



National Public School

Kalaburagi

NPS/OFL/24-25/52

Date: 12.08.2024

OFFER LETTER

Dear Ms. Priyanka Sattarkar,

Subsequent to your interactions and discussions with us, we are glad to offer you the position of **PRT Hindi Teacher** in our institution. Your total CTC is Rs. 22,000 & food allowance of Rs. 2,000 per month. A detailed appointment letter will be issued to you upon your joining and verification of documents.

You are required to submit us a copy of your resignation letter duly acknowledged by your present employer within **THREE DAYS** of receiving this offer letter. This offer is subject to documents being submitted after verifications.

On the day of joining you are required to submit a copy of the following documents along with the originals.

1. Photocopies of all educational / professional qualifications (Higher Degree)
2. Relieving certificate from your present employer specifying therein designation, period of service, reason for leaving and clearance of your accounts etc. with them.
3. Experience certificates relating to previous employments,
4. Last three month's Salary Slips if any.
5. Aadhaar card copy.
6. PAN card copy.
7. Colored photographs (Passport size - 2, Stamp size -1).
8. PF/EPF form of transfer / new enrolment (If any).
9. Police Verification form from Local Police Station.
10. Medical Fitness Report.
11. Bank passbook copy.


We look forward for your early association with NPS family.

P.T.O

Other terms of your offer are:

1. Provident fund and Health Insurance (ICICI Lombard) or ESI facilities will be extended as per rules.
2. You shall be on probation for 12 months from the date of joining. During the probation period the services could be terminated with immediate effect on any breach of duty / non- performance / non satisfactory performance etc. In case, you wish to discontinue then you should serve three months' notice period to the institution for a replacement.
3. Your appointment will be subject to the general rules of conduct, discipline, holidays and hours of work etc. that may be in force from time to time as per school rules.
4. You may be assigned additional responsibilities by concerned authority.
5. You shall NOT disclose your salary package with anyone else.
6. Semi furnished accommodation (Off Campus) will be provided by school.

With Regards,


Principal 13/8/24

Secretary

Chairman