

Mount Litera Zee School

Great School. Great Future

To,
Chelsea Lorraine Mascarenhas
House No.- 309/ C
Reprovaddo, Varca
Salcete, South Goa
Goa-403721
M: 8308483163

Date: 2nd September 2024

Sub: Your Appointment

Dear Chelsea,

With reference to your interview for the post of **PGT Biology Teacher** for **Mount Litera Zee School, Goa** (hereinafter referred to as "School") held by Committee of **Gyanmala Public Education Trust** at Goa, we are pleased to offer appointment in our **Gyanmala Public Education Trust, Goa**. The salient terms of appointment, admissible Pay & Allowances and important conditions of service are given in the succeeding paragraphs.

1. **DATE OF APPOINTMENT**

Your appointment will be effective from **2nd September 2024**.

2. **DESIGNATION & GRADE**

You will be designated as **PGT Biology Teacher**.

3. **SERVICE CONDITIONS**

You are expected to discharge your duty and role as per regulatory and organization norms. The School reserves its right to change your role, responsibility and reporting at any point during your employment with the School.

4. **PAY & ALLOWANCES**

The details of monthly Pay & allowances admissible to you will be as given hereunder as per **Annexure A**.

5. **CONTRIBUTORY PROVIDENT FUND**

Your contribution to employees provident Fund will be compulsory. The rates of your contribution as well as school Management Committee's contribution will be as per the provisions contained in the **EPF & MP Act - 1952**.

6. **PROBATIONARY PERIOD**

You will be on probation for a period of **One Year** from the date of joining. During your probation, Gyanmala Public Education Trust holds the right to terminate your services with a notice period of 30 days or without notice in case of non-performance or violation of rules. In case if you want to resign from the services of the Gyanmala Public Education Trust during the probation period, you are required to serve 30 days of notice. Any unserved notice period shall be recovered based on your prevailing monthly salary from your full and final settlement. However School reserves the right to relieve you from the service if you compensate the School in lieu of notice period.

Mascarenhas
21/9/24

Shankar
21/9/24