G.D. GOENKA PUBLIC SCHOOL

Date: 16-Aug-2021

To
Ms. Kajal Kumari Rao,
Air Force Station
Gorakhpur-273002.

Subject: Appointment Letter

Dear Ms. Kajal,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as the **Librarian** in our School on the following terms and conditions:

1. You shall draw a Gross Consolidated Salary **₹ 10, 000/- per month (Rupees Ten thousand per month).**

2. Your date of joining as mutually agreed upon is **16th Aug, 2021**.

3. You will be subject to and governed by the Service and Conduct Rules of G. D. Goenka Public School, Gorakhpur presently in force and/or as amended from time to time by the School Managing Committee or the School Trust.

4. You are expected to be loyal and conscientious to the aims and objectives of the organization.

5. Your appointment will be on probation for one year. If you do not wish to continue, you can do so by giving one month notice in writing or one month salary in lieu thereof. The same process shall apply for the school too. On the basis your performance, the probation may be extended by another year.

6. If you resign or plan to leave the school/If the school wants yours services to be discontinued, a notice of 3 months has to be formally moved in writing or 3 months' salary has to be ceded in lieu of it. If you leave the job without serving full notice period, you will not get the salary for the unserved period. In case you leave in the mid-session (May to February), you would be required to pay the salary of the summer vacation (May-June). The Management however, reserves the right to relieve you any time after the receipt of your resignation by paying off the notice period.

G D Goenka Public School Gorakhpur

Chairman

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