), Meenachil P.O., is hereby informed that she is appointed as HST (Mathematics) on daily wage basis in St. Mary's GHSS Pala, from 03-01-2024 to 07-02-2024, against the vacancy of Sr. Lisamma John, HST (Mathematics) who is on Commuted Leave from 03-01-2024 to 07-02-2024.

She is, therefore, directed to report for duty before the manager of the said school in time.


Corporate Manager
By Power of Attorney

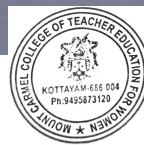
To

Smt. Rinu James

Copy to: -

1. The Local Manager, St. Mary's GHSS Pala.
2. The Headmaster/Headmistress, St. Mary's GHSS Pala.
3. Stock file.

**** * * * * * **** * * * * *





SREE NARAYANA CENTRAL SCHOOL

PUTHUPPALLY, KOTTAYAM - 686 011

Affiliated to CBSE Delhi No. 931204

www.sncsputhuppally.com, E-mail: sncentralschoolply@gmail.com, Phone: 9496100801

Date.....

Appointment Letter

Sir/ Madam ,

I am pleased to inform you Mr/Mrs/Ms ANJU C about the selection for the teaching job appointment, the post of TGT(English) at **Sree Narayana Central School, Puthuppally** with effect from 1st June 2024.

I congrat and welcome you on behalf of all Teaching and Administration staff, Sree Narayana Central School, Puthuppally.

The terms and conditions are mentioned on the attached employment agreement form.

Thanking You,

Assem V. Panicker

Manager

Sree Narayana Central School, Puthuppally

For Sree Narayana Central School

Manager



Attendance Register of Establishment

for the month of JUNE 2024

Name of the Institution THE MOTHER SCHOOL

Sl. No.	Name & Designation	Designation	Leave Code	Days												CL. availed	Balance CL	Remarks	
				1	2	3	4	5	6	7	8	9	10	11	12				
				Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
01	Miss SHIVANI K		M																
			E																
02	Mrs. SABITHA NARAYAN		M																
			E																
03	Mr. BINU MATHEW		M																
			E																
04	Mrs. KRIPA KRISHNAN VV		M																
			E																
05	Mrs. SOUMYA		M																
			E																
06	Mrs. SHYMA P		M																
			E																
07	CHIPPY ANTONY		M																
			E																
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To
Rosy Dennis

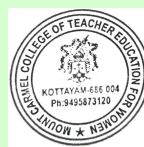
Congratulations! I am pleased to inform you that you have been appointed as a PRT Social Science at our institution. Your enthusiasm and dedication during the demo class were noted, and we are confident that you will excel in this role.

Please submit copies of your certificates as soon as possible for our records. We look forward to welcoming you to our team and wish you a successful and fulfilling tenure with us.

Have a nice day!

Best regards,

Sr. Bindu George
Principal





SANJOS ACADEMY

Affiliated to CBSE Delhi- Affiliation No. 2134034
NTPC-GAIL Canal Road, Dibiyapur, Auraiya (U.P.) 206 244

Ref.....

Date 29/06/2024

APPOINTMENT LETTER

To

Ms. Divya Babu

Vadakkumthala, Collectorate P.O

Kottayam - 686002

Dear Ms. Divya Babu,

With reference to your Job application and subsequent interview held I hereby Promoted as an Assistant Teacher (TGT) in this institution. We have the pleasure to offer you the post of an assistant teacher on a basic pay of Rs. 37600/- besides usual allowances as applicable to other teachers employed in this institution.

1. Initially you will be on a probation for a period of one year from the date of joining and ending on 30th June, 2025. The said period of probation is further liable to be extended for one more Year Solely at the discretion of the Management. During or at the expiry of the said period of probation, The management shall have the right to terminate your services without any notice or without assigning any reason. You will continue to be on probation till your services are confirmed in writing by the management.
2. After confirmation, your services shall be liable to be terminated on three months' notice or salary in lieu thereof except on disciplinary ground in which case no such notice or payment in lieu thereof shall be necessary.
3. Your appointment and continuance in the employment in the school will be subjective to you being found medically fit and The Managing Committee/ Principal shall have the right to get you examined or re - examined by the school Physician/Doctor or any other Registered Medical Practitioner, whose finding will be final and binding upon you.
4. You will be the whole time employee of the school shall be engage yourself in any wok or engage yourself anywhere else, either honorary or otherwise except with the written permission of the Managing Committee.
5. You will not accept or demand any subscription/Donation/contribution/from anyone either for yourself or for any association of teachers/ staff or students.
6. You will not enter into any monetary transactions with any students or his parents/guardians and shall not misuse your position as a teacher for your personal gains and shall not conduct yourself in such manner that you have to incur a debt beyond your means.

7. That you shall not accept, permit any member of your family or any other person acting on your behalf to accept any gift including free transport, boarding, lodging or any other service or any pecuniary advantage from student, parent/guarding or any other person, who may come into your contact in the capacity of your being a teacher in the school.
8. You shall not propagate through teaching lesion or otherwise communal or sectarian outlook or incite or discriminate any student on the grounds of caste, creed, language, place of origin, social and welfare background.
9. You will not indulge or encourage any form of malpractice connected with the examination either in this or in any other school.
10. You will not make any sustained negligence in correcting class work or home work done by the students.
11. In case of any change in the address during the course of your employment in the school it shall be your duty to intimate such change in writing to the Manager/ Principal within one week of the date of such change. You will intimate your address during vacation before the commencement of the winter vocation.
12. You will be responsible for the safe custody of the attendance registers, books and other articles entrusted to you and in case of any damage, or loss, the Principal/Head of the school will have the right to make good the same from your salary/emoluments besides taking disciplinary action as deemed fit for proper.
13. You will retire on attaining the age of sixty (60) years.
14. You shall join the school on 1ST July, 2024 at 10.00 am failing which your appointment letter shall be treated as cancelled. You shall abide by the terms of employment and condition of service as laid down in the institution from time to time.

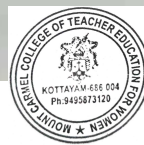
Wishing you all the very best,
Yours faithfully


Manager

I have received, read and understood the terms of employment and conditions of service and I do hereby agree to abide by them faithfully


Signature:

Date: 29/06/2024





Ministry of Education
8th Floor, Velaanaa Building
Malé 20125
Republic of Maldives

Tuesday, June 11, 2024

RefNo: MOE/APP/2024/306

APPOINTMENT NOTICE

Employee Name: MERIN DONA
Passport Number: W5046850
Nationality: INDIAN
Date of Birth: 30/03/1998
Designation: Mathematics Teacher
Work Type: Company operators
Emergency Contact No: +91 9744509974
Relation with the Emergency Contact: MOTHER
Emergency Contact Name: REENA JOSEPH
Permanent Address: THOTTATHUSSERY HOUSE, PUSHPAKA ROAD VADUTHALA PO, ERNAKULAM
PIN:682023, KERALA, INDIA



Dear Sir / Madam

With reference to your application for the post of secondary teacher in the Maldives, we are pleased to inform you that you have been selected for appointment to work in a school under **MINISTRY OF EDUCATION (Reg No: 22-D, Site ID: ST00011706), H. VELAANAAGE 8TH FLOOR, K. Male', Maldives**

The general terms of employment are as follows:

01. SALARY

Your monthly remuneration consists of three components: your basic salary, living allowance and service allowance. Monthly remuneration is paid on the last two working days of each month. Your monthly salary is based on your qualifications according to the following criteria:

Qualifications	Salary (MVR)
A Bachelor's degree in Teaching (OR) A Bachelor of Arts degree in a specialized subject (CS13-2)	8440.00

02. EDUCATIONAL QUALIFICATION ALLOWANCE

Educational Qualification Allowance will be given based on the **Teaching or Education** (does not include subject specialization) qualification in relation to your basic salary and as per the recommendation given below.

Education Qualification Allowance	Percentage
Maldives National Qualification Frame Work (MNQF) Level 9 & above	30%
Maldives National Qualification Frame Work (MNQF) Level 7 & 8	25%

03. FOOD & LIVING ALLOWANCE

This allowance contributes towards the cost of accommodation and food and is paid as follows:

Rent	MVR 1500.00
Food	MVR 1800.00

04. SERVICE ALLOWANCE.

A special allowance of MVR. 2500/- is paid for teachers.

05. MEDICAL EXPENSES

Medical expenses will be covered under a health insurance scheme provided by the employer.

In case of death, all expenses for burial in Maldives will be borne by the Ministry / School.

In case of any authorized party requiring taking the body out of an island or out of the country, all the expenses must be borne by the party concerned.

06. TRAVEL EXPENSES

You will be provided with an economy class air ticket from Male' to Colombo or Male' to Trivandrum or Male' to Karachi, depending on your country of residence, only at the end of each academic year. For those who are returning to the job for the following year a return ticket will be issued.

07. PAYMENTS AND CURRENCY EXCHANGE

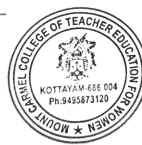
Your salary and allowances will be paid in Rufiyaa (Maldivian Currency, MVR). Please note that there is no strict regulation on the exchange of local currency against foreign currency. (The current exchange rate is US\$ 1.00 = MVR 15.42)

08. CONTRACT, ASSESSMENT OF WORK AND TERMINATION

Initially you will be contracted for a period of one year, during that period your work will be assessed and if your work is found to be unsatisfactory, at any time during this period we may terminate your contract without further notice. On successful completion of the first year, your contract will be renewed for the following year/s. Your contract is binding for a full academic year hence, you are required to complete the academic year and or contract period. Should you wish to terminate your contract you should apply in writing three months before the end of the academic year and request for resignation that are logged in lieu with this request will be approved. Your working hours will be in alignment with the Maldives Employment Act.

09. IF YOU ACCEPT THIS OFFER:

- (a) Confirm your acceptance, by sending the following documents and filling the google link shared with you in your mail before **20th June 2024**. If we do not receive any reply by this date, your appointment may be cancelled, without further notice.
- (b) Attach the following documents with your acceptance letter:
 - Passport size digital photo in white background (recent)
 - **Colored photocopy of the first page** of your passport and the **address page showing** details of your identity, nationality, passport number, the dates of issue and expiry of the passport and permanent address.
 - **Colored copies of academic certificates**
 - **Both pages of this appointment letter with your signature.**



- (c) The above documents are essential for the application for permit (Employment Approval) to work in the Maldives.
- (d) You are required to confirm the receipt of this work permit document, before your departure to Male' and you must submit a copy of the Employment Approval along with your passport to the immigration official in order to obtain a work visa, on your arrival.
- (e) You are required to obtain a police clearance certificate (from the country you had resided for the past 5 years) within one month **from the date of your arrival** to the Maldives. Failure to submit this document in the mentioned timeframe may result in termination of this contract, without notice.
- (f) Medical tests will be done in Male'. If you are found medically unfit to perform the duties of a teacher you will have to return to your country at your own expenses.
- (g) You must arrive to Male' before **25th June 2024**. You are required to inform Ministry of Education about your travel arrangements one week prior to your arrival. (This date is subject to change depending on issuance of your Employment Approval)
- (h) You are required to bring the originals of your convocation certificates, and other professional qualifications. Provisional certificates are not accepted by the authorities, as they are not official documents.
- (i) Bring a translation (from a sworn translator) of any relevant certificates written in a language other than English.
- (j) If your certificates are not as per mentioned in (e), (h) and (i), you will have to return to your country at your own expenses
- (k) If you failed to submit necessary documents, or arrive in the Maldives on or after the given date in (g), your appointment will be terminated without further notice.
- (l) You are not liable to pay any form of fee or payment for the recruitment process.**
- (m) If you are currently working in any other job, you are required to resign from the particular job only receive the work permit and confirmation to travel.**
- (n) This letter is only an appointment notice. Your appointment will be final /confirmed, only after your arrival and Ministry of Education- Maldives has the right to terminate/cancel this notice at any time before your arrival to the Maldives as this is notice does not act as a binding agreement between you and MoE.**
- (o) You are required to inform us even if you reject this offer within 2 days. You may contact us by email at hr_expatriate@moe.gov.mv, or by telephone at: (960) 3341468

