CENTRAL INDIA PUBLIC SCHOOL

CBSE Affiliation No: 1130274, School Code : 30206
Add : Next to Baradwari Lake, Near Pardi Naka, Kapsi (Khurd), Bhandara Road, Nagpur.
Mobile No. 9225069094 / 9225069095
Email : centralindiapublicschool@gmail.com

CIPS Kapsi/ 2026 Date : 06th June 2026

From

Central India Public School

Kapsi Branch

Nagpur

To

Ms. Manisha Uikey

Subject :- SELECTION LETTER

Dear Madam,

With reference to your application for the post of Librarian at Central India Public School, Kapsi Branch and your interview held on 2nd June 2026, we are pleased to inform you that you have been selected for the position, subject to the terms and conditions mentioned below.

1. Your probationary period will be two (2) years from the date of joining. During this period, your services may be discontinued by either party by giving one (1) month's written notice or salary in lieu thereof, except in cases of proven misconduct, where disciplinary action may be taken as per School rules and policies.
2. For academic continuity, your relieving will be aligned to the School calendar and subject to completion of handover and clearance of responsibilities.
    - During probation: Notice period is one (1) month.
    - After confirmation: Notice period is three (3) months.

    The relieving date shall be determined by the School based on academic continuity and completion of handover. Any request for early relieving will be subject to management approval.
3. Your employment will be confirmed upon successful completion of the probation period, subject to satisfactory performance and conduct, as assessed through a formal performance review.

Manisha Uikey
09/06/2026

4. Your services will be governed by the service rules/policies of Central India Public School, Nagpur, as amended from time to time. You shall maintain punctuality, dedication, professionalism, and uphold the School's standards of conduct and child safety.
5. You will not engage yourself in any other full-time employment. Any part-time professional engagements (including CBSE resource work) will require prior written approval and must not impact School duties.
6. Any violation of the terms and conditions of employment or School policies may result in disciplinary action as per applicable rules. During your tenure, you shall not engage in any activity that is detrimental to the interests of the School, its management, staff, or students.
7. Your date of joining shall be ~~15th~~ 22nd **June 2026 (Monday).**
8. You will have to provide the following documents at the time of joining after acceptance of this offer (Copies + Verification of Originals):
    - Self-attested copy of educational qualifications
    - Self-attested copy of PAN and Aadhaar Card
    - Medical Certificate
    - Police Verification (where applicable/required)
    - 3 passport size photographs
    - Previous experience certificates (if applicable)

You are expected to take full ownership of academic and administrative responsibilities and contribute meaningfully to the overall development of the School. The Management is confident in your ability to lead with professionalism, initiative, and accountability.

To confirm your acceptance of this offer, kindly sign and date this letter in the space provided below and return a scanned copy.

We assure you of our full support in the effective discharge of your responsibilities.

PRINCIPAL

(Applicant)

Witness:

1)_____

2)_____

09/06/2026