MAHESHWARI PUBLIC SCHOOL INTERNATIONAL (MPS INTERNATIONAL)

(Governed By : The Education Committee of The Maheshwari Samaj (Society), Jaipur)

A Prestigious Co-Educational English Medium School

Bhabha Marg, Tilak Nagar, Jaipur - 302004 (Raj.) Ph: 0141-2621544, 2621545

E-mail : mpsint@mpsinternational.in, Website : www.mpsinternational.in

Affiliation No. 1730679

Date: 28.06.2024

Office Order

Mr. Rakesh Sharma
S/o Sh. Ramesh Chand Sharma
Jaipur

With reference to your services in this school as **Office Assistant**, your period of probation is hereby extended from **01.07.2024 to 30.06.2025** in the PB-2 (9300-34800) GP-3600 (SPC-10) with an initial basic of **Rs. 34800/-** plus usual allowances as per school rules, subject to statutory deductions, on the following terms and conditions:

1. Your period of probation is further liable to be extended solely at the discretion of the Hon. Secretary of the Managing Committee. During or at the expiry of the said period of probation or its extension, the Hon. Secretary 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 Hon. Secretary of the Managing Committee.

2. Your services shall be liable to be terminated on one month's notice or a salary in lieu thereof except on disciplinary ground in such case no notice payment in lieu thereof shall be necessary.

3. In any case annual increment shall not be claimed by you as a matter of right but will depend upon the maintenance of high standard discipline, good work, efficiency, integrity, punctuality and regularity. The annual increment will be fixed by the Hon. Secretary of the Managing Committee.

4. Your appointment and continuance in the employment in the school shall be subject to your being found medically fit and the Management shall have the right to get you examined or re-examined by the school Physician/Doctor or any other Registered Medical Practitioner, whose findings will be final and binding upon you.

5. Being employee of the school, you shall not engage yourself in any work anywhere else, either honorary or otherwise except with the written permission of Hon. Secretary of the Managing Committee.

6. You will not enter/ involve into any monetary transactions in the nature of borrowing or loans or in any other manner whatsoever with any student or their parents/guardians and shall not misuse your position as a teacher for your personal / family gains.

7. You shall not accept or 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/guardian or any other person, who may come into your contact in capacity of your being a teacher in the school.

8. You will not accept any job of remunerative character from any source other than the school or from giving private tuition or from any other person or engage yourself in any business.

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9. In case of any change in the address during the course of your employment in the school, it shall be your duty to intimate the same in writing to the Principal within one week from the date of such change.

10. Your absence for a continuous period of 7 days (including absence when on leave though applied for, is not granted or when you overstay for more than 7 days) would entail automatic loss of your lien on the job without any notice or intimation by the Management.

11. You will devote your whole time and whole attention to the interest of the school. You will not take or involve yourself in any kind of business or job or service anywhere during the period of employment in the school.

12. You will be bound by the rules, regulations and office orders in force and framed by the school from time to time; which will form part of your terms of employment.

13. Your appointment is being made on the basis of your particulars such as qualification etc. and in case any information as given by you found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

14. That one month notice or amount equal to one month salary from either side shall be required for the termination/resignation during the period of your appointment on probation.

15. You shall have to actively participate in all the school activities including cultural, sports and house activities. You will have to come to the school in the prescribed uniform only which will be purchased by you on your cost. You will not involve yourself in any activity detrimental to the school norms and discipline.

16. Your appointment will automatically stand terminated in the following circumstances:
    (a) Disobedience on your part for any work.
    (b) Misconduct on your part or you're any other activity which affects adversely the reputation and goodwill of the school.
    (c) Loss of confidence by the Management on account of your indulgence in any activity which is contrary to the interest of the school.
    (o) Violation of the terms and conditions of this office order.

If the above terms and conditions are acceptable to you, please sign the duplicate copy in token of its acceptance and return the same for our record.

(Deepak Sharda)
Hon. Secretary

Declaration by the Employee

I Rahul Sharma hereby declare that I have read all the pages of this Office order carefully and after reading it, I accept the above terms & conditions as mentioned in the aforesaid letter.

Signature of acceptance