Yours Sincerely



Mariyam Haafiza
Director





Ministry of Education
8th Floor, Velaanaa Building
Malé 20125
Republic of Maldives

Tuesday, June 11, 2024

RefNo: MOE/APP/2024/306

APPOINTMENT NOTICE

Employee Name: MERIN DONA
Passport Number: W5046850
Nationality: INDIAN
Date of Birth: 30/03/1998
Designation: Mathematics Teacher
Work Type: Company operators
Emergency Contact No: +91 9744509974
Relation with the Emergency Contact: MOTHER
Emergency Contact Name: REENA JOSEPH
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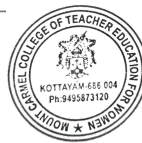
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Yours Sincerely



Mariyam Haafiza
Director



ACHARYA INSTITUTE OF TECHNOLOGY

Acharya Dr.Sarvepalli Radhakrishna Road,Soladevanahalli
Bangalore-560107

ID Card Registration - New Recruit **(To Be Submitted to HR Office)**



Employee Name : SURYA SAJU

Employee Code : AI002746

Designation : Assistant Professor

Date Of Joining : 2023-10-09

Department : HUMANITIES

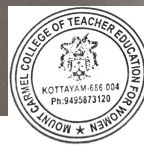
Job Type : Teaching

Email : suryasaju2746@acharya.ac.in

Staff Signature

Principal/Head Of Institution

Signature of the HR/Concerned office





MAR THOMA SEMINARY HIGHER SECONDARY SCHOOL

Kottayam-686 001, Kerala, India
School Code No. 33042
Tel: +91-481-2563922 Mob: 9497678217
E-mail: mtshsskottayam@gmail.com

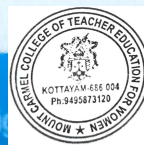
Headmistress
RUBY JOHN

No: 86/23-24
Date: 01/12/2023

Experience Certificate

This is to certify that Mrs. AYSWARIA .S,
Ponnamthanam House,S.N.Puram P.O,Pampady,Kottayam ,worked
as guest HS Teacher For aperiod from 05.10.2023 to 01.12.2023.
She proved her dedication and excellencce in all the activities
of the school . I wish her all success

Ruby John
Ruby John
Headmistress
PEN: 292798
M.T. Seminary HSS
Kottayam (33042)



REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF _____

Name of the Institute Shree Babaveshwara public School

Section Staff

Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1.		Jayashree. K.R H.A, B.Ed principal	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
2.		Ashwini Bk B.Sc, B.Ed (A.T)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
3.		Anitha N. D.ed (A.T)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
4.		Angina M.A (A.T)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
5.		Bhuvaneshwari. R. M.Com (A.T)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
6.		Durga II P.U.C. N.T.T (A.T)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
7.		Gunjan Sahani	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
8.		Harshitha B.A, B.Ed (A.T)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
9.		Janiffer Rajitha. B.BA (A.T)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								
10.		Meenukully M.Sc, M.Ed	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A								

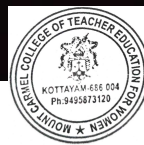
Number present M
Daily E

Initial M
E

No. on roll at the beginning of month.

No. Of Working days.

Average



Private & Confidential

Dear, Ms., Remya Dilip Nair

Sub: Offer Letter for Employment

We are pleased to offer you an employment agreement with Al Saad Indian School, Al Ain, as per the following terms vide offer letter number, ASIS/BVB/STAFF-TEACHER/226/2023-24 dated, 24/02/2023, for the post of **Mathematics Teacher** Your Date of Joining will be on **03/04/2023**.

This offer letter is valid subject to the approval from Ministry of Education and ADEK related to your educational qualifications and experience for the job offered under this contract. You are requested to submit the following documents in original for our verification and return:

1. Educational Certificates (10th Passing Certificate, 12th Passing Certificate, Graduation Passing Certificate, Post-Graduation Passing Certificate)
2. Relieving Letter from previous Employer, if any.
3. Experience Letter from previous employments.
4. Passport Size Photograph (5 nos. with white background)
5. Copy of passport first two pages, last two pages and including visa stamped page, if locally recruited.
6. Details of present home address with contact number/s.
7. Recent Police clearance certificate in MOI

Salary and Other Monthly Compensation:

You will be compensated with a monthly salary of AED – Four Thousand Dirhams only (AED 4000/-) which shall be credited to your bank account on or before the 07th of the following month, subject to completion of the Bank account formalities and Labor card processing. Your period of probation will be 6 months from the date of joining. During the probation period, your pay would be AED 4000/- (Details as per Annexure A). On completion of your probation period, your consolidated pay would be AED 4000/- (Details as per Annexure A)

The cost towards Emirates ID shall be deducted from your salary. Staff under sponsorship of the school are eligible for medical insurance, as per applicable rules.



Annual Vacation:

You are entitled for salary during the vacation period as per norms set by the Ministry of Labour & the School. Eligibility arises only after the completion of one year of continuous service.

Yours truly,

For Al Saad Indian School,

Authorised Signatory



ASIS/BVB/STAFF-TEACHER/226/2023-24

Dear, Ms., Remya Dilip Nair

We welcome you to the Al Saad Indian School (ASIS or "the School"), a school which is part of the Bharatiya Vidya Bhavan group of Schools, an organisation which is synonymous with quality education in India. The School aims to provide innovative teaching methods and seeks to provide an environment to its students where learning is enjoyed by each and every student. Bharatiya Vidya Bhavan Students are typically nurtured to become leaders in their own vocation and valuable members of the global community.

The distinguishing feature of ASIS is its insistence on quality education. It aims at the highest standards of academic excellence. It is a child-centred school which ensures the all-round development of each learner at school. Special care is taken to develop a strong character and desirable values in all children.

ASIS is a progressive school where learning is not limited to the classroom. The students have a series of interesting activities to widen the horizons of their knowledge. A tranquil environment prevailing in the campus is conducive to creativity and learning. The four pillars of education – learning to know, learning to do, learning to live and learning to be are the focal points of attention.

The Principal, who is at the helm of academic and co-curricular activities, is the motivator, facilitator and coordinator of this organization. The school has the approval of the Educational Council Ministry, Abu Dhabi and follows its directives. It is affiliated to the CBSE, Delhi, India.

English is the language of instruction in all classes with the exception of Arabic, Hindi and French.

The holidays are scheduled throughout the year with summer vacations as per the approval of the Ministry / ADEK.

We at Al Saad Indian School (ASIS) believe in open and continued dialogue between parent and teachers. The administration has an open door policy and we are proud of our school and our teachers. We are confident that you will build a long and mutually rewarding career with us. We believe that it is individuals like you who can along with all of us, build a world-class School.

The School provides long-term career opportunities for every one of its employees. We sincerely hope that you will grow with us and help develop a world-class working environment.

Enclosed please find your employment letter and other relevant details. If you would like to know more about the School or for any other clarifications, visit our site www.bhavansalain.com or get in touch with our HR Department.

Yours truly,

Divya Rajesh Ramachandran



Director



Subject:

1. General Terms of Employment

Pursuant to your employment with Al Saad Indian School, Al Ain (hereinafter referred to as "the School" or "ASIS") as **Mathematics Teacher** of the School, which commences on 03/04/2023, we would like to formalize the terms and conditions with regard to your employment.

- a) You shall agree to work within the framework of the school policies, as modified from time to time, devote your full time and attention to the responsibilities, and avoid any outside activities which may conflict with the school's interest and to refrain from imparting any confidential information about the school either during or after your employment with the school.
- b) The School has the sole discretion to modify the nature of your duties and designation as it may deem appropriate without assigning any reason and you would be expected to undertake all responsibilities that may be assigned to you by the School at any time.
- c) Your employment with the School is subject to your continued medical fitness. The School reserves the right to ask you to undergo medical examinations by a School approved doctor, if and when considered necessary.
- d) Upon joining the School, you will be issued a Teacher's handbook/By-Law which contains the rules of engagement which you are expected to go through and comply at all times. These rules would be subject to minor updates, which you are expected to be aware of.
- e) In the event the School incurs substantial expenses in order to provide you with training, work experience or otherwise that significantly improves your skills and capabilities, ("Knowledge Transfer") you agree that the School shall be entitled to reasonably recoup the benefits of such expenses through your continued employment with the School.

- f) If an Employee has been found engaged in acts of misconduct or any kind of act that is deemed by the School as an offence requiring disciplinary action, the following disciplinary measures shall be taken by the School on the Employee based on the seriousness of the offence;
- Warning Memo in writing,
 - Final written warning,
 - After the final written warning,

2. Academic Working hours

- Kindergarten through Class 4 is co-educational. A typical school day begins at 8:00 AM and ends at 3:30 PM. The normal working time may be changed if it is found necessary. Extra-Curricular classes would be an important activity in school. Bus service would also be provided for all students and teachers, requiring transport, only as per local DOT permitted rules.
- The School Office and Teachers will work on Saturdays for the purpose of providing help to children identified for the purpose and for the purpose of departmental meetings and weekly planning, which will otherwise be an off day for the school.
- The official teaching time of the school as approved by the ADEK is from 0745hrs to 1430hrs. As a member of the management team, you are required to be in the school at least 15 minutes early in the school and leave 15 minutes late.

3. Probation

- The period of probation for all new recruits shall be of three months or such extended period as maybe agreed upon, commencing from the date of joining. Upon satisfactory completion of the probation period, your services will be confirmed in writing.
- The School may terminate your services, without assigning any reasons or notice period, at any time during the period of probation or at the end of an extended probation of six months.
- In case your service is terminated during the probation period, the Employee is not entitled to End of Service Benefits or Leave Salary.

4. Post Responsibility

- a) You will be responsible for keeping safe and in good condition, all School material entrusted to you, including, but not limited to laptop, school projectors and other equipment ("School Property") as well as all the intellectual property of the school.
- b) In the event of any damage or loss to the School Property entrusted to you, you shall be liable for the same and the School reserves the right to deduct the cost of such articles from your compensation or take such other action that it may deem appropriate.
- c) You shall at the time of leaving the employment of the School, deliver back to the School any and all School Property, devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, equipment, confidential information or any other documents or property, or reproductions of any of the aforementioned items provided to you pursuant to your employment with the School or otherwise in the possession of the School.
- d) You agree that you shall not copy, duplicate, recreate or record or otherwise keep in possession or deliver to anyone other than the School, any of the aforementioned items.
- e) Any intellectual property developed by you during your employment with the School, including any copyrights, designs, patents, layouts, mask works, etc shall be the exclusive property of the School and you hereby assign all rights in relation to such intellectual property to the School on a worldwide and perpetual basis and agree to do all such acts to perfect such assignment to the School.
- f) As a rule of the school, during your employment with the school, you are not permitted to take up any private tuition either at your residence or at any other location. Any violation to this rule may lead to terminating your service from the school without notice or warning letter.
- g) The Employee has the right to apply for extra responsibilities, any leadership position vacant in the school in accordance with their interests and experiences. The period for such post will be one year and is renewable by mutual agreement. The Employee will receive a monthly allowance depending on the post he/she undertakes.

