



A Unit of DURGAPUR ISPAT PEOPLES' SOCIETY

Ref. No.: 29/BIS/APP/2023-24

Date: 15/09/2023

APPOINTMENT ORDER

1. The Management of O.D.M. International School, Durgapur is pleased to appoint Dr./Mr./Mrs./Miss Mannu Kapoor as Principal in the scale of Pay of Rs. 18400-500-22400 per month with usual Allowances as admissible under the rules of the institution with effect from 15 09 2023. At the first instance he/she shall be on probation for one year which can be extended up-to further one year.
2. ~~His~~/Her services are purely temporary and may be terminated at any time with one month's notice from either side or on payment of one month's salary assigning no reason thereof during the probation period.
3. ~~His~~/Her services may be terminated after completion of probation period by giving three months notice on either side or three months salary in lieu thereof.
4. ~~He~~/She can be transferred to any other Constituent Schoolrun under Durgapur Ispat Peoples' Society.
5. ~~He~~/She will not hesitate to attend some duties in the school at the time of exigencies beyond office hours for the benefit of the institution.
6. ~~He~~/She shall abide by the Service Rules of the School.
7. ~~He~~/She shall not enter any trade or business for his/her pecuniary gain without permission of the Authority.
8. ~~He~~/She is required to submit the original degree/diploma certificates in respect of his/her educational qualification starting from Matriculation onwards along with certificate(s) of experience, if any with attested photocopies thereof for verification together with the relieve order from the former employer, if employed. Original certificates will be returned after verification.
9. No TA/DA shall be paid for joining the appointment in the school.
10. On the basis of his/her Satisfactory Performance and Annual Assessment of the duties during the relevant year by the employer, he/she will be granted annual increment as per the decision of the Management.
11. He/She is required to join on or before 15/09/2023 in the institution positively failing which this order of appointment shall stand cancelled.
12. If any document/Statement furnished by the candidate proves to be incorrect or if the candidate is found to have willfully suppressed any information, the appointment order shall stand cancelled.

Mannu
15/9/23
MANAGER

Manager
ODM International School
Durgapur

Copy to:

1. Dr./Mr./Mrs./Miss. Mannu Kapoor
for information and guidance
2. Accounts Department - for information
3. Appointment File
4. Personal File