



ORIENTAL SCHOOL
(English Medium)
(Run & Managed by Inspire Group)
Registered Under Societies Registration Act XXI of 1860

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APPLICATION FOR JOINING

To
The Principal (I/C), Oriental School,
Rajghat, PO – Bhaga Bazar, Dist – Cachar, Pin - 788120
Sub: Application for Joining as a/an
Sir/Madam,

I, the undersigned beg most humbly & respectfully to state that I am keen to join Oriental School and serve as per the guidance and principle of the authority.

I, further declare that I am not bound with any restrictions which may prevent to work with ORIENTAL SCHOOL. I am ready to abide by the rules and regulations as and when required.

So, I would request you kindly accept my application for the said position and provide me to serve the institution. Thank you,

Yours faithfully,

Dated Signature of the candidate

BIO DATA

Candidates Full Name: _____

Father/Mothers Name: _____

Vill: _____ PO: _____ Pin: _____

Contact No: _____ Age: _____ Highest Qualification: _____

Percentage in Xth: _____ Medium: _____ Stream: _____