- h) During the regular working period, the employee shall perform his /her duties. He/ She will strive to the best of his / her ability to uplift the image of the school and he /she will work as per the prevailing rules and regulations of ADEK/ Ministry of Education, U.A.E.
- i) All the members of the staff are equally responsible for maintaining general discipline of the students inside and outside the classrooms. Corporal punishments are strictly prohibited instead creative activities should be allotted to correct the students. Teachers are not allowed to use mobile phones while they are on duty. Telephone facilities are provided by the school to communicate with the parents regarding students' welfare.
- j) The teacher will participate in all educational and co-curricular activities organized by the Ministry of Education or the school or any other authority in co-ordination with the Ministry of Education U.A.E or school.
- k) The Staff should update their knowledge from time to time and improve their skills including Information Technology skills, teaching and learning methodologies by attending seminars, workshops and referring books etc.,
- l) The Staff have to work for the prosperity of the institution by all means. The management will consider their hard work and dedication. They should follow the instructions given by the school authorities and their superiors and should carry out extra duties and assignments given from the school in time as per the directions. The teachers should be role models and should guide the students to set their goals.
- m) The social conduct and interaction of the staff with the public, parents and students should be of high standard and of moral value and should avoid things that damage their personality or the reputation of the school.

5. Dress Code

i) For Male teachers, the dress code would be:

Monday to Friday

- Full Pants (formal pants and not jeans).
- Formal Shirts: Half or Full Sleeve Shirts tucked in with black blazer.
- Leather Belts and formal shoes with socks. No other footwear is permitted (exception for PE teachers)
- should wear identity cards.

ii) For female teachers, the dress code would be:

Monday to Friday

- Full Pants (formal pants and not jeans)
- Formals: Half or Full Sleeve Shirts, Saree, Salwar Kameez or Parda (excluding tight fitting apparels like leggings and skirts).
- Blouses and salwar are to fit appropriately and should have a modest, appropriate neckline (i.e. no lower than bottom of collarbone).
- Salwars/Kurta/Kurti length shall come to the top of the knee when standing up straight.
- Do not wear T-shirts
- Should wear black blazer and identity cards.
- Only formal footwear is permitted (exception for PE teachers)

iii) Saturdays [For both male & female teachers]

- Business Casuals (excluding tight fitting apparels)
- Do not wear shirts and T-shirts with writing or cartoons
- Should wear identity cards.

On official programme days, black blazer.

6. UAE Laws

- a) Expenses in connection with your employment and compensation such as (but not restricted to) the Visa, Labour Card, Medical and Ministry Approval, if any, will be incurred by the school and will be governed by the laws of the country wherein your services are provided. However, the School reserves the right to deduct such amounts (as mentioned above) from any component of your compensation and take such other actions as required by applicable law.
- b) The Labor contract by Ministry shall initially be for a period of Two (2) years, from the date of joining and renewable for similar period until you reach an age of 58 years. After that decision will be taken as per the rules of the organisation.
- c) Teacher's /Staff joining on the school visa, will be given an Emirates ID. It will be the responsibility of the staff to collect the application form from the school office and track delivery of the same from the website www.emiratesid.ae – tracking. If the same is not received within a period of 10 days from the application form, the office must be immediately informed.
- d) **Service Benefits:** Gratuity and other service benefits as per the labour rule will be given to that staff who is working with the approval of the Ministry of Education/Ministry of Labour and Immigration. Staff must fulfil the requirements from their side and ensure that their appointment is legalized. The Management will not be responsible for not getting approvals due to lapses on the part of the staff and also not responsible if the Governmental Departments reject their appointment.

7. Termination of your Services

- a) Once the School confirms your appointment and issues the labour card, you will be governed by the rules of the school in so far as the employment period is concerned. If for any reason, you wish to terminate yourself from employment, you will be liable to compensate the school One & Half months (45 Days) of your last drawn salary.

- b) If either you or the School wish to terminate the employment contract, either party may do so provided a notice period of 3 months shall be given to the other. In any case, you will not be permitted to leave during the middle of a Year. The compensation terms as mentioned in clause below shall also apply.
- c) The School shall be entitled to terminate your employment "for cause" forthwith, without notice or compensation in the event you:
- have violated any of the Terms of Employment or standard conditions of employment.
 - have been persistently unpunctual or neglected your duties or performed your duties in a manner unacceptable to the School.
 - are convicted for any offence under any law for the time being in force in any jurisdiction.
 - have been commits an assault or otherwise intentionally causes injury to a student or a Parent of the School.
 - are party to any criminal or dishonest act.
 - conducts themselves in any manner liable to affect adversely the reputation of the school or the Employer.
- d) At the time of completion of the contract period, should you wish to not renew the contract, notice of the same should be communicated to the Management three (3) months before the completion of the Academic Year. Should you wish to renew the contract, this will be renewed for a further period of two (2) years.
- e) The management reserves the right to terminate the services with immediate effect in case there are serious complaints against staff, such as insubordination, disobedience, deliberate negligence of duties and other lapses of serious nature.

8. Representations

- a) You hereby represent that all the contents of your resume, testimonials, references, previous employment details and other information furnished by you are true and accurate.
- b) If any of the above particulars are found to be incorrect or misleading in any way, the School shall have the right to terminate your employment forthwith, without the requirement of providing you any notice or compensation in lieu thereof.

9. Compensation

- (a) In consideration for your employment with the School, you shall be paid a yearly / monthly compensation as detailed in Annexure A.
- (b) The compensation payable to you shall be entirely at the discretion of the School. Annual increment will be at the sole discretion of the school and the decision of the school management. However, wherever applicable, the increment will be determined in accordance with the policies of the school, in place, at that point in time.
- (c) Your compensation is based on your qualifications, skill sets and overall experience and performance in the school. Therefore, the compensation payable to you by the School is unique and personal and any comparison of the same with those of others will be of no relevance. Your professional evaluation will also be done, personally with you.
- (d) Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the School but will be based on such factors as level of employment, efficiency, fairness and management convenience.
- f) Your terms of employment and compensation are strictly confidential and you shall not divulge the same to any other employee of the School except where required by School policy.

10. Leave and Vacation :

- a) The list of holidays that the School will observe will be furnished to you periodically in writing during your employment with the School. This will also be available on the School portal which would be your responsibility to observe and verify. Please note that this will only be an indicative list and the School reserves the right to alter or amend the list at its sole discretion without prior intimation to any employee in the School.

General provisions on leave:

- i. An employee shall apply in writing for the leave, no less than five (5) days before the day of leave begins, except in the case of sick leave.
 - ii. 3 days Sick leave and 3 days casual leave with full pay will be granted in any 'leave year'. Sick Leave will be approved on production of a medical certificate from an approved HAAD clinic.
 - iii. Any absence without prior/adequate notice or extension of the leave period without prior/adequate notice, other than for an emergency leave, will be treated as unauthorized absence from duty and be considered as a breach of employment terms.
 - iv. Availing/setting off of accumulated emergency leave against the notice period in case of resignation, will not be allowed.
 - v. A female employee who has successfully completed the service of one academic year is eligible for maternity leave of 45 days.
 - vi. A female staff shall be entitled to avail maternity leave of 45 days after having completed one full year in service. Employee who has not completed this period shall not be entitled to fully paid maternity leave.
 - vii. In case the confinement occurs in the vacation, the days of vacation following the confinement shall be reduced from days of leave sanctioned.
 - viii. Application for maternity leave must be submitted with medical certificates from an authorized medical officer four months prior to such leave denoting the probable date of confinement.
- b) A teacher shall be entitled to paid summer holiday (in the months of July and August) of 45 days or in equals of 2 days for each completed month provided that the service period in the first year shall not be less than six months.
- c) Teacher on probation who has not completed minimum 6 months service before starting the vacation shall not be eligible for the summer vacation salary. If the Teacher leaves during the academic year i.e. before the end of March, he /she will not be eligible for vacation salary.

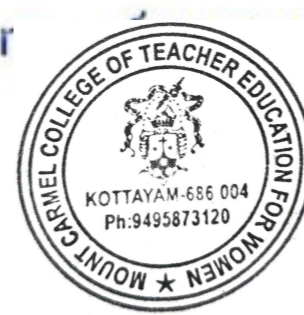
- d) The vacation salary will be disbursed before commencement of the vacation. Generally, those who are on roll at the beginning of summer vacation and at the re-opening after summer vacation are only eligible for vacation salary.
- e) Winter/Spring break is determined as per the approval from ADEK. PD sessions will be planned during the winter/spring break. This time is also used for completion of assigned responsibility. The Teachers should take prior approval from the Head of Academics to avail the winter/spring vacation.
- f) Employee should report on duty on time especially after the annual vacation. No excuse will be entertained in this regard. Absence from the duty will be considered as Leave and/or loss of pay.
- g) No leave shall be prefixed or suffixed to the vacation. Normally annual leave is granted only during the months of July and August. The management reserves the right to reject any leave application of the staff. Leave without prior permission and exceeding the permitted days will lead to Absence from the duty will be considered as Leave and/or loss of pay.
- h) Any absence without prior/adequate notice or extension of the leave period without prior/adequate notice, other than for sick leave, will be treated as unauthorized absence from duty and be considered as a breach of employment terms. The approval is only to arrange for substitution to complete your assigned duties and not for financial benefits during the period of absence.

11. Miscellaneous Provisions

- a) Change Of Address - You will promptly inform the School in writing of any change in your residential address or contact details.
- b) Security – Any electronic gadget with data storage capability is not allowed inside the office other than the items under ASIS's ownership. Some of the prohibited items are flash drives, music players, etc.
- c) Governing Law - This Agreement shall be governed by, and construed in accordance with the laws of UAE. The parties submit that all their disputes arising out of or in connection with this agreement of your employment will be the jurisdiction of the courts of Abu Dhabi/ Al ain in the UAE.



- d) Waiver - No inaction, act or omission by the School shall be considered as a waiver by the School of any of its rights herein unless specifically waived by the School in writing.
- e) Invalid Provision – If any of the Terms of Employment are invalid under law, such provision shall be replaced by another provision which most nearly effectuates the same result as the impugned provision.
- f) All the conditions of this offer letter should be followed apart from the terms of Labour Contract.



ANNEXURE A**COMPENSATION**

Salary	During Probation Period - Monthly	After Probation Period - Monthly
Basic Salary	AED 1700	AED 1700
HRA Allowance	AED 400	AED 400
Transportation Allowance to School	AED 400	AED 400
Work Nature	AED 600	AED 600
Living Cost	AED 700	AED 700
Air Ticket Allowance	AED 200	AED 200
Total	AED 4,000	AED 4,000

This Agreement shall be governed by, and construed in accordance with the labour laws of UAE in force from time to time with exceptions to the terms specified in the contract.

Please sign your acceptance to the above conditions and return the duplicate copy of the offer to the undersigned.

Agreement between Al Saad Indian School**And****Ms., Remya Dilip Nair Passport No: V1016381**

I, Ms., Remya Dilip Nair have accepted the terms of the employment contract offered to me.

Signed.....

Date

For Al Saad Indian School


Divya Rajesh Ramachandran
Director





Private & Confidential

Dear, Ms., Remya Dilip Nair

Sub: Offer Letter for Employment

We are pleased to offer you an employment agreement with Al Saad Indian School, Al Ain, as per the following terms vide offer letter number, ASIS/BVB/STAFF-TEACHER/226/2023-24 dated, 24/02/2023, for the post of **Mathematics Teacher** Your Date of Joining will be on **03/04/2023**.

