

Dated : \_\_\_\_\_

### **SERVICE RULES AND REGULATIONS**

This agreement is made on \_\_\_\_\_ between the Managing Committee of Montfort Academy, through the 'Manager' of Montfort Academy, NH2, Dayabans pahar, P.O Brahmandha, Distt. Dhanbad, on behalf of the school, hereinafter called the 'Employer' on the one part as 'First Party' AND of the Teacher, hereinafter called the 'Employee' named Mr./Ms. \_\_\_\_\_ on the other part as 'Second Party', which expression shall unless inconsistent with the context include the successors and representatives of the party. The First Party hereby agrees to employ the Second party and the Second party agrees to serve as \_\_\_\_\_ in the school on the following terms and conditions:

1. That the school shall employ the said employee to serve in the school from \_\_\_\_\_. The employee shall be paid a monthly salary of Rs. \_\_\_\_\_ and the appointment will be in the grade/scale of \_\_\_\_\_ plus all other allowances currently in force in the school, and that his/her salary be paid before the 10<sup>th</sup> of each month. The school shall deduct from the salary at source, the amount due to Income Tax, Provident fund and any other legally recoverable dues wherever applicable. The school may revise the pay-scale from time to time or bifurcate in different heads but such revision of pay will be effective from the date decided by the management of the school.
2. The appointment will be on probation for the period of one years from the day of joining duty, except in the case of employees appointed on a purely temporary basis for a specific period. The school may, at its discretion, extend the period of probation for a further period not exceeding one year, provided the teacher was informed in writing a month before the expiry of the period of probation. The total probationary period shall in no case exceed Two (2) years.
3. If the work and conduct of the Second Party during the period of probation or extended period of probation is not found satisfactory, the service of Second party are liable to be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the Managing Committee of the school. On satisfactory completion of period of probation, the teacher shall be informed in writing of his/her confirmation with effect from the expiry of the said period of probation or the extended period of probation.