Ph. 2565678/2572429

**S.S. JAIN SUBODH SHIKSHA SAMITI**
**(Central Office)**
Subodh College Campus, Rambagh Circle, Jaipur - 04

SS/Estb./2017-18/_____ Date: _____

## OFFICE ORDER

On the recommendation of the Convener and the Principal, **Mr. Vishal Swami**, B.C.A., MCITP, CCNA, S/o Sh. Shiv Prasad Swami, resident of A-105, Near Ganga Jamuna Petrol Pump, Santosh Nagar, Jaipur born on 01-07-1995 is hereby appointed on the post of **Resource Person for Smart Classes** in Subodh Public School, Rambagh Circle, Jaipur for a fixed period on contract basis from 01-08-2017 to end of the session 2017-18 (before summer break) and the service shall stand terminated automatically thereafter.

**Other terms and conditions of appointment are as follows-**

1. This appointment will be effective from the date of joining.
2. During this period if at any time the services are found unsatisfactory the services can be terminated by the Management by giving 24 hours notice.
3. If at any time the candidate wishes to leave, or the Management does not require the service may do so by giving one month's advance notice or one month's salary in lieu of notice.
4. During this period of service a consolidated monthly salary of **Rs. 13,000/-** (Rupees Thirteen Thousand) only shall be payable.
5. If any document submitted by the applicant is found to be fake or forged the Management have the right to terminate the services of the candidate immediately and the security money/salary due shall be forfeited.
6. A fitness certificate from a Registered Medical Practitioner shall be provided by the candidate at own cost at the time of joining.
7. This office order is issued in duplicate so as to return one copy duly signed in token of acceptance.

**(S.S. Bothra)**
Hony. Secretary

SS/Estb./2017-18/ 3020 - 3025 Date: 2 AUG 2017

**C.C. to the following for information & needful :**

1. The Convener, SMC, Subodh Public School, Rambagh Circle, Jaipur.
2. The Principal with instructions to obtain the following from the candidate on the date of joining -
   a. Acceptance of this office order from the candidate.
   b. Attested photocopies of the certificate/testimonials/marksheet etc. after verifying from the original documents and having checked the authenticity of the School/College/University as applicable.
3. Accounts Section, Subodh Public School, Rambagh Circle, Jaipur.
4. AAO, Subodh Shiksha Samiti Central Office, Jaipur.
5. Mr. Vishal Swami.
6. Personal file.
7. Guard file.
8. Office file.

**(S.S. Bothra)**
Hony. Secretary

I have read and understood the above terms and conditions carefully and put my signature in acceptance of the same.

Name & Signature
Date :