This offer letter is valid subject to the approval from Ministry of Education and ADEK related to your educational qualifications and experience for the job offered under this contract. You are requested to submit the following documents in original for our verification and return:

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Authorized Signatory



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Divya Rajesh Ramachandran


Director



Subject:

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- In case your service is terminated during the probation period, the Employee is not entitled to End of Service Benefits or Leave Salary.

4. Post Responsibility

- a) You will be responsible for keeping safe and in good condition, all School material entrusted to you, including, but not limited to laptop, school projectors and other equipment ("School Property") as well as all the intellectual property of the school.
- b) In the event of any damage or loss to the School Property entrusted to you, you shall be liable for the same and the School reserves the right to deduct the cost of such articles from your compensation or take such other action that it may deem appropriate.
- c) You shall at the time of leaving the employment of the School, deliver back to the School any and all School Property, devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, equipment, confidential information or any other documents or property, or reproductions of any of the aforementioned items provided to you pursuant to your employment with the School or otherwise in the possession of the School.
- d) You agree that you shall not copy, duplicate, recreate or record or otherwise keep in possession or deliver to anyone other than the School, any of the aforementioned items.
- e) Any intellectual property developed by you during your employment with the School, including any copyrights, designs, patents, layouts, mask works, etc shall be the exclusive property of the School and you hereby assign all rights in relation to such intellectual property to the School on a worldwide and perpetual basis and agree to do all such acts to perfect such assignment to the School.
- f) As a rule of the school, during your employment with the school, you are not permitted to take up any private tuition either at your residence or at any other location. Any violation to this rule may lead to terminating your service from the school without notice or warning letter.
- g) The Employee has the right to apply for extra responsibilities, any leadership position vacant in the school in accordance with their interests and experiences. The period for such post will be one year and is renewable by mutual agreement. The Employee will receive a monthly allowance depending on the post he/she undertakes.

- h) During the regular working period, the employee shall perform his /her duties. He/ She will strive to the best of his / her ability to uplift the image of the school and he /she will work as per the prevailing rules and regulations of ADEK/ Ministry of Education, U.A.E.
- i) All the members of the staff are equally responsible for maintaining general discipline of the students inside and outside the classrooms. Corporal punishments are strictly prohibited instead creative activities should be allotted to correct the students. Teachers are not allowed to use mobile phones while they are on duty. Telephone facilities are provided by the school to communicate with the parents regarding students' welfare.
- j) The teacher will participate in all educational and co-curricular activities organized by the Ministry of Education or the school or any other authority in co-ordination with the Ministry of Education U.A.E or school.
- k) The Staff should update their knowledge from time to time and improve their skills including Information Technology skills, teaching and learning methodologies by attending seminars, workshops and referring books etc.,
- l) The Staff have to work for the prosperity of the institution by all means. The management will consider their hard work and dedication. They should follow the instructions given by the school authorities and their superiors and should carry out extra duties and assignments given from the school in time as per the directions. The teachers should be role models and should guide the students to set their goals.
- m) The social conduct and interaction of the staff with the public, parents and students should be of high standard and of moral value and should avoid things that damage their personality or the reputation of the school.

5. Dress Code

i) For Male teachers, the dress code would be:

Monday to Friday

- Full Pants (formal pants and not jeans).
- Formal Shirts: Half or Full Sleeve Shirts tucked in with black blazer.
- Leather Belts and formal shoes with socks. No other footwear is permitted (exception for PE teachers)
- should wear identity cards.

ii) For female teachers, the dress code would be:

Monday to Friday

- Full Pants (formal pants and not jeans)
- Formals: Half or Full Sleeve Shirts, Saree, Salwar Kameez or Parda (excluding tight fitting apparels like leggings and skirts).
- Blouses and salwar are to fit appropriately and should have a modest, appropriate neckline (i.e. no lower than bottom of collarbone).
- Salwars/Kurta/Kurti length shall come to the top of the knee when standing up straight.
- Do not wear T-shirts
- Should wear black blazer and identity cards.
- Only formal footwear is permitted (exception for PE teachers)

iii) Saturdays [For both male & female teachers]

- Business Casuals (excluding tight fitting apparels)
- Do not wear shirts and T-shirts with writing or cartoons
- Should wear identity cards.

On official programme days, black blazer.

6. UAE Laws

- a) Expenses in connection with your employment and compensation such as (but not restricted to) the Visa, Labour Card, Medical and Ministry Approval, if any, will be incurred by the school and will be governed by the laws of the country wherein your services are provided. However, the School reserves the right to deduct such amounts (as mentioned above) from any component of your compensation and take such other actions as required by applicable law.
- b) The Labor contract by Ministry shall initially be for a period of Two (2) years, from the date of joining and renewable for similar period until you reach an age of 58 years. After that decision will be taken as per the rules of the organisation.
- c) Teacher's /Staff joining on the school visa, will be given an Emirates ID. It will be the responsibility of the staff to collect the application form from the school office and track delivery of the same from the website www.emiratesid.ae – tracking. If the same is not received within a period of 10 days from the application form, the office must be immediately informed.
- d) **Service Benefits:** Gratuity and other service benefits as per the labour rule will be given to that staff who is working with the approval of the Ministry of Education/Ministry of Labour and Immigration. Staff must fulfil the requirements from their side and ensure that their appointment is legalized. The Management will not be responsible for not getting approvals due to lapses on the part of the staff and also not responsible if the Governmental Departments reject their appointment.

7. Termination of your Services

- a) Once the School confirms your appointment and issues the labour card, you will be governed by the rules of the school in so far as the employment period is concerned. If for any reason, you wish to terminate yourself from employment, you will be liable to compensate the school One & Half months (45 Days) of your last drawn salary.

- b) If either you or the School wish to terminate the employment contract, either party may do so provided a notice period of 3 months shall be given to the other. In any case, you will not be permitted to leave during the middle of a Year. The compensation terms as mentioned in clause below shall also apply.
- c) The School shall be entitled to terminate your employment "for cause" forthwith, without notice or compensation in the event you:
- have violated any of the Terms of Employment or standard conditions of employment.
 - have been persistently unpunctual or neglected your duties or performed your duties in a manner unacceptable to the School.
 - are convicted for any offence under any law for the time being in force in any jurisdiction.
 - have been commits an assault or otherwise intentionally causes injury to a student or a Parent of the School.
 - are party to any criminal or dishonest act.
 - conducts themselves in any manner liable to affect adversely the reputation of the school or the Employer.
- d) At the time of completion of the contract period, should you wish to not renew the contract, notice of the same should be communicated to the Management three (3) months before the completion of the Academic Year. Should you wish to renew the contract, this will be renewed for a further period of two (2) years.
- e) The management reserves the right to terminate the services with immediate effect in case there are serious complaints against staff, such as insubordination, disobedience, deliberate negligence of duties and other lapses of serious nature.

8. Representations

- a) You hereby represent that all the contents of your resume, testimonials, references, previous employment details and other information furnished by you are true and accurate.
- b) If any of the above particulars are found to be incorrect or misleading in any way, the School shall have the right to terminate your employment forthwith, without the requirement of providing you any notice or compensation in lieu thereof.

9. Compensation

- (a) In consideration for your employment with the School, you shall be paid a yearly / monthly compensation as detailed in Annexure A.
- (b) The compensation payable to you shall be entirely at the discretion of the School. Annual increment will be at the sole discretion of the school and the decision of the school management. However, wherever applicable, the increment will be determined in accordance with the policies of the school, in place, at that point in time.
- (c) Your compensation is based on your qualifications, skill sets and overall experience and performance in the school. Therefore, the compensation payable to you by the School is unique and personal and any comparison of the same with those of others will be of no relevance. Your professional evaluation will also be done, personally with you.
- (d) Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the School but will be based on such factors as level of employment, efficiency, fairness and management convenience.
- f) Your terms of employment and compensation are strictly confidential and you shall not divulge the same to any other employee of the School except where required by School policy.

10. Leave and Vacation :

- a) The list of holidays that the School will observe will be furnished to you periodically in writing during your employment with the School. This will also be available on the School portal which would be your responsibility to observe and verify. Please note that this will only be an indicative list and the School reserves the right to alter or amend the list at its sole discretion without prior intimation to any employee in the School.

General provisions on leave:

- i. An employee shall apply in writing for the leave, no less than five (5) days before the day of leave begins, except in the case of sick leave.
 - ii. 3 days Sick leave and 3 days casual leave with full pay will be granted in any 'leave year'. Sick Leave will be approved on production of a medical certificate from an approved HAAD clinic.
 - iii. Any absence without prior/adequate notice or extension of the leave period without prior/adequate notice, other than for an emergency leave, will be treated as unauthorized absence from duty and be considered as a breach of employment terms.
 - iv. Availing/setting off of accumulated emergency leave against the notice period in case of resignation, will not be allowed.
 - v. A female employee who has successfully completed the service of one academic year is eligible for maternity leave of 45 days.
 - vi. A female staff shall be entitled to avail maternity leave of 45 days after having completed one full year in service. Employee who has not completed this period shall not be entitled to fully paid maternity leave.
 - vii. In case the confinement occurs in the vacation, the days of vacation following the confinement shall be reduced from days of leave sanctioned.
 - viii. Application for maternity leave must be submitted with medical certificates from an authorized medical officer four months prior to such leave denoting the probable date of confinement.
- b) A teacher shall be entitled to paid summer holiday (in the months of July and August) of 45 days or in equals of 2 days for each completed month provided that the service period in the first year shall not be less than six months.
- c) Teacher on probation who has not completed minimum 6 months service before starting the vacation shall not be eligible for the summer vacation salary. If the Teacher leaves during the academic year i.e. before the end of March, he /she will not be eligible for vacation salary.

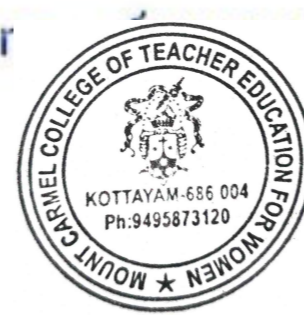
- d) The vacation salary will be disbursed before commencement of the vacation. Generally, those who are on roll at the beginning of summer vacation and at the re-opening after summer vacation are only eligible for vacation salary.
- e) Winter/Spring break is determined as per the approval from ADEK. PD sessions will be planned during the winter/spring break. This time is also used for completion of assigned responsibility. The Teachers should take prior approval from the Head of Academics to avail the winter/spring vacation.
- f) Employee should report on duty on time especially after the annual vacation. No excuse will be entertained in this regard. Absence from the duty will be considered as Leave and/or loss of pay.
- g) No leave shall be prefixed or suffixed to the vacation. Normally annual leave is granted only during the months of July and August. The management reserves the right to reject any leave application of the staff. Leave without prior permission and exceeding the permitted days will lead to Absence from the duty will be considered as Leave and/or loss of pay.
- h) Any absence without prior/adequate notice or extension of the leave period without prior/adequate notice, other than for sick leave, will be treated as unauthorized absence from duty and be considered as a breach of employment terms. The approval is only to arrange for substitution to complete your assigned duties and not for financial benefits during the period of absence.

11. Miscellaneous Provisions

- a) Change Of Address - You will promptly inform the School in writing of any change in your residential address or contact details.
- b) Security – Any electronic gadget with data storage capability is not allowed inside the office other than the items under ASIS's ownership. Some of the prohibited items are flash drives, music players, etc.
- c) Governing Law - This Agreement shall be governed by, and construed in accordance with the laws of UAE. The parties submit that all their disputes arising out of or in connection with this agreement of your employment will be the jurisdiction of the courts of Abu Dhabi/ Al ain in the UAE.



