



Date: 18.01.2018
RPVIS/2016-17/074

To,
Mr. Jignesh P. Borkar
E-572, Parshwnath Part-2,
Siddhivinayak Temple,
Nr. Shivaji Chowk
New Naroda, Ahmedabad.

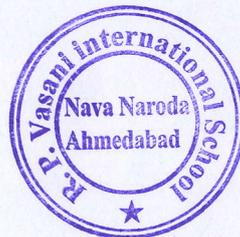
Sub:- Appointment Letter

Dear Mr. Jignesh P. Borkar,

Congratulations on Selection as a IT Head in R.P. Vasani International School.

This is with reference to your application and the subsequent interview held with us. We are happy to select and appoint you as IT Head in our school on the broad terms and conditions mentioned below:-

1. Your above appointment is effective from 1st August, 2017, and you will be paid consolidated salary Rs. 20000/- (Rupees Twenty Thousand Only) per month through bank.
2. On Successful completion of probation period your services are confirmed.
3. During tenure of service if the Management finds disobedience or default in your work, towards students parents or staff, then the Management holds the authority to discharge you from the service by giving one month period notice / Salary.
4. Your responsibility for your service timings may be changed or altered as per the requirements of the school.
5. You have to abide by the rules and regulations of the institution, you will have to observe, perform and confirm to such duties. Timely directions and instructions will be communicated to you by the head of the institute and school management authorities.
6. You will be responsible for safe keeping and return in good condition and order of all property which may be in your use, custody or charge.

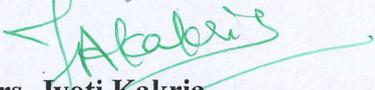


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7. Prior written application and sanction of any leave shall be done only by the Principal.
(A) Before taking any leave all the staff members will have to submit a written application. The sanction of these leaves will remain under the discretion of the school Principal.
(B) Total 12 Casual leaves during the academic session with the proper information to the Principal.
(C) 04 medical leaves during the academic session, subject to producing sickness and fitness certificate by authorized medical doctor, on resuming duties.
(D) In case of any absence before or after Sunday or a holiday will be considered as absence and the salary would be deducted there in.
8. It is understood that our decision to select and appoint you is based on information provided by you in the application and also at the time of the interview, you had with us. In case of any incorrect information your appointment may be terminated / cancelled.
9. Leaving the job in the middle of the term is viewed seriously and the Management holds the authority of forfeiting salary of one month.
10. You will have to obey and follow the administrative instructions given by the Management.
11. Your ability and efficiency at work will be assessed at regular intervals through an appraisal and increment for next year will be based on that.
12. This appointment letter is subject to Ahmedabad Jurisdiction only.

If the above terms and conditions are acceptable to you, kindly confirm acceptance by signing and returning to us the duplicate of this letter.

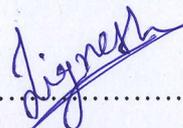

Mrs. Jyoti Kakria
Principal
R. P. Vasani International School

FOR, R. P. VASANI INTERNATIONAL SCHOOL

MANAGING TRUSTEE/TRUSTEE
Managing Trustee

I have read & understood the above terms & conditions & willingly accept them & abide by them of my own free will without any pressure of any kind.




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Signature
Mr. Jignesh P. Borkar
Date: 24-07-2017