



# Sri Chaitanya School

Sy. No. 338 to 342, Road No. 9, Bhagyalaxmi Nagar Phase 2, Opp. GHMC, Legala Circle Road,  
Serilingampally, Hyderabad, Telangana - 500019. | Ph. No.: 95737 62227 / 95737 92227

## APPOINTMENT ORDER

ID No. SCTS/01/22-23

a. Name of the Applicant : **K .VENKATA KRISHNA**  
b. S/o d/o w/o : **K .VENKATERSWARLU**  
c. Qualification : **MSc Chemistry**  
d. Department & Designation : **Lab Assistant**  
e. Date of Birth : **01.06.1984**  
f. Date of Joining : **01-06-2022**

With reference to your Application dated **22-05-2022** and the subsequent interview held at **GACHIBOWLI** The Management is pleased to offer you the post of **Lab Assistant at GACHIBOWLI** Branch on a CTC (Cost to Company) of **Rs. 20,000 /-** Per month in words (Twenty Thousand Rupees Only) for a period of one year on probation/adhoc-basis provided the following terms and conditions are acceptable to you:

### Your Appointment is Contingent upon the Following Conditions:

- Your minimum completion period of service should be **two full academic Year**. However, if your services, actions and comments are found detrimental to the institution or if you resort to corporal punishments or humiliation, or harass children either physically or mentally you shall be immediately terminated without assigning any reason. On the basis of your performance, if you are found to be not improving or showing growth in your performance, results your services will be stopped with 3 months' notice.
- You are eligible for annual increment provided your work continues and is found satisfactory. However, the grant of increment is not warranted in adverse cases of report and result.
- Your services to the institution(s) must be in strict adherence to the nature of work/ timings/ leaves/ holidays etc., as adopted by the concerned place of work from time to time.
- The employee shall teach for 6(six) periods per day or 36 periods per week and attend to counseling of students for a minimum of 6(six) hours in a week.
- You shall be given teaching periods, invigilation, substitutions, paper correction work etc. as a part of your role. The teaching periods and workload allocation is in the discretion of principal keeping in view the need. It may vary on case to case basis.
- You will not be allowed to take up any full-time/ part-time services in any other organization or institution once you are appointed.
- You are not allowed to leave the campus during the working hours without prior permission of the Principal you shall devote your whole time effort to the service of the institution and are accepted to carry out the instructions of the principal in the stabilization of the system and the growth of the institution.
- You are not permitted to take tuitions outside before or after working hours of the school.
- You are entitled for 12 days of casual leaves only per annum. Leaves availed for more than two days during the same calendar month incur loss of pay.
- Teachers must apply leave well in advance. Leave informed on the same day will be considered loss of pay.
- Leave applying a day before or a day after the holidays, then those will also be considered as leaves.

- You are not supposed to apply leave during examinations, important days and meetings.
- Teachers are not supposed to use cell phones in the class rooms or in the corridors.
- You will not be permitted to resign during the academic year except under very special circumstances, in which case, you shall give three months' notice or pay in lieu of. However under any circumstances if you are leaving in the middle of the academic year you need to pay the amount expended on you for the subject training workshop(s) that you attended.
- You shall not indulge yourself in any political/ anti-social/ anti-institutional/ trade union activities during the period of your service failing which your services stand terminated automatically without any obligation.
- Teachers must not have financial transactions / business with other staff members. Management will not be responsible for such transactions.
- You will maintain confidentiality of all the organization proprietary information, including customer information, patents, finances etc., unless disclosure is specifically required for statutory purposes.
- If any legal disputes arises related to this appointment order (civil/criminal), the jurisdiction of the issue comes under our Hyderabad Administration Office limits and the Administration Office reserve the rights to take any legal steps under the jurisdiction of Hyderabad Administration Office limits.
- You shall intimate any change of address within a week from change of your present residential address.
- You shall abide by the rules and regulations of the Institution and the instructions issued by the managing committee communicated through the head of the institution from time to time.
- Your services are transferable. You may be transferred to any of the branches/institutions run under the managing committee at any time on prior intimation. However, transfers on individual's request are no obligation in this regard.
- Management has all rights to terminate any staff member without giving prior notice if found guilty in misappropriation of funds, misbehavior and violation of rules and regulations.
- You are advised to report to duty on: 01-06-2023
- **Gratuity**  
You will be covered under the Payment of Gratuity Act and will be eligible for gratuity benefits under the scheme after completion of stipulated period of employment. The gratuity is payable on retirement from service or separation from the company on meeting the conditions of the Act. Period of absence without pay will not be included for arriving the period of service for Gratuity entitlement.



Appointment Authority

*You are advised to sign the certificate below and report to duty as mentioned, failing which the appointment stands lapsed or cancelled.*

**CERTIFICATE OF ACCEPTANCE**

Having read the terms and conditions mentioned above, I acknowledge to abide by them / any of those modified and brought into force from time to time in the interest of the institution. I thank the management for the opportunity extended to me and promise that I shall strive hard to come up to its expectations in all my endeavors.

**I hereby join the duty from: 01-06-2023**

**Place: Gachibowli**

**Date: 21-06-2023**



Signature of the applicant