



VIDYA EDUCATIONAL SOCIETY

(Regd. No.7/90 Dt. 04-06-1990)

8-3-231/A/311, 312, Sri Krishna Nagar, Yousufguda, Hyderabad-45.

Date: 27/07/2024

APPOINTMENT LETTER

To

Mr./Mrs./Miss. Chaya Singh
Mobile No: 7517747112

Dear Mr./Mrs./Miss. Chaya Singh

With reference to your application dated 27/07/2024, the management is pleased to appoint you as a **“Hindi Teacher”** for the year 2024 – 2025, subject to the following Terms and conditions.

Designation : Hindi Teacher
Organization : Delhi World School - Kotturu
Reporting Date : 01/08/2024

You will be paid the following remuneration along with the basic pay and other amenities consolidated which will amount - Rs. 21,000/- (Only P.M All Inclusive).

1. You should strictly implement all the policies and dictates by the management from time to time and will abide by all the rules and regulations of the organization.
2. Should have a commanding personality, administrative ability, and leadership skills.
3. You are responsible for the commitment of high standards and the success of all students.
4. To build a team i.e. staff to bring out the skills and the abilities of the students developing a shared vision around standards and success for all students.
5. To focus on building a sense of school community solution – oriented, professional environment, to involve staff and students in a variety of activities.
6. Paying special attention to how school time was allocated.
7. To hold administrative meetings to encourage the staff to work collaboratively.
8. To have a working relationship with the teacher and to aim for higher achievement of the student.
9. To focus on the quality of instruction and to connect directly with teachers and the classroom.
10. To improve teaching and learning and initiate discussions about instructional approaches both in teams and with individual teachers.
11. To instill in his / her staff the idea that all children could learn, with appropriate support.
12. To have a plan on the pattern of the school academics. To have feedback from the teachers, understand their nature and causes.
13. The most important duty is to plan, implement and support. To hold the faculty meeting, to talk about strategies for the successful running of the institution.
14. To move an agenda of teaching forward and to support the work in a productive way.
15. You need to be skillful and to make time for the instructional work.
16. As **“Hindi Teacher”** you will be responsible to attend the enquiries of parents, counsel them positively for admissions, you are expected to conduct yourself in an exemplary manner and be a paragon of virtue and you should not indulge in activities detrimental to the interest of the organization.

17. No corporal punishment will be entertained.
18. To initiate active participation of staff and students for educational tours and outings.
19. No leaves and permissions are sanctioned as you are the keen role of the work. In case of emergency, it is excused.
20. Increments of every year lie on the sole discretion of the management. It will be linked to dedication, commitment and overall managing performance.
21. To be a source of inspiration for others and to focus on improving instruction and to evaluate steps for overcoming drawbacks.
22. No Casual Leaves (CL) will be availed during Term-I and Term-II vacation. Leaves used during this vacation will be considered as Loss of Pay.
23. Nine (9) Casual Leaves (CL) per annum will be availed.
24. You will be under 6 months' probation period wherein your performance, sincerity, honesty, contribution to the organization will be assessed and three months working notice period will be observed on both sides.

MANAGEMENT
DELHI WORLD SCHOOLS
/SRI SAIRAM SCHOOLS/SREE NIDHI SCHOOLS

I accept the terms and conditions, and abide by the rules and regulations of management.

Note: This is the "Appointment Letter" after which you need to confirm your appointment by submitting Original Educational Certificate.

Originals Submitted:

Signature of the Appointee

Date: _____

Authorized Signature

Managing Director



Chairman