



Saraswati Shikshan Sanstha's
**PROGRESSIVE CONVENT SCHOOL
AND JUNIOR COLLEGE, KOLKI.**

Tal. Phaltan, Dist. Satara, Maharashtra.
Phaltan/Mahyashikhar/Phaltan/Satara/16-19/20029-35



Web site : www.sspcs.org

[U-DISE Code : 27310907406]

e-mail : sspcsphaltan@gmail.com

Opp. Anant Mangal Karyalay, Shingnapur Road, KOLKI, Phaltan, Dist. Satara - 415 923 • Tel. : 02166 224488 • Mb. : 7328906233

Date : 24/08/2024

O/W. No. : To,
Mr. Tahir Hafiz Metkari
A/p. Raviwar Peth, Phaltan

**APPOINTMENT FOR POST OF ASST. TEACHER IN
PROGRESSIVE CONVENT SCHOOL & JUNIOR COLLEGE, KOLKI, PHALTAN**

Dear Madam/Sir,

As per the reference to your interview for the post of **ASST. TEACHER** held by the School Management Committee on 2024, I am pleased to appoint you as terms of appointment, admissible Pay & Allowances and important conditions of service are given in the succeeding paragraphs. With Principal in our Progressive Convent School & Jr. College, Kolki, Phaltan. The salient terms & conditions are as follows:

1. Designation:

You will be designated as ASST. TEACHER, in the school Education Code. Date from 26/08/2024 to 05/05/2025.

2. Date of Joining Service:

You will be required to report for duty latest by 26th August, 2024. In case you fail to report for duty by the stipulated date, the offer of appointment will stand cancelled.

Confidentiality of Information:

You will not engage yourself or devote your time or attention to any other work except with the prior permission of the Principal / School Management Committee. The Teachers' Manuals / Worksheets, Teachers' Diary, Students' Records and other school related information that falls within your purview/knowledge during the employment in the School, should be maintained by you with absolute confidentiality and not divulged to anybody. The disclosure of any information which will be prejudicial to the interest of the school, without the prior consent or sanction of the school management Committee will result in your immediate dismissal from service or any such further action as the school management may deem fit.

Discharge of Duties:

You will discharge all duties assigned to you honestly, diligently and efficiently, conforming to the code of conduct, rules and regulations in force in the school from time to time and shall carry out all other lawful orders/instructions / directions of School Management Committee / Principal / Coordinators, as are given to you in connection with the day to day discharge of your duties, while in employment in the school. You are not supposed to take any coaching, tuition etc.

On behalf of All trustees of Saraswati Shikshan Sanstha, I take this opportunity to extend a warm welcome to you to our school and look forward to a long and mutually beneficial association. This letter is being issued in duplicate. Kindly return the duplicate copy duly signed by you as a confirmation of your having accepted the terms and conditions contained here in.

Thanking you,

Yours faithfully,

(Mrs. Sandhya Gaikwad)

Director, School Management Committee

Progressive Convent School & Jr. College, Kolki, Phaltan

I am pleased to accept the post of an ASST. TEACHER in the Progressive Convent School & Jr. College, Kolki, Phaltan as per terms and conditions stated through above said Appointment letter.

Signature

Name

Metkari Tahir Hafiz

Place Kolki, Phaltan

POCO X6 5G | TAHIR M. Date

24/08/2024 15:54

Principal
Tularam Chaturchand College
Baramati

