East Point School

Run By East Point Education Society

(C.B.S.E. Affiliation No.-2730311)

(School Id:- 1002281)

FC-26, Dallupura, Vasundhara Enclave, Delhi-110096
Phone : 22621187, 22621411,21200352
E-mail : eastpointsch@gmail.com | Website:www.eastpointschooldelhi.edu.in

Ref No: EPS/LET/26-27/ 1105-A

Date: 23/6/27

To,
Mr. Ghanshyam
C-2/84,Street No.-14
Mukund Vihar
Karawal Nagar
Delhi-110094
Ph No.-8076554162

CONTRACT LETTER

Mr. Ghanshyam is appointed as Assistant Librarian w.e.f. 01/7/26 to 30/6/28 on a purely temporaray basis with a consolidated amount of Rs. 26500/- per month inclusive of all allowances on the following conditions:-

1. The following documents need to be submitted-
   a.)Medical Certificate (latest) by a Medical Practitioner
   b) Character Certificate by (2 references)
   c) Police verification/Clearance certificate
   d.) Aadhar card copy/PAN card copy

2. The school may terminate the services of the employee by giving one working months' notice in writing or by paying a sum equivalent to one month's salary. Similarly if the employee wants to relinquish his /her job he/she shall be required to give one working months' notice in writing or deposit salary as the case may be in lieu of thereof.

Archana Shrivastava
(Principal)

Vandana Sood
(Manager)

Amita Gupta
(Chairperson)

Copy forwarded for information & necessary action to the following:-

1. Mr. Ghanshyam
2. Accounts Branch
3. Personal file