

Aff.No.1630425 (School no 20414)

Ph.no.98154-80855, 96460-65117 01682-222414

SURYA CONVENT SEN. SEC. SCHOOL

ZIRA ROAD, DHARAMKOT (Moga) (Affiliated to CBSE, New Delhi)

Website: www.Suryaconvent.com

DATE- 29-09-2023

LETTER OF APPOINTMENT

Dear Dipali Thakur

We have pleasure to appoint you as PRT in Surya Convent School Dharamkot As per your appointment following Policies and Procedures of our school should be followed by you.

Date of Joining: **03-10-2023**

Your monthly emolument is Rs. **11000/-** per month and increment would be applying as

Per terms and conditions of school rule.

You will be required to submit following document in HR department at the time of reporting on duty.

All documents should be prepared as according:

- > Photocopy of all Educational Certificates.
- > The experience certificate from previous employer. (If any)
- > Salary certificate from previous employer. (If any)
- > Passport Size Photographs (3)
- > Photocopy of PAN Card, Adhar Card, Voter Card

WORK RESPONSIBILITIES

You shall take instructions about your work duties from your assigned manager who would be appointed by the school.

School can change your work duties as according to the need of school.

Your salary package can be altering as per time to time. School can alter your

salary at any time with prior notice.

During your employment if you join any training or seminar on school expense. you would be required to continue your job with school as per school training policy from the date of completion of the training.





SOCRATICTM
SCHOOL OF INDIA

Ref. No. SSI/2024/149

Date: 29/05/2024

To

Mr./Ms. VAISHNAVI

VILL. MANWIN P.O. LAH MANWIN

DIST. TEHSIL BHRANT

DIST. HAMIRPUR, HIMACHAL PRADESH

Subject: Conditional Joining Offer Letter

I am pleased to inform you about your selection and job confirmation for the Post of TGT+
PRE-PRIMARY at Socratic School of India with the effect from AUGUST on the
Salary: 12000/-. All the terms and conditions with the other benefits are will be provided
on your joining day.

I congrats you and welcome you on behalf of all the TEACHING Staff of Socratic
School of India. Now you are the family member of Socratic School of India and I hope that we
together will work very hard to achieve the goals of our school. On your joining you need to
submit your documents list given below.

- Aadhar Card
- Pan Card
- P/F Card
- Educational Documents
- Bank Details
- Two Passport Size Photo
- Covid Vaccination Certificate
- Medical Certificate from Government Hospital
- Character Certificate OR Police Verification



Amit Sharma
School Secretary

29/05/24

*Class X Original
Marksheet is kept
with u.*

[Signature]
29/05/24



SOCRATIC™ SCHOOL OF INDIA

Ref. No. SSI/2024/148

Date: 29/05/2024

To

Mr./Ms. SUNIDHI
VILL. BAAGI PO. GRDURU
DISTT. MANDI 175026

Subject: Conditional Joining Offer Letter

I am pleased to inform you about your selection and job confirmation for the Post of TGT + PRE-PRIMARY at Socratic School of India with the effect from AUGUST on the **Salary: 16000/-**. All the terms and conditions with the other benefits are will be provided on your joining day.

I congrats you and welcome you on behalf of all the _____ **Staff of Socratic School of India**. Now you are the family member of Socratic School of India and I hope that we together will work very hard to achieve the goals of our school. On your joining you need to submit your documents list given below.

- Aadhar Card
- Pan Card
- P/F Card
- Educational Documents
- Bank Details
- Two Passport Size Photo
- Covid Vaccination Certificate
- Medical Certificate from Government Hospital
- Character Certificate OR Police Verification



School Secretary

[Handwritten Signature]
29/05/24

Class X - Marksheet is kept with u. origin

[Handwritten Signature]
29