- d) Waiver - No inaction, act or omission by the School shall be considered as a waiver by the School of any of its rights herein unless specifically waived by the School in writing.
- e) Invalid Provision – If any of the Terms of Employment are invalid under law, such provision shall be replaced by another provision which most nearly effectuates the same result as the impugned provision.
- f) All the conditions of this offer letter should be followed apart from the terms of Labour Contract.



ANNEXURE A**COMPENSATION**

Salary	During Probation Period - Monthly	After Probation Period - Monthly
Basic Salary	AED 1700	AED 1700
HRA Allowance	AED 400	AED 400
Transportation Allowance to School	AED 400	AED 400
Work Nature	AED 600	AED 600
Living Cost	AED 700	AED 700
Air Ticket Allowance	AED 200	AED 200
Total	AED 4,000	AED 4,000

This Agreement shall be governed by, and construed in accordance with the labour laws of UAE in force from time to time with exceptions to the terms specified in the contract.

Please sign your acceptance to the above conditions and return the duplicate copy of the offer to the undersigned.

Agreement between Al Saad Indian School**And****Ms., Remya Dilip Nair Passport No: V1016381**

I, Ms., Remya Dilip Nair have accepted the terms of the employment contract offered to me.

Signed.....

Date

For Al Saad Indian School


Divya Rajesh Ramachandran
Director





MOUNT CARMEL VIDYANIKETAN

KANJIKUZHY , KOTTAYAM-686004

PHONE : 7034363320, 0481-2573320

E-mail: mtcarmelcbse@yahoo.com



NEETHU SEBASTIAN
TEACHER

MANIYANGATTU
KALLOORKULAM P O, KOTTAYAM
MOB : 8281392819

 **0 -ve**


Principal



October 20, 2023

Bijimol Rajan

Thiruvalla, Pathanamthitta

Dear Bijimol,

We are delighted to welcome you to the TeachingCart LLP family and extend our warmest congratulations on your appointment as an **Online Teacher**. Your commitment to enriching the educational experience of our students.

TERMS & CONDITIONS :

- **Responsibility and Teamwork :** As a member of TeachingCart, we expect you to be a responsible team player, contributing to our mission of delivering quality education.
- **Class Completion :** You are required to complete classes as agreed upon with the parents or students.
- **Confidentiality :** Personal details should not be shared with parents or students. Data security is paramount.
- **Audit Checks :** Periodic audit checks may be conducted during classes to ensure quality and adherence to teaching standards.
- **Communication :** You should promptly respond to academic counselors' calls and inquiries.
- **Demo Class :** Conduct a demo class with a minimum duration of 40 minutes free of charge
- **Teacher of the Month :** TeachingCart recognizes excellence. Each month, the best-performing teacher will be rewarded based on class attendance, parent feedback, and other criteria.
- **Attendance :** Maintain accurate attendance records for your classes.
- **Communication Channels :** Manage WhatsApp groups for your students and respond promptly to parental queries.
- **Commitment :** Fulfill the committed number of classes per month. Failure to do so may result in salary deductions.

- **Salary Deduction :** A nominal amount of ₹250 will be deducted monthly. (This accumulated amount will be disbursed at the end of the academic year or else reimbursed after 1 month of notice period only after relocating students.)
- **Daily Teaching Hours :** Teachers are expected to commit to a minimum of 3 teaching hours per day (Minimum total classes in a month should not be less than 50)
- **Policy Adherence :** Adhere to all policies implemented by TeachingCart's management.
- **Recruitment Restrictions :** Teachers are prohibited from recruiting students for their personal tuition classes. Any violation of this policy may result in termination without prior notice and salary forfeiture.

We are excited to have you on board and believe that your expertise will significantly contribute to our educational mission. Please signify your acceptance of this offer by signing and returning this letter to us by October 20, 2023.

If you have any questions or require clarification on any aspect of this offer, please do not hesitate to contact our HR department at hr@teachingcart.in or 7907604596. Kindly acknowledge your acceptance of this letter.

Once again, welcome to the TeachingCart family, and we look forward to a productive and rewarding journey together.

EMPLOYMENT TERMS :

Compensation : ₹100 per hour for one student in a batch
₹120 per hour for one student in a batch for plus one and plus two
₹150 per hour for one student in a batch for IGCSE
₹150 per hour for two or more student in a batch

Probation Period : 3 Months

Notice Period : 1 Month (Not serving this notice period will result in the withholding of your salary, which will not be reimbursed)

Violation of our rules and regulations may lead to immediate termination without notice, and your salary will not be reimbursed.

Yours sincerely,



Rinsha N
HR Executive
TeachingCart

FORM 27 (Rule XIV (A)-7) K.E.R.

Appointment Order

No. 227/2022/ Edn.

19/06/2023
Kollam

Sr. Mary Stamin D'silva, Kattath House Mulavukad PO, Earnakulam - 682504 is appointed as a permanent/probationary teacher under this management on a pay of Rs.41300/- (Forty one thousand and three hundred only) per mensem in the scale of Rs.41300-87000/- and is posted as HST (PS) in Vimala Hridaya GHSS, Kollam from 19/06/2023 onwards in the Transfer vacancy of Smt Juliet V on 01/09/2021.

The appointment is subject to the provisions of the Kerala Education Act, and the Rules there under and such other rules or orders issued from time to time by the Government or other competent authority.

Certified that there is no qualified teacher existing in service under this Educational agency who is eligible for promotion or absorption to the vacancy in which the above appointment is made.

Stamin D'silva

Signature of the Teacher

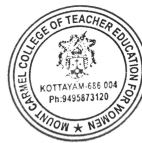


[Handwritten Signature]

Corporate Manager

The appointment is approved

Signature of the Educational Officer



ST. JOHN THE BAPTIST'S COLLEGE OF EDUCATION

(Affiliated to M.G. University and Approved by NCTE)

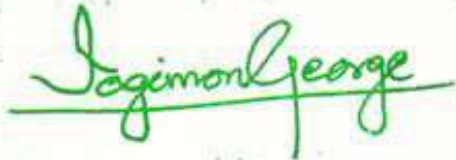
NEDUMKUNNAM - 686 542, KOTTAYAM DIST., KERALA

E-mail: sjbcollege@gmail.com Website: www.sjbcollege.org

Date17.04.2023

TO WHOM IT MAY CONCERN

This is to certify that Mrs. Renu Raju Pallithanam has been working as Assistant Professor in English from 03.01.2023 to till date in this institution. As a teacher she always took great interest in all the curricular and co-curricular activities of the College. She bears a very good character and conduct. I am sure that she will carry out any duty assigned to her with utmost sincerity.



Dr. (Fr.) Jogimon George
Principal





Dear Colleagues,

We are pleased to introduce **Mrs. Malavika Mohanan**, who has joined as **Chemistry Teacher** of United Indian School.



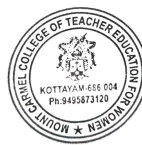
Mrs. Malavika Mohanan, MSc. (Botany), B.Ed. (Natural Science) comes with 2 years of teaching experience. Prior to joining UIS, she was associated with **CMS College (Autonomous), Kottayam**.

Mrs. Malavika Mohanan is very passionate about **Painting and Calligraphy**.

Mrs. Malavika Mohanan can be reached at malavika@uiskwt.com

Please join us in welcoming Mrs. Malavika Mohanan to United Indian School and wishing her good luck!

Principal.



المدرسة الهندية المتحدة الخاصة
UNITED INDIAN SCHOOL (PVT.)
ABBASIYA - KUWAIT العباسية - الكويت
Affiliation No. 5930004 (CBSE, Delhi)



UIS/HR/56/2023

No. :
December 12, 2023
Date :

الرقم :
تاريخ :

EMPLOYMENT OFFER

To

Mrs.Malavika Mohanan
Chemistry Teacher

Reference to your application and the interview for the post of Chemistry Teacher in United Indian School, Kuwait, we are pleased to appoint you on the following terms and conditions from 2nd January 2024.

1. Employee Name : **Mrs.Malavika Mohanan**
2. Nationality : Indian
3. Qualification : M.Sc (Botany) B.Ed (Natural Science)
4. Position : Chemistry Teacher
5. Basic salary month : KD 265/- (Two Hundred Sixty Five Only)
6. Normal working Hours/days : 8 Hours/5 days a week
7. Accommodation : Not Provided.
8. Annual vacation : As per Ministry of Private Education Rules.
9. Job location : United Indian School, Kuwait

All other terms & conditions as per Kuwait Labor Laws and rules of ministry of Private Education, Kuwait. This offer is valid for one months. Please signify your acceptance on this offer by signing and returning the duplicate copy.

With Regards

Ms.Tessa Chandy
Chairperson
United Indian School, Kuwait

I hereby accept the above offer.

Signature
Name :Mrs.Malavika Mohanan

Date 14-12-2023





**MAR GREGORIOS ENGLISH MEDIUM
HIGHER SECONDARY SCHOOL
NJALIYAKUZHY**



VIDYA PRASAD
TEACHER

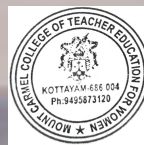
DOB: 11-10-1997

Address:

D/O P P SIVAPRASAD
MUNDAKATHIL (H)
CHENGALAM (S) P O
KOTTAYAM
7994476296

Handwritten signature

PRINCIPAL





GIRIDEEPAM BETHANY CENTRAL SCHOOL

Estd:1997, Affiliated to CBSE, Delhi, No. 930296 School Code:75245

Bethany Hills, Vadavathoor P.O.,
Kottayam, Kerala - 686010, India
Phone : +91 9207316429
E-mail : principalgirideepamcbse@gmail.com
Website : www.girideepambcs.edu.in

An Institution of Bethany Fathers, Navajyothy Province, Desom P.O., Aluva, Kerala

LETTER OF APPOINTMENT

Ref. No. : GBCS/APT017/2324

Smt. ANILA T R

Ref: Appointment on Temporary Basis to the Post of **PGT (Mathematics)**
in Senior Secondary Section

With reference to your application dated on **12.06.2023** and interview held on **12.07.2023** for the post of an **Assistant Teacher**, we are happy to appoint you to the post of **PGT - Mathematics (Senior Secondary Section)** in our School on a purely temporary basis for a period from **18.07.2023** to **30.04.2024**.

During your period of Temporary Service, you will be paid a consolidated salary of **RS. 20000/-** per month. You will not be entitled to any other allowances or monetary benefits. You will be entitled to casual leave as per the rules and regulation of the school, proportionate to the duration of your appointment. No other categories of leave will be applicable to you.

You will be required to perform all such duties as are allocated to you by the Head of the Institution and follow all the directions by him/her or by his/her substitute or any other persons delegated by him/her with powers to issue directions on his/her behalf.

It should be clearly understood that at the end of the period for which you are appointed, your service with the institution will stand automatically terminated, unless you are re-appointed in writing.

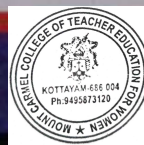
During the period of your appointment, the Managing Committee of the School will be entitled to terminate service even before the expiry of the period for which you are appointed without assigning any reason whatsoever, upon one month's notice in writing, or on payment of one month's salary in lieu of notice.

If you are agreeable to the above terms, you are requested to confirm your acceptance on the duplicate copy of this letter.

