MAYO COLLEGE GIRLS' SCHOOL, AJMER

Order No : PR/MCGS/2023/ 65 **Dated : 5 April, 2023**

Mr. Vikram Singh Rathore
C/o Mr. Mahendra Singh Rathore
VPO-Dodiyana, The – Riyabari
Distt – Nagaur – 341031
Rajasthan

Date of Birth : 01.09.1984

APPOINTMENT LETTER

Dear Mr. Vikram Singh Rathore,

With reference to your application and subsequent discussions had with you for employment in our organization, we are pleased to appoint you in Mayo College Girls' School, Ajmer on the following terms and conditions.

1. **Designation**: **Estate Officer (FTC).** You will be in the category of **Non Vacational Staff**.

2. **Department: Office.** Mayo College Girls' School, Ajmer. You will report to Head of Department or any other Authority as may be decided by the Mayo College General Council (hereinafter mentioned as MCGC).

3. **Tenure**:

(a) The employment offered to you is of **purely temporary & contractual** in nature and is for a period of **04 years from 5 April, 2023 to 31 March, 2027,** on completion of which this engagement shall automatically stand terminated by virtue of efflux of time, without any prior notice.

(b) However, during the above tenure also, your services may be terminated at any time without any notice or compensation in cases of violation of any terms and conditions of the appointment or in cases as provided hereinafter. Otherwise, your appointment may be terminated by MCGC without assigning any reason with three month's notice or pay in lieu thereof.

(c) In case you wish to leave the employment of the Mayo College Girls' School/ Council (MCGC) during the tenure of your engagement, you will be required to give three month's prior notice or pay in lieu thereof.

(d) Further, the extension, if any, may take place at the sole discretion of the MCGC on the terms & conditions as may be decided and agreed mutually. You are expected to apply for extension of your contract at least four months before the expiry of this contract.

4. **Place of Posting**: Your initial posting will be at Mayo College Girls' School, Ajmer. However, during your employment with Mayo College Girls' School, you may be transferred / Deputed to any of the School/ College /Office governed by the Mayo College General Council (Society) Ajmer, existing or to be setup at any other location anywhere in India, however without adversely affecting your prevailing Pay and benefits.

5. **Salary & Benefits:** Your Salary and other Benefits will be as per ANNEXURE-I, forming a part hereof.

6. **Medical Fitness:** You shall always keep and maintain yourself physically, mentally and medically fit in order to discharge the assigned jobs and responsibilities. The MCGC has the right to get you medically examined by any certified medical practitioner, or Medical Board during the period of your service. In case you are found medically unfit to continue with the job, your engagement with Mayo College Girls' School, Ajmer. will cease immediately in such situation on your part.

7. **Correctness of Particulars:** If at any time the particulars mentioned and submitted by you in connection with your employment in the Mayo College Girls' School are found false, your services would be liable for termination without any notice or compensation, due to your appointment being void-ab-initio since based on such false particulars and declaration submitted by you.

8. **Duties and Responsibilities:** Your duties, jobs and responsibilities shall be such as are attached to your designation. However, the MCGC & other Authorities may assign you additional and other duties & responsibilities as it may deem proper from time to time as may be required. Your basic Job & Responsibilities will be as per ANNEXURE-II, forming a part hereof.

8.1. (a) The Mayo College General Council will expect you to work with a high standard of initiative and efficiency. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by those in Authority over you.

(b) You will devote your whole time to the work and responsibilities assigned to you by MCGC and will not undertake any other work or business, honorary or remunerative, directly or indirectly, while in employment of the MCGC. Contravention of this will lead to termination of your appointment without any notice or any compensation in lieu thereof.

9. **Confidentiality:**

While working with Mayo College Institutions, you will come across the systems, procedure, methods, data, and documentations etc. of the Organization. You are under obligation to maintain the secrecy of the same and not to divulge the same to any other person, outsider & not concerned with the Mayo College Girls' School, Ajmer./ Council (MCGC) during your employment as well as up to twelve months of your leaving the school. Any violation of the same will invite legal and penal action against you including termination of the employment and also your liability of indemnifying the damages and losses that may be suffered by MCGC due to your above violation.

10. General

(a) You will maintain High Standard of the assigned jobs & responsibilities set by Mayo College Girls' School, Ajmer / Authorities and will keep pace with changes in required Quality & Quantity as may be introduced by the Authorities.

