



**STEPPING STONES  
HIGH SCHOOL**

To,

12.12.2022

Mr Anand Shankar Suryawanshi,  
Aurangabad.

**Subject: Letter of Appointment**

Dear Ms Anand Suryawanshi,

With reference to your application and subsequent interview , I have great pleasure in appointing you as an Asst. Teacher in Stepping Stones High School, Aurangabad, with effect from 01.03.2023 on the following terms & conditions:-

- 1 You will receive a gross salary of Rs. 37000/- (which includes basic salary, dearness allowance as per the school rules as may be applicable to your category from time to time), you will also be eligible for other allowances admissible, subject to the deductions applicable as per school rules/government laws. You will report to your department head.
- 2 You will be on probation for one year at the first instance. Your probation period may be extended for the further period of one year, if found necessary by the management at its sole discretion.
- 3 During the probation period if the School Management is not satisfactory with your work then your services are liable to be terminated by giving one months notice or pay in lieu thereof. Also if you want to quit the job then you have to give one Month's notice or pay for one Month's salary.
- 4 Please note that should you be found guilty of any misconduct during probation, your services are liable to be terminated by ways of dismissal without any notice or any compensation whatsoever.
- 5 On confirmation your services are liable to be terminated with three months notice by either party or pay in lieu thereof. You may please be noted that you will carry out the work at any class as per instructions given to you from time to time, that your services are liable to be transferred (either temporary or permanent) to any department / school in India of the same management without any extra compensation



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- 6 You will devote your whole time, energy and attention to duties assigned to you and shall not, without written permission, engage/interest yourself (in whatever capacity) for carrying out any trade or business whatsoever which is likely to interfere with the due and efficient discharge of school duties or which is otherwise prejudicial to the interest of the school.
- 7 You will be responsible to work as per the standards decided by your superior and follow all the instructions. You will be responsible for safe keeping or return in good conditions and order, of all our instruments that may be have been entrusted to you from time to time for discharge work. If you fail to account to any property that may be entrusted to you for which you are responsible the school shall have the right to deduct the money value of such property from your salary apart from our right to take any appropriate action as we deem fit.
- 8 You will keep us informed of any changes in your residential address and of your marital status
- 9 The terms and conditions of your employment will be governed by the rules and regulations notified by the school management or appropriate Government from time to time applicable to school employees in your category subject to amendment, alteration, deletions, etc. as the case may be.

Please sign and return the duplicate as proof of your having understood the content of this letter and token of acceptance of the above terms and conditions.

I wish you a successful career with Stepping Stones.

Thanking You,

  
Dr Angelo Michael D'Cruz  
Principal

