

PODAR INTERNATIONAL SCHOOL

Behind Reliance Petrol Pump,
Shirur Nagar Road,
Bappu Dada Gangawane Nagar,
Shirur - 412210, Pune,
Maharashtra.

Tel.: 6366437889 | E-mail: principal.shirur@podar.org

www.podareducation.org

Employer Copy



PODAR
INTERNATIONAL SCHOOL

26th September, 2022

To,
Mr. Dayasagar Sanjay Jadhav
C/O : Sanjay Jadhav,
Moghan, Dhule,
Maharashtra - 424308
Mob: 9834056834

Appointment order

Dear Sir,

We are happy to welcome you to our organization and wish you every success in your assignment.

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as a **Librarian** in the **Podar International School, Shirur** w.e.f. **26th September, 2022**

The appointment shall be subject to the following terms and conditions:-

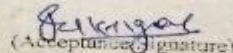
1. You will draw Gross emoluments of **Rs.18000/-** per month + Accommodation Allowance of **Rs.3000/-** per month. You will be paid a Basic pay of **Rs.4000/-** in the scale of pay **Rs.4000-100-6000**.
2. You will be considered for an increment after confirmation of your service.
3. You will be on probation for a period of one year, which may be extended at the discretion of the Management.
4. You will be considered for confirmation in service for the above said post upon completion of the probation / extended probation and subject to assessment of your work and performance by the Management.
5. You are entitled for Casual Leave and Sick Leave as per policy after completion of 3 months of service. In addition, you are also entitled for Vacations and Medical Benefits as per policy.
6. If you are absent on the last day of the school or on the first day of the opening then the entire vacation will be counted as leave.
7. You will report to the **Principal**.

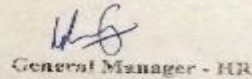
If the above terms and conditions along with Annexure - A, B and C are acceptable to you, please sign the copy of this letter as a token of your acceptance

Yours truly,

For Podar International School


Principal


(Acceptance Signature)


General Manager - HR

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