For Girideepam Bethany Central School


DIRECTOR

Girideepam Institutions
Vadavathoor, Kottayam
Ph: 2578789, 9496124991



GIRIDEEPAM
In Pursuit of Excellence



HOLY FAMILY
INTERNATIONAL SCHOOL

Elangoi, Chamampathal P.O
Kottayam, Kerala 686 517-India
Phone : 04828 297112
8547169641, 8281789660
hofiselangoi@gmail.com

Appointment Order

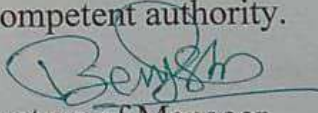
Date: 20-10-2023


To

Dear **Anju Premson**,

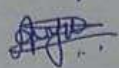
You are hereby appointed as Probationary **Teacher** at Holy Family International School, Elangoi, effective from 25th October 2023 till 31st March 2024 with the sum of Rs11000. This appointment is subject to the provisions of the service Rules of **Holy Family International School, Elangoi** and such other rules and orders issued from time to time by the Management or other competent authority.

Manager
Holy Family International School
Elangoi, Chamampathal
Kottayam Dist. PIN-686 517
Phone : 04828-297112


Signature of Manager


Signature of the employee

Having received copies of the service Rules and Code of Conduct,
I, **Anju Premson**, have read and understood the above Service rules and code of Conduct. I hereby bind myself to follow the said Service Rules and Code of Conduct as long as I am an employee of **Holy Family International School, Elangoi**.


Signature of the employee



Phone : office : 0484 2373534
villa Therese : 0484 2362557

**CORPORATE MANAGEMENT OF THE TERESIAN CARMELITE
SISTERS OF ERNAKULAM**

Smt. Jobina Mary N.G.

Villa Therese, Ernakulam, Cochin - 682 011

MEMO

No.A

Date 01.06.2022

Appointment of teacher / N.T.S. in the Corporate Management of Carmelite Sisters of Ernakulam (C.S.S.T.)

You are informed that there is a ^{Permanent} temporary vacancy of U.P.S.T.
in St. Antony's H.S.S. Kacheepady in the vacancy of
Smt. Preeha Paul - U.P.S.T.

01.06.2022 F.M. You are directed to report before the Headmistress on
01.06.2022 F.M. You are also directed to submit to this office in
person, all the relevant documents within six days from the date of reporting before the
Headmistress.

Sr. Rose Margaret
Manager

**CORPORATE MANAGER
TERESIAN CARMELITE SISTERS OF ERNAKULAM
ST. TERESA'S C. G. H. S. S.
COCHIN-682 011**

To

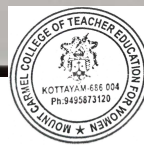
The Local Manager / Headmistress

The date of reporting may kindly be noted in the Memo by the H.M. and returned to this office through the candidate.

Copy to : (1) The Local Manager (2) The Headmistress (3) Candidate.

Report on

Signature of the Headmistress





CARMEL GIRLS' HIGHER SECONDARY SCHOOL

VAZHUTHACAUD, THYCAUD P.O., THIRUVANANTHAPURAM 695014
TEL : 0471 2327025, 2337025, Email: carmelghss@gmail.com

APPOINTMENT ORDER

18.07.2022

To

Ms. Renu Binu
Nallooparambil House
Manganam P.O.
Kottayam

Dear Renu,

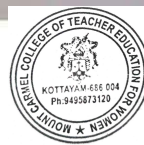
With reference to your application and the subsequent interview with us, we are pleased to inform you that you are appointed as **HSST** on contract in Carmel Girls' Higher Secondary school, Vazhuthacaud subject to the following terms and conditions.

- The appointment is for 9 months which begins on **18.07.2022** and ends on **31.03.2023**.
- You will receive a consolidated salary of **Rs.22000/-** per month.
- This appointment is non-tenurable and provides no credit towards tenure.
- This appointment is terminable before the end date of contract by the authorities of Carmel Girls' Higher Secondary school either with a notice of one month or immediately on payment of an amount equal to one month salary in lieu thereof.
- If you wish to leave the institution, you should submit a prior notice of one month.
- You will be governed by the provisions of the rules and regulations, service conditions and code of conduct for the employees of the school prevailing at present and as may be laid down from time to time.

You are requested to return the duplicate copy of this order, duly signed by you in token of your acceptance of the above noted terms and conditions of appointment.

I, Renu Binu hereby agree and accept the above offer of appointment subject to the terms and conditions depicted therein.


Sr. RENITA
Director
Carmel Girls' HSS
Thiruvananthapuram-14



Corporate Management of Schools

DIocese of KANJIRAPALLY
PASTORAL CENTRE, KANJIRAPALLY - 686507

Date: 4/6/2024

No. 176/2024-25

MEMO

Fr./Sri./Smt./Sr. Joicy Martin

is hereby informed that he/she is appointed as UPST (D.W basis)
in S.M. UPS Pazhayidom in the vacancy of

from 5/6/2024 to 31/3/2025

Fr./Sri./Smt./Sr. Shesly Jacob (UPST) (Designation)

1) who is transferred to

2) who is promoted as

3) who has proceeded on

4) who resigned from service on

5) who retired from service on

He/She should join duty on

He/She is requested to go over to this office in person to receive formal appointment order.

If He/She is not willing to join duty his/her chance for further appointment in this management will be treated as cancelled and steps will be taken to delete his/her name from the list.

Copy to Headmaster & Manager



Corporate Manager





പല്ലിക്കോടം

KE 008

18.01.2022

Ms. Irene Susan Koshy
Kalathil, Villa 9, Good Earth
Vadavathoor P. O.
Kottayam - 686 010

Madam,

TEMPORARY STAFF APPOINTMENT

This is to confirm your appointment as a full time temporary Mathematics Teacher for a period of ten months commencing from 1st June 2022 to 31st March 2023.

1. You will receive a salary of Rs. 35,000/- per month.
2. During this period you will not be governed by other rules pertaining to permanent Staff.
3. You will be required to teach Mathematics in the Middle School, High School and Plus Two Section.
4. You will be expected to perform such school duties as the Principal and the school management may from time to time assign to you
5. During the currency of this agreement you shall not engage in any other activity similar to that of the school, elsewhere.
6. Your services may be terminated at 24 hours notice given by the administration of this school without assigning any reason. If you wish to leave our service you are expected to give one month's notice in writing or forgo one month's salary in lieu of such notice.
7. Though the general rule for termination of this agreement is one month's notice, you are expected to complete the academic year so that neither the students nor the Management are put to difficulty.
8. Please sign and return a copy of this letter in token of your acceptance of this appointment.

Yours faithfully,

M. Paul

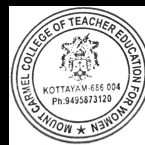
MARIAMMA PAUL
PRINCIPAL



Pallikoodam

is managed by the Corpus Christi Educational Society
Kottayam - 686 010, Phone : 0481-2578123, 2572961

E-mail : pallikoodam@pallikoodam.org Website : www.pallikoodam.org



02.06.2022

Ms. Minnu Ann Mathew
Kottuppallil (H)
Lakkattoor P.O
Kottayam 686502

Madam,

TEMPORARY STAFF APPOINTMENT

This is to confirm your appointment as a full time temporary History teacher for a period of nine months commencing from 1st July 2022 to 31st March 2023.

1. You will receive a salary of Rs. 30,000/- per month. An additional payment of Rs. 5000/- per month will be given for the Prep duty you are assigned. Accommodation and food will be free.
2. During this period you will not be governed by other rules pertaining to permanent Staff.
3. You will be required to teach History in the Middle School and the High School.
4. You will be expected to perform such school duties as the Principal and the school management may from time to time assign to you.
5. During the currency of this agreement you shall not engage in any other activity similar to that of the school, elsewhere.
6. Your services may be terminated at 24 hours' notice given by the administration of this school on grounds of misconduct or violation of any rules and regulations. If *you* wish to leave *our* service you are expected to give **three** month's notice in writing or forgo **three** month's salary in lieu of such notice.
7. Though the general rule for termination of this agreement is three month's notice, you are expected to complete the academic year so that neither the students nor the Management are put to difficulty.
8. Please sign and return a copy of this letter in token of your acceptance of this appointment.

Yours faithfully,

M. Paul

MARIAMMA PAUL
PRINCIPAL



Pallikoodam

is managed by the Corpus Christi Educational Society
Kottayam - 686 010, Phone : 0481-2578123, 2572961.

E-mail : pallikoodam@pallikoodam.org

www.pallikoodam.org



CORPORATE EDUCATIONAL AGENCY OF SCHOOLS
DIOCESE OF VIJAYAPURAM

Vijayapuram Bishop's House, P B. No. 82, Kottayam - 686 001, Phone No: 2569934

No. 87/2022

01/08/2022

From

The Corporate Manager

To


The Local Manager/ Headmistress
Mount Carmel GHS, Kottayam.

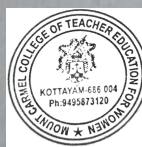
This is to inform you that Sr Sherline B, Neduvilakompurayidom, Valiyathura, Thiruvananthapuram, is appointed as probationary teacher in Mount Carmel HSS, Kottayam, from 01/08/2022 onwards in the vacancy of Sr Lali M C, HST(English), Mount Carmel HSS, Kottayam, who has retired w.e.f. 31/05/2022 A.N.

The Head of the Office shall direct the appointee concerned to get the formal appointment order from the Corporate Manager immediately.

Yours faithfully,




Dr. ANTONY GEORGE PATTAPARAMBIL
CORPORATE MANAGER
Corporate Educational Agency of Schools
Diocese of Vijayapuram, Kottayam - 1





Kadamba International School
A Haven For Skill And Excellence
Affiliated to CISCE, New Delhi. School Code KA421
Bukkapatna Road, Sira-572137, Tumkur Dist.

Date: 12 April, 2022

LETTER OF ASSURANCE

Dear Ms. AMBIKA LAKSHMI, with reference to your application and subsequent interview you had with us, we are pleased to ASSURE you employment as Assistant Teacher in our Institution as per the following terms and conditions:

1) Date to Report: 12/05/2022 at 10.00am.

2) You will be on Probation for a period of one year, in the first instance, from the date of your joining duty. During the period of probation your employment will be subject to termination by one month notice or payment of one month salary in lieu thereof, without assigning any reasons. Similarly you may resign from the services after giving one month's notice or salary in lieu thereof.

3) During your probation period of any extension thereof, your monthly consolidated salary will be Rs 25,000/-P.M.

4) You shall be governed by the Service Rules and Code of Conduct of the School which are in force from time to time and also through office circulars issued in this behalf.

5) This employment is based on the information supplied by you to us in your personal particulars and will be considered null and void if a material omission (in the School's opinion) is discovered therein at any time during your employment.

This letter is served on you in duplicate. Kindly sign and return the duplicate copy of this letter in token of your acceptance of the Job Offer and the Terms and Conditions contained herein.


We wish you Good Luck

Secretary /Principal

DECLARATION

I have read and fully understood The Terms and Conditions as contained in my Letter of Assurance. I agree to abide by them and in acceptance of the Terms and Conditions, I sign the duplicate copy of this appointment letter.

Date: 13/4/2022.


Signature of the Employee





CHURCH OF SOUTH INDIA
Madhya Kerala Diocese

Rt. Rev. Dr. Malayil Sabu Koshy Cherian
Bishop

BPO/440/03-22

Mrs. Amitha Susan Mathew
CSI Mysore Mission,
Hampapura H. D. Kote,
Mysore - 571 125.

Dear Amitha,

I am glad to inform you that you are appointed as the Headmistress of St. Paul's Mission High School, Hampapura, H.D. Kote, Mysuru with effect from 02 May 2022 till further orders.

Expecting the maximum co-operation and guidance to the betterment of the school.