(b) Besides the terms and conditions enumerated herein, you will also be governed by the Service Rules and Regulations, Code of Conduct, norms of discipline, Administrative Orders and any such other rules or orders of the MCGC that maybe enforced from time to time.

(c) Your age mentioned in the Matriculation Certificate submitted by you will be deemed to be the conclusive proof of your date of birth in all service-related matters.

(d) You will intimate in writing to the Management about any change in your personal particulars, e-mail id, communication contact number, and also change in temporary/ permanent residential address within a week from the change of the same, failing which any communication sent by MCGC on your last recorded address shall be deemed to have been served on you.

(e) You will submit a NO-Dues Certificate, clear all the financial dues of any type outstanding against you, and hand over the property/ material of the School/ Council in your possession at the time of cessation of your employment in any manner whatsoever, to facilitate your Full & Final Settlement of Dues.

(f) You will not indulge or involve in any activity, directly or indirectly, individually or collectively, which are prejudicial to the reputation & interests of Mayo College Girls' School, Ajmer or which are damaging in the eyes of the Parents/Guardians of the Students, against the Public Order and provisions of law, unethical, and are against the Morality.

(g) You will not involve & indulge in any activity of sexual harassment as defined under various laws in this regard.

Any incident as mentioned in Clause 10 (f) & (g) above, coming to the knowledge of the MCGC will be dealt with very strictly.

11. Termination

(a) Besides as per Clause 3, your engagement will be liable for termination in case of you being adjudged insolvent or convicted of any offence involving financial impropriety, moral turpitude, criminal offence under any law of the land, misappropriating assets and/or property of the Organization, breach of discipline and trust, misconduct of serious nature, and violation of any term & condition of the Appointment. Otherwise, this engagement will stand automatically terminated on stipulated date as per efflux of time.

(b) If you remain absent in unauthorized manner continuously for a period of three days and above.

Supreet Bakshi
Officiating Principal

Acceptance:

I have understood the contents of this letter and I unconditionally accept the same.

Name : VIKRAM SINGH RATHORE

Signature : VSRathore

Date : 05.04.2023

Mayo College Girls' School

Pay Slip for the month of May 2025

EMPLOYEE NAME	: MR VIKRAM SINGH RATHORE	BANK A/C NO	: 30210100024126	SCALE OF PAY	: Consolidated Pay
EMPLOYEE CODE	: MG023M0745	BANK	: BANK OF BARODA,MCGS	DATE OF JOINING	: 01/04/2023
DESIGNATION	: E.O.(ESTATE OFFICER)	PAN NO	: AJSPR3675B	TYPE OF JOB	: NON TEACHING
DEPARTMENT	: OFFICE	PRAN NO	:	ESI NO.	:
ADHAR CARD NO.	: 661653565538	PF NO.	: 12628	DATE OF SUPPERANNUATION	:
UAN NO	: 101909028378				

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT	DEDUCTIONS	AMOUNT
Pay in Payband	50,140.00	PF	6,017.00	Maintenance Chg.	0.00
GP	0.00	Extra PF	0.00	Water Chg.	0.00
Basic (Pay + GP)	**50,140.00**	PROVIDENT FUND-1800	0.00	Medical Chg.	0.00
Arrear	0.00	Life Insurance	0.00	Guest House Chg.	0.00
D.A.	0.00	Income Tax	0.00	Co-op	0.00
Arr.D.A.	0.00	Society Cont.	3,000.00	Soft Loan Recovery	6,300.00
H.R.A.	0.00	Mediclaim	0.00	Electricity Chg.	0.00
CCA	0.00	ESI	0.00	Staff Club MCGS	0.00
Extra Work	0.00	PF Loan	0.00	Telephone	0.00
Education Allow.	0.00	Salary Adv.	0.00	Misc. Deductions	0.00
Charge Allow.	0.00	Scooter/ Moped Loan	0.00	Arrear Deductions	0.00
Special Allow.	0.00	Car Loan	0.00	Donation	0.00
Misc. Allow.	4,630.00	Land Loan	0.00	PF Arrear	0.00
Other Payments	0.00	HBL	0.00	Others	0.00
CONV & ENT ALL	0.00	Misc. Loan	2,000.00		
GROSS TOTAL :	54,770.00			TOTAL DEDUCTION :	17,317.00
				NET PAY	37,453.00

(Rupees Thirty-Seven Thousand Four Hundred And Fifty-Three Only)