



SERVICE RULES & GUIDELINES OF SENGOL INTERNATIONAL SCHOOL FOR THE EMPLOYEES



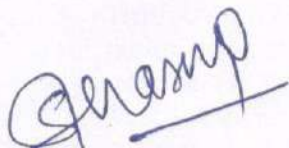
1. This agreement is made between you and Education Agency of **SHRI GANESH SHIKSHA SAMITI SIDHI** represented by Manager/Principal of **SENGOL INTERNATIONAL SCHOOL**. It comes into effect from DATE. You will be on Initial Probation for a Period of 10 Month with effect from the date you report for duty; however this probation is liable to be extended further at the sole discretion of the management on satisfactory completion of probation period, your case will be considered for confirmation.
2. If you are taking leave or absent in the institution without prior information or permission for more than seven days continuously your service will be terminated automatically.
3. This agreement can be terminated by either side, giving a notice of three month or three month's salary in lieu for regular staff and **one month notice to other staff**.
4. The deduction of professional tax and other taxes will be deducted from your salary as per the rules.
5. During this period your consolidated salary will be or as under.

Basic Pay	Grade Pay (If any)	D.A. (If any)	Total Salary	E.P.F. Contribution	ESI (If any)	Gross Salary	E.P.F. & ESI Deduction	Net Salary

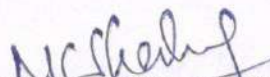
6. You are not expected to ask or demand for any promotion, increase in salary or regularization of your service. It will be granted to you as per your eligibility and service when the management satisfied.
7. That you will be punctual and regular in your duties and will not be absent yourself without prior permission of the establishment. You are also bound by professional secrets.
8. That you are responsible for the class and subject entrusted to you. You are not permitted to take tuition for our school's students without prior permission of the management. If we get any complaint of tuition orally or written from any source disciplinary action may be taken against you.
9. That you are expected to render your service as a teacher as per the direction given by the principal with responsibility.
10. That you agree to teach in any class, any subject irrespective of the consideration in which you are appointed. That you will be regular and punctual in class.
11. The school hours and teaching period is seven and half hours in our institution with interval. For non teaching staff and maintenance staff working hours will be eight hours. You are expected to reach and leave the School as per the time prescribed by the Management. You have to sign the register both before and after the school hours. If you are either late to reach or leave the institution before time more than three times in a month, it will be considered as Leave without pay.
12. That you are expected to behave properly in the staff room with cordial relationship with other colleague and other staff. It is very gently requested to you to make use of your free time properly.
13. During the school hours visitors are not entertained. Mobile phone is strictly prohibited in the class room, staff room and in school compound, if in urgent need with permission from head of institution you can use office phone. You are strictly prohibited any kind of physical punishment and mental harassment to the students.
14. That you will not be allowed to undertake any other activities or assignments outside school of
15. You are not expected to go out for your personal work during the school hours without permission.
16. That you will not be participating in any strike or agitation whatever of its kind.
17. If you are having more than 25 leave in a scholastic year your service will be considered as terminated or loss of increment and you will have no right for any other benefits too.
18. Attendance is compulsory for the staff in the last working day of the first working day of Dushhara, Deepawali, winter and summer vacation. If not you will not get vacation salary.
19. Regular lady teachers are eligible for one month maternity leave with full salary but twice in the whole service application should be submitted three months before taking leave.
20. Regular teaching staffs are entitled to take 13, office staff 10, and maintenance staff 5 days casual leave with prior written application during the academic session (02 in a month) and other leave according to the rules. For the new appointments there is no leave for three months.

21. If it happens to work on any holiday due to some unforeseen reasons for which nobody has any claim (i.e. Republic day, Independence Day, Teacher's day, postpone or anticipation of any examination).
22. There are no long holidays for non teaching and maintenance staff especially in summer vacation they will be given in term by the management as per the convenience and smooth running of the institution.
23. That your service is purely on contract basis you are not eligible for any arrears of pay are regular pay scale.
24. If you are eligible for the promotion the management can promote you as per your eligibility, qualification, efficiency & CR/Feedback Given by Your Respective I/C as per the rules and purely at the discretion of the management.
25. That you are expected to present in the school in all the program arranged by the school even after the school hours as well as on holidays.
26. You are bound to speak, write and understand English and Hindi fluently.
27. Your age of the retirement is 58 years. This will be counted as per the document you provided first.
28. If you were employed before, it will be of your responsibility to clear the liabilities /obligations with the institution wherever you were.
29. That your service is liable to be terminated during the period of contract anytime without assigning any reason and also without any notice if your work and conduct are not found satisfactory.
30. That you agree to abide by the rules for the deduction of salary, as applicable at any time you will be bound by general rules, employees' service rules and code of conduct of Institution, regulations and office order in force and framed by the management from time to time in relation to your service conditions, which will form part of your terms of employment.
31. Corporal punishment and mental harassment is strictly prohibited in school campus and if any such violations taken place you will be subjected to the punishments, it may cause termination of your service also.

If these conditions are acceptable to you, you are expected to meet the undersigned and submit the duplicate of this contract duly signed and join duty on..... (Date)



Principal
SENGOL INTERNATIONAL SCHOOL
SINGRAULI **PRINCIPAL**
Sengol International School
Naugadh, Singrauli (M.P.)



Manager
SHRI GANESH GROUP OF INSTITUTION
SIDHI & SINGRAULI (M.P.)
MANAGER
Sengol International School
Naugadh, Singrauli (M.P.)