Thanking you,

Rt. Rev. Dr. Malayil Sabu Koshy Cherian
Bishop

Kottayam, Saturday, April 30, 2022

Copy:

1. Mission Board Secretary, CSI MKD
2. The Missionary in-charge, Mysore Mission



CSI Bishop's Office, Cathedral Road, Kottayam - 686001, Kerala State, India
☎ 0481 256 6536 (O) ✉ csmkdbishopsoffice@gmail.com | csmkdbishopsoffice@yahoo.com 🌐 www.cismkd.net



CRAFT
WORLD SCHOOL
aspire. Nurture. Empower.

03rd February 2022

Ms. Jobina Mary N.G
Chulikkatt House
Pallikadav Road
Koonammavu P.O
Ernakulam-683518

Sub: Appointment Letter

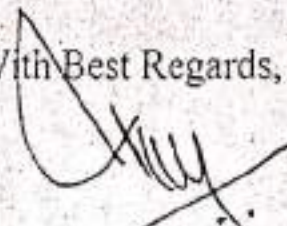
Dear Ms. Jobina Mary,

Further to your application and subsequent interview, we are pleased to engage you as a **Teacher** in our institution. The monthly remuneration will be **Rs.12,500 per month**. Your employment commences on **07th February 2022** purely on a contract basis.

If you wish to accept this offer in our institution under the terms and conditions set out in the attached Contract of Employment, please sign the same to acknowledge your acceptance.

We look forward to work closely with you to achieve our organization's vision of a happy and holistic world class-learning environment.

With Best Regards,


Adv. CA Majeed
Managing Trustee



TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Meliza Merina Mendez is working in our institution as a Science Teacher in L.P Section since October 2022. She is hardworking and sincere in her duties. Her character and conduct are good.




PRINCIPAL

Principal
Mary Matha Public School
School Code: 42250
Thrikkakara, Cochin-682 021





MARY MATHA PUBLIC SCHOOL

(Affiliated to CBSE, New Delhi, Affiliation No. 930731)

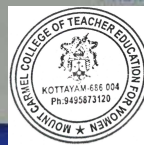
TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Meliza Merina Mendez** is working in our institution as a Science Teacher in L.P Section since October 2022. She is hardworking and sincere in her duties. Her character and conduct are good.



PRINCIPAL

Principal
Mary Matha Public School
School Code: 42250
Thrikkakara, Cochin-682 021





CRAFT
WORLD SCHOOL
Inspire. Nurture. Empower.

Cambridge Assessment
International Education
Cambridge International School

03rd February 2022

Ms. Jobina Mary N.G
Chullikkatt House
Pallikadav Road
Koonammavu P.O
Ernakulam-683518

Sub: Appointment Letter

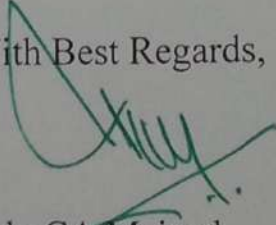
Dear Ms. Jobina Mary,

Further to your application and subsequent interview, we are pleased to engage you as a **Teacher** in our institution. The monthly remuneration will be **Rs.12,500 per month**. Your employment commences on 07th February 2022 purely on a contract basis.

If you wish to accept this offer in our institution under the terms and conditions set out in the attached Contract of Employment, please sign the same to acknowledge your acceptance.

We look forward to work closely with you to achieve our organization's vision of a happy and holistic world class-learning environment.

With Best Regards,


Adv. CA Majeed
Managing Trustee



Kaitharam, Ernakulam - 683519

Mob: +91 9061019222, 9048309222

office@craftworldschool.com www.craftworldschool.com





Mary Mount Public School

(Affiliated to CBSE, New Delhi, No.930449)

An ISO 9001:2008 Certified Institution

Kattachira P.O., Kottayam, Kerala, India - 686 572.

Tel:0481-2536233, 2534228, 2537778. e-mail:principalmount@gmail.com

www.marymountpublicschool.org

14/07/2021

To

Ms. Irene Susan Koshy

Kalathil (H).

Vadavathoor P.O,

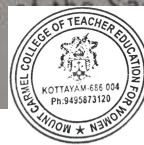
Kottayam.

Sub: Offer of appointment for the post of Mathematics Teacher with effect from 1st August 2021.

Dear Ms. Irene Susan Koshy

With reference to your application dated 29/05/2021 and the subsequent discussion you had with us on 14/07/2021 we are pleased to offer you the post of Mathematics Teacher with effect from 1st August 2021 in our Institution on a salary of ₹ 15001/- (Fifteen Thousand and One Rupees) per month. The Management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances. The terms and conditions of your service will be as follows.

1. Initially you will be on probation for a period of one year from the date of your joining. Thereafter the probation period may be either dispensed with or extended at the discretion of the Management for another one year. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be



PRCEEDINGS OF THE CORPORATE MANAGER
SCHOOLS OF THE EVANGELISTIC ASSOCIATION OF THE EAST.

Iringole P.O., Perumbavoor. Pin-683548.

Sub: Edn.-aided HSE-appointment of Smt. Gimna Elizabeth as HSST Chemistry, Miss. Anisha John as HSST Maths, Miss. Meera Ann as HSST Physics, Smt. Lincy George as HSST Botany (Jr.), Smt. Swapna R. as HSST Hindi (Jr.), and Smt. Ranju Raju as HSST Zoology(Jr.) are guest in M.S.V.H.S.S., Valakom- orders issued.

ORDER NO. 29/2021-22, DATED : 01-11-2021

Smt. Gimna Elizabeth, Arakkudy(H), Valayanchirangara P.O., Vengola is appointed as H.S.S.T. Chemistry guest in M.S.V.H.S.S., Valakom by the selection committee on 29.10.2021 w. e. from 01.11.2021.

Miss. Anisha John, Kalappurayil (H), Kakkad P.O., Piravom is appointed as H.S.S.T. Maths guest in M.S.V.H.S.S., Valakom by the selection committee on 29.10.2021 w. e. from 01.11.2021.

✓ Miss. Meera Ann, Pallath(H), Palarivattom P.O., Thammanam is appointed as HSST Physics guest in M.S.V.H.S.S., Valakom by the selection committee on 29.10.2021 w. e. from 01.11.2021.

Smt. Lincy George, Njattumkalayil (H), Kadayiruppu P.O., Kolenchery is appointed as HSST Botany (Jr.) guest in M.S.V.H.S.S., Valakom by the selection committee on 29.10.2021 w. e. from 01.11.2021.

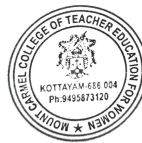
Smt. Swapna R., Karthika (H), Muvattupuzha P.O., is appointed as HSST Hindi (Jr.) guest in M.S.V.H.S.S., Valakom by the selection committee on 29.10.2021 w. e. from 01.11.2021.

Smt. Ranju Raju, Mulayamkottil(H), Karikode P.O., Peruva is appointed as HSST Zoology (Jr.) guest in M.S.V.H.S.S., Valakom by the selection committee on 29.10.2021 w. e. from 01.11.2021.

The appointment order and connected papers are attached herewith.




MANAGER
Schools of the Evangelistic
Association of the East





GIRIDEEPAM BETHANY CENTRAL SCHOOL

LETTER OF APPOINTMENT

Ref. No. : GBCS/APT013/22_23

Shri. / Smt. LIALIAS LIDIYA

Ref: Appointment on Probationary Basis to the Post of Mathematics (PGT) in Senior Secondary Section

With reference to your application dated on 01.06.2021 and interview held on 01.06.2021 for the post of an Assistant Teacher. We are happy to appoint you to the post of Mathematics Teacher in Senior Secondary Section our School on a purely probationary basis for a period from 01.06.2022 to 31.05.2023.

During your period of Temporary Service you will be paid a contract dated salary of Rs.20000/- per month. You will not be entitled to any other allowances or monetary benefits. you will be entitled to casual leave and medical leave as per the rules and regulation of the school, proportionate to the duration of your appointment. No other categories of leave will be applicable to you.

You will be required to perform all such duties as are allocated to you by the Head of the Institution and follow all the directions by him/her or by his/her substitute or any other persons delegated by him/her with powers to issue directions on his/her behalf.

It should be clearly understood that at the end of the period for which you are appointed, your service with the institution will stand automatically terminated, unless you are re-appointed in writing.

During the period of your appointment, the Managing Committee of the School will be entitled to terminate service even before the expiry of the period for which you are appointed without assigning any reason whatsoever, upon one month's notice in writing, or on payment of one month's salary in lieu of notice.

If you are agreeable to the above terms, you are requested to confirm your acceptance on the duplicate copy of this letter.

For Girideepam Bethany Central School,

DIRECTOR



To be filled by the selected candidate:

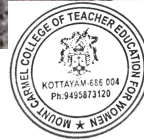
I have read and understood the rules and regulations of Girideepam Bethany central school, Vadavathoor, Kottayam and agree to abide by them, including any changes made therein by the management from time to time.

Signature of the candidate:

Name:

Contact.No.:

GIRIDEEPAM



എല്ലാ ദിക്കിലും ഭവാനെ തിരയ്ക്കുക: 1
Let noble thoughts come to us from every side
-Rigveda, 1:62-4



Bharatiya Vidya
Bhavan
Kochi Kendra

Tel. Nos : 2503500/2903551
2503552
Fax : 0484 - 2367599

28/10/2021

Ms. Reshmi P R

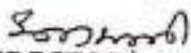
Avittom, MPR 27, Mythripuram Cross Road,
NGO Quarters, Thrikkakara P.O, Kakkanad
Ernakulam-682021.

Madam,


With reference to your application, the subsequent interview with us and on the recommendation of the managing committee, Kochi, we have pleasure in informing you that you are appointed to the post of **Teacher (English)** subject to the following terms and conditions:-

1. This appointment will be effective from **01/11/2021**.
2. You will draw an all-inclusive consolidated salary of **Rs.18,000/-** per month.
3. This appointment is on **contractual basis (Leave vacancy)** for the period from **01/11/2021** to **31/03/2022**.
4. Your services can be terminated by either party giving 24 hours' notice.
5. You are posted to **Bhavan's Varuna Vidyalaya, Thrikkakara** and you will report to the Principal for further instructions.
6. You will devote yourself whole heartedly to your duties as Teacher of Bharatiya Vidya Bhavan School, Kochi including any such other duties as may be assigned to you by the management in any of its units from time to time. You will not do any other business or remunerative activity while in service with us.

Yours Faithfully,


DIRECTOR

Acceptance:

 I, Ms. Reshmi. P-R of my own free will and volition here by agree and accept the above offer of appointment subject to the terms and conditions delineated therein.

Place Kakkanad

Date 01-11-2021

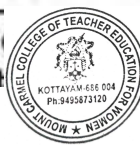
Signature 

Name Reshmi.P.R.

