



DON BOSCO HR. SEC. SCHOOL, BOKO

Boko: Kamrup: Assam: PIN- 781123
SEBA Regn. No. Kamrup (R) 2019/FR-16/5
Website: www.donboscoboko.com
e-mail: donboscoboko@gmail.com
☎ 6001700467 (Office)

Ref No. DBS/AL/004/2022

Dated: 2nd August, 2022

APPOINTMENT LETTER

From:
The Principal,
Don Bosco Hr. Sec. School, Boko

To,
Pallabi Rabha (M.A. in Education, B. Ed.)

Dear Madam,

With reference to your application and the interview on 17th May, 2022 for the post of an assistant teacher, we are happy in appointing you as Assistant teacher of Don Bosco Hr. Sec. School (Higher Secondary), Boko on probation with effect from 1st June, 2022 on the following terms and conditions.

8. During probation period. You will receive Rs. 15,000/- till the end of March 2023.
9. You will be entitled to leave and holidays as per rules.
10. Your probation period will be extended for one more year if required and you will be confirmed on satisfactory completion of the two year period of probation. If you fail to show the necessary aptitude and ability on the jobs, your services -will be terminated without notice and without assigning any reason.
11. You will comply with the rules and regulations of the school in force from time to time and diligently, faithfully and exclusively employ yourself on school business during your service with the school.
12. You will be governed generally by the service-rules applicable to employees of your rank from time to time.
13. The appointment is terminable by a month's notice from either side during probation. The Management also reserves the right to terminate your service by paying you one month's salary in lieu of a calendar months' notice.
14. Your duties will be assigned to you by the Principal of the institution. We are enclosing a copy of the service and conduct rules of the school. Please sign the duplicate of this letter as acceptance of the above terms and condition of service. We hope that your period of service with us will be both pleasant and productive.

To be filled by the selected candidate.

PRINCIPAL
Don Bosco Higher Secondary School
Boko, Kamrup (R)
Assam-781123

I have read and understood the service and conduct rules of Don Bosco Hr. Sec. School, Boko and agree to abide by them, including any changes made therein by the Management from time to time.

Specimen signature..... Pallabi Rabha.....

Specimen initials..... PR.....

