

Date:

The Director

pragya's गुरुकुल

293/C

Road No: 1, Ashok Nagar

Ranchi - 834 002

SUBJECT: APPLICATION FOR THE DESIGNATION OF TEACHING FACULTY.

Dear Madam

I am informed that your esteemed institution is seeking teaching staff for the academic Session 2016 – 17 and I wish to present my candidature regarding the same.

I agree to assist the school administration in observance of the following:

1. That the Working Hours for the Teachers is 9:00 am — 1:00 pm on all weekdays (Monday to Saturday) and they shall be expected to be present within the school premises in that period.
2. That Sunday and all scheduled Holidays shall be observed as a Session Break, except for celebration of traditionally Special Occasions, or unless otherwise notified.
3. That Teachers are expected
4. That I shall be required to conclude the Curriculum of the wards under my charge, and file all reports related to them, as per the specifications of the school administration.
5. That the school is under CCTV Surveillance and I shall be required to assume absolute responsibility of the general well-being of the wards under my charge.
6. That I shall be required to maintain the upkeep of the assets in the classrooms, alongwith the Assistant provided to me, as specified by the school administration.
7. That I shall be free to complain against any untoward to the school administration both orally and in writing if warranted.
8. That I shall be free to leave the school after an advance notice of one month.
9. That the school administration shall be free to complain against any untoward activity/incident regarding me in oral and also in writing if so warranted.
10. That the school administration reserves the right to cancel my candidature on an Advance Notice of one month.
11. Consultation Fees shall be paid after completion of the moth. Latest by the 10th of every month.
12. That I shall remain under observation during the probation period of first year.

All details regarding the aforementioned duties & responsibilities been explained to me in depth. I am in full understanding and absolute agreement with the expectations desired from me and confident of shouldering the standards expected from me.

I further declare that I have never been formally charged with any unlawful activity in the past.

Warm regards

Signature of Candidate

Enclosures:

1. *Curriculum Vitae*
2. *Copy of UID (Aadhar) Card*
3. *Three (3) Passport-size Photographs*