Cc: 1) Principal

2) Accounts

3) Personal File





St. Kuriakose Public School
(Affiliated to CBSE, New Delhi No. 930131, School Code : 75122)

📍 Thiruvampady P.O.,
Njeezhoor, Kaduthuruthy
Kottayam- 686 612, Kerala
📞 +91 9496541679, 9400657732
✉ skpsosb@skps.ac.in
skpscampus@gmail.com
🌐 www.skps.ac.in

To

Date: 01-08-2021

Ms RICHU SEBASTIAN

Sub: Offer of appointment for the post of Physics Teacher with effect from 01/08/2021

Dear Madam

With reference to your application dated 02/07/2021 and the subsequent discussion you had with us on 27/07/2021 we are pleased to offer you the post of Physics Teacher with effect from 01/08/2021 in our Institution on a salary of Rs. 15,000 (Fifteen Thousand Only) Including ESI No.4708460479 for Rs.113 per month. The Management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances. The terms and conditions of your service will be as follows:

1. Initially you will be on probation for a period of one year from the date of your joining. Thereafter the probation period may be either dispensed with or extended at the discretion of the Management for another one year. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.
2. After confirmation, your services are liable to termination at one month's notice or one month's salary in lieu of the notice. If you intends to resign from the Institution you will have to serve on month's notice on resignation or lieu of it forfeit one month's salary. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the Institution may, at its option, grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also if you are found suffering from any infectious/contagious disease, the Institution may at its discretion terminate your services.
3. You will work under the supervision of such officers/superiors as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out the instructions given to you from time to time by your officers/superiors in connection with the work assigned to you to the best of your skill and ability
4. You will strictly observe punctuality. However, in exceptional circumstances expressly explained by you, the Management may allow a grace period up to 10 minutes at the start of your duty period but you shall not be allowed to join duties later than one hour of the starting time and will be marked as absent. In case you come later than 10 minutes on three days in a month, your one day leave will be deducted for every such three days on which you will come late aforesaid. The privilege of the grace period is not accumulative. Besides deduction as started hereinabove, disciplinary action for habitual late coming can also be initiated.





आ नो यद्वाः क्वचो यन् विद्यतः ।
Let noble thoughts come to us from every side
-Rigveda, I-89-1



Since 1938

Bharatiya Vidya
Bhavan
Kochi Kendra

Tel. Nos : 2903500/2903551
2903552
Fax : 0484 - 2367599

28/10/2021

Ms. Reshmi P R

Avittom, MPR 27, Mythripuram Cross Road,
NGO Quarters, Thrikkakara P.O, Kakkanad
Ernakulam-682021.

Madam,

With reference to your application, the subsequent interview with us and on the recommendation of the managing committee, Kochi, we have pleasure in informing you that you are appointed to the post of **Teacher (English)** subject to the following terms and conditions:-

1. This appointment will be effective from **01/11/2021**.
2. You will draw an all-inclusive consolidated salary of **Rs.18,000/-** per month.
3. This appointment is on **contractual basis (Leave vacancy)** for the period from **01/11/2021** to **31/03/2022**.
4. Your services can be terminated by either party giving 24 hours' notice.
5. You are posted to **Bhavan's Varuna Vidyalaya, Thrikkakara** and you will report to the Principal for further instructions.
6. You will devote yourself whole heartedly to your duties as Teacher of Bharatiya Vidya Bhavan School, Kochi including any such other duties as may be assigned to you by the management in any of its units from time to time. You will not do any other business or remunerative activity while in service with us.

Yours Faithfully,



DIRECTOR

Acceptance:

I, Ms. Reshmi P.R of my own free will and volition here by agree and accept the above offer of appointment subject to the terms and conditions delineated therein.

Place Kakkanad

Date 01-11-2021

Signature 

Name Reshmi P.R

Cc: 1) Principal

2) Accounts

3) Personal File

T.D. ROAD, ERNAKUL

E-mail: bharatiyavidyabhavancochin@yahoo.co.in



www.bhavanskochikendra.com

Dr. Roland Wittje
Principal Investigator
Archive of IIT Madras

Indian Institute of Technology Madras
First floor, Central Lecture Theatre
Chennai 600 036, India

+91 44 2257 9483
archive@iitm.ac.in
archive.iitm.ac.in



10 June 2021

To

Minnu Ann Mathew
Kottuppallil,
Lakkattoor P.O Kottayam, Kerala -686502
Mobile: 9514022504
Email: mandscompany14@gmail.com

Sir

Sub: Appointment to the post of **Project Associate** for the IITM project on **Archive of IIT Madras** in the **Department of Humanities and Social Sciences**.

We are pleased to offer you appointment as **Project Associate** in the above project. Your **initial** appointment will be for the period from 12-7-2021 to 30-12-2021.

We request you to kindly acknowledge receipt of this letter and confirm your joining date as soon as possible, no later than 25-06-2021.

Thanks

Yours truly,

Dr. Roland Wittje





SFS Public School & Junior College

(Affiliated to CBSE, Delhi. No. 930529)
Ettumanoor PO, Kerala - 686 631

APPOINTMENT LETTER

Ms Jerrin Aleyamma John, MA BEd

Sub: appointment as English Teacher

Dear Madam,

With reference to your application and interview, the management of SFS Public School is pleased to appoint you as English Teacher with effect from 20 May 2021. You will be on probation for a year from that day. During the period of probation your services may be terminated without assigning any reason.

You need to attend functions, meetings, and refresher courses etc, sponsored by the management or any other organization, whenever and wherever held, on working days or off-days. Refusal to attend such programmes may invite disciplinary action by the school authorities.

Your salary and other monetary benefits will be those which are fixed from time to time by the school management.

No benefits shall be claimed by you as a matter of right but will depend upon your maintenance of a high standard of discipline, good work, efficiency, integrity, punctuality and regularity. Leave taken during probation period is considered to be on loss of pay. If you are found absent from duty without prior permission or overstay the sanctioned leave, your service is liable to be terminated without further notice.

This appointment is subject to the provisions of the service rules for the employees of SFS Public School, Ettumanoor, and such other rules or orders issued from time to time by the management of the school.

We hope that your employment in our institution will be productive and beneficial to our pupils.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the same.

Signature of Employee





Yours sincerely,



Fr. SOBY THOMAS

Principal

SFS Public School



Dr. Roland Wittje
Principal Investigator
Archive of IIT Madras

Indian Institute of Technology Madras
First floor, Central Lecture Theatre
Chennai 600 036, India

+91 44 2257 9483
archive@iitm.ac.in
archive.iitm.ac.in



10 June 2021

To

Minnu Ann Mathew
Kottuppallil,
Lakkattoor P.O Kottayam, Kerala -686502
Mobile: 9514022504
Email: mandscompany14@gmail.com

Sir

Sub: Appointment to the post of **Project Associate** for the IITM project on **Archive of IIT Madras** in the **Department of Humanities and Social Sciences**.

We are pleased to offer you appointment as **Project Associate** in the above project. Your **initial** appointment will be for the period from 12-7-2021 to 30-12-2021.

We request you to kindly acknowledge receipt of this letter and confirm your joining date as soon as possible, no later than 25-06-2021.

Thanks

Yours truly,

Dr. Roland Wittje





SFS Public School & Junior College

(Affiliated to CBSE, Delhi. No. 930529)
Ettumanoor PO, Kerala - 686 631

APPOINTMENT LETTER

Ms Jerrin Aleyamma John, MA BEd

Sub: appointment as English Teacher

Dear Madam,

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Signature of Employee





Yours sincerely,



Fr. SOBY THOMAS

Principal

SFS Public School



UMANATH SINGH HIGHER SECONDARY SCHOOL

SHANKARGANJ (FARIDPUR), P.O. MAHARUPUR, JAUNPUR (UP)

To

12/02/2019

Ms Amala Jayan

Thoppil House

Thiruvanchoor P.O.

Kottayam 686019

LETTER OF APPOINTMENT

Dear Ms Amala Jayan,

With reference to your application for a faculty position dated 10/02/2019, and based on the recommendation of the Selection Committee that conducted the interview on 11/02/2019, we have the pleasure in informing you that you have been selected as a teacher at Umanath Singh Higher Secondary School on the following terms and conditions:

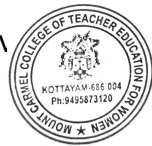
- 1) You shall be on ad hoc appointment for a period of one year, and your joining date will be 15 March 2019

OR

- 2) You are advised to join the school latest by 01 April 2019.
- 3) You shall report to the Principal of Umanath Singh Higher Secondary School.
- 4) You will be paid a monthly salary of Rs. 30,000/

Apart from the monthly salary, you will be provided with other benefits like:

- a) Pick and drop facility.
- b) A sum of Rs 10,000/ annually as travelling allowance.



- 5) You shall be entitled to casual and other leave benefits in accordance with the rules.
- 6) Your appointment is not terminable in the mid of the session.
- 7) You may carry out a minimum of 1 year of service with Umanath Singh Higher Secondary School.
- 8) You shall devote your whole time to the duties assigned to you from time to time.
- 9) While you are employed at this organisation, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the organisation.
- 10) In view of your position, you would be expected to perform all responsibilities effectively, diligently and to the best of your abilities and ensure results.
- 11) In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to the school as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements developed or conceived by you solely or jointly with others (whether or not during the school hours), and shall comply with the Policies of the school in relation to Intellectual Property.
- 12) You shall not enter into any monetary transactions with any staff member, student or parent, nor shall you exploit your influence for personal ends.
- 13) You shall not accept, or permit any members of your family or any other person acting on behalf to accept any gift from any student, parent or any person you may come into contact by virtue of your position in this institution.
- 14) You shall not practise or incite communalism, or incite any other person to cause any damage to the property of the institution or encourage any student, teacher or other employee to behave in a rowdy or disorderly manner in the premises of the institution.
- 15) You shall not divulge any secret or business affairs of the institution and shall safeguard the interest of the institution.
- 16) You shall conform to all the rules and regulations in force from time to time in the institution and shall obey all other lawful instructions and directions of the Principal in connection with the day to day discharge of your duties in the institution.



- 17) In case of any change in your Permanent Address during the course of employment in the institution, it shall be your duty to intimate the same in writing to the Principal within seven days from the date of such change.
- 18) You shall be responsible for the safe custody of the registers, books and other records entrusted to you.
- 19) You shall not absent yourself from the Institution without prior sanction of leave or without the prior permission of the Principal.
- 20) You will maintain full integrity, and will endeavour to enhance the reputation of the institution.
- 21) You shall be retiring on attaining the age of 60 years.
- 22) The Governing Body of Umanath Singh Higher Secondary School may terminate your services by giving two months' notice in writing or two months' salary in lieu thereof. Similarly, if you want to relinquish your job, you shall be required to give two months' notice in writing or two months' salary in lieu thereof.
- 23) You are advised to bring the attested copies of the following documents at the time of joining:
- i) Academic certificates
 - ii) Experience certificates (if any)
- 24) Also, you may carry your Original Identity Card (PAN /Aadhaar/Election ID etc.)

Please return the duplicate copy of this letter duly signed by you in token of your willingness to accept the assignment.

Look forward to having an enduring relationship with you.

With Best Wishes

Er. Shivendra Pratap Singh
Manager
Umanath Singh Hr. Sec. School
Jaunpur, UP 222180

Mobile: 9415234208, 9839155647

Email: unshrsec@rediffmail.com, unhrsec@rediffmail.com





Mob-9415177622, 9450362278

RAJMANI SINGH MEMORIAL PUBLIC SCHOOL

Belbanawa Siddhartha Nagar, U.P Pin 272192

Director/Secretary

Dated... 07.04.18

APPOINTMENT LETTER

To
Miss. Amala Jayan,
Thopil House, Post-Thiruvanchoor
Distt. Kottayan, Kerala
Pin-686019

Dear,

With reference to your request dated 06.03.2018 and subsequent telephonic conversation with you on 06.04.2018 you are hereby appointed as Vice Principal of RAJ MANI SINGH MEMORIAL PUBLIC SCHOOL, on pay scale prescribed by Central Board of Secondary Education, New Delhi w.e.f. your date of joining RAJ MANI SINGH MEMORIAL PUBLIC SCHOOL, Belbanawa, Siddharth Nagar on a probation of two years from the date of joining. Other terms and condition of your appointment will be as per the service rules for the employees. You have to produce your original educational documents including certificates, mark sheets and degrees for verification before management of school.

Thanking you.

Kanak Singh

Manager,
Raj Mani Singh Memorial Public School,
Belbanawa, Siddharth Nagar.

