



# DELHI PUBLIC SCHOOL, VIJAYAPURA

(Affiliated to CBSE , New Delhi, Affiliation No:831271)

Shirdi Sai Nagar, Atalatti, Vijayapura

Ref. #: DPS/VIJ/ADMN/25/24-25

Date: 25-07-2024

To,  
Ms. JAYASHEELI P  
RAJAKUMAR LAYOUT  
VIJAYAPURA

## **SUBJECT: TERMS AND CONDITIONS OF APPOINTMENT**

Dear Madam/Sir,

This has reference to your application for the post of a Teacher in our school. On the basis of your performance in the interviews conducted, you have been selected for the post of Special Educator and your lumpsum salary during the contractual period will be **Rs. 30,000/-** per month at Delhi Public School, Vijayapura on the following terms and conditions:

1. Initially you shall be on probation for a period of **one year**, from the date of joining this Institution. The said period of probation is further liable to be extended by another year purely at the discretion of the Managing Committee. During the said period, your services may be terminated under rules without any notice to you, if your work and conduct is found unsatisfactory. During the period of probation, if you wish to leave the institution you are expected to give a notice of one month or salary in lieu thereof.

**The total probationary period shall in no case exceed two years.**

2. At the expiry of the said period of probation or the extended period of probation, the Managing Committee shall have the right to terminate your services without assigning any reasons and by sending notice of one month or salary in lieu thereof, if your work and conduct is found to be unsatisfactory.
3. If your work and conduct during or at the expiry of the period of probation is found to be satisfactory, you shall on the expiry of the period of probation or the extended period of probation as the case may be confirmed with effect from the date of expiry of the said period.
4. (a) Your appointment and continuance in employment of this school shall be further subject to your being found medically fit up to the age of superannuation of 60 years. A medical certificate in accordance has to be submitted. In case of a serious ailment which can result in permanent disability thus rendering you unfit to perform your duties, the services can be terminated on the advice of the medical officer of the school or any medical board appointed by the Managing Committee.  
(b) After your confirmation into the service of the school, if you wish to resign three months' notice should be given or three month's salary in lieu of the notice period should be surrendered. Management has the discretion to alter this period.

5. Your appointment and continuance in service is further subject to production of Degrees / Diplomas or other qualifying certificates in original with attested copies thereof within a period of 15 days from the date of acceptance of this offer of appointment.
6. You will have to produce two character certificates from members of Parliament / Members of Local Body / Gazette Officers not related to you.
7. In case it is found that you do not possess the requisite qualifications entitling you to serve as a teacher, your services shall be dispensed with / without any further reference to you.
8. You will be entitled to casual and other leave benefits in accordance with the rules framed from time to time by the Managing Committee.
9. Conveyance allowance from your residence to the School on working days will not be admissible; however, you may avail of the School Bus facility for commuting to and from the school provided your residence happens to be located on the existing route where a School Bus plies for the conveyance of Students to the school.
10. An employee shall be a whole time employee of the School to which he / she is appointed and is not liable to be transferred without his / her written consent to any other school run by the Managing Committee.
11. An employee shall not apply for any post in any other organization without the prior approval of the appointing authority. In case he / she has applied for any post before joining the post under Delhi Public Schools, he / she shall give in writing the details about the post before joining duty in DPS.
12. No teacher shall be permitted to apply for adding qualifications before completing two years of service.
13. As a teacher, you shall be the whole time employee of the Institution and shall not engage yourself in any work similar in nature to that of the Institution and / or in which you may for the time being be engaged yourself any where in any work, profession or employment either honorarily or otherwise during the period of your employment with us.
14. You shall devote your whole time to the duties assigned to you from time to time and shall not undertake any tuition work without the written permission of the Managing Committee / Principal. You will be required to take part in all Co-curricular, extra curricular activities and functions organized by the school. This may from time to time require your presence in the school beyond the regular working hours.
15. You shall not ask for or accept any contribution or otherwise associate yourself with the raising of any funds or make any other collection whether in cash or in kind, in pursuance of any object whatsoever.
16. You shall not prepare or publish any book or books commonly known as keys or assist anybody else directly or indirectly in such a publication.
17. You shall not canvas for any publication or any publishing agency or trader.

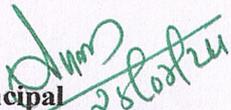
18. You shall not enter into any monetary transactions with any student or parents, nor shall you exploit your influence for personal ends, nor shall you conduct your personal matters in such a manner that you have to incur a debt beyond your means.
19. You shall not accept, or permit any member of your family or any other person acting on your behalf to accept any gift from any student, parent or any person you may come into contact by virtue of your position in this Institution.
20. You shall conform to all rules and regulations in force from time to time in the institution and shall obey all other orders / instructions / directions of the Managing Committee / Principal as are given to you in connection with the day to day discharge of your duties in the Institution.
21. You shall not practice, or incite any student to practice casteism, communalism or untouchability, or incite any other person to cause any damage to the property of the Institution or behave or encourage to incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the premises of the Institution or be guilty of or encourage violence, or any conduct which involves moral turpitude, or be guilty of or misbehavior or cruelty towards any parents, guardian, student, teacher or other employees of Institution, or organize or attend any meeting during the school hours except when you are required or permitted by the Principal of the Institution to do so.
22. You will be liable to disciplinary action for any act of omission or commission constituting misconduct or misbehavior or moral turpitude or neglect of duties, in accordance with the Education Act.
23. You shall be responsible for the safe custody of the Registers, books and other things / records entrusted to you. In case of any damage or loss, the Managing Committee / Principal shall have the right to initiate disciplinary proceedings against you.
24. You shall not utilize or divulge any secrets or business affairs of the Institution and shall safeguard the interest of the Institution.
25. You shall not absent yourself from the Institution without leave or without the previous permission of the head of the Institution from the class that you are required to attend.
26. You shall maintain integrity and devotion to duty and / or shall not do anything which is unbecoming of a school teacher.
27. You shall not distribute or cause to be distributed or exhibit within the premises of the Institution any handbills, pamphlets, posters and other things without previous sanction of the Managing Committee / Principal.
28. The Annual increment as per the scale of pay, shall be granted to you in the normal course, depending on your performance.
29. The payment of your salary shall be subject to the deduction of income tax, if any, payable on the income from your salary as also the provident fund deductible on the said salary according to the Provident Fund Rules as in force from time to time.
30. If availing accommodation in school premises, HRA is not admissible.

31. You will inform the school management of your current residential address and also inform the changing of the address as and when to shift your residence. Any communication sent on the address given by you shall be deemed to have been duly served on you.

32. You will have to enter into an agreement that you will not leave the school in between the academic year.

This appointment is subject to the approval of the Selection Committee. In case, the above terms and conditions are acceptable to you then please return the duplicate copy of this offer of appointment after affixing your signature on the same in token of your acceptance within 7 days of receipt of this letter and present yourself for duty on \_\_\_\_\_

Yours Sincerely,

  
Principal  
Delhi Public School,  
Vijayapur  
**DELHI PUBLIC SCHOOL  
VIJAYAPURA**

Accepted

Name : Jayashree P  
Signature : JF  
Date : 25-07-24

**|| We Wish You Good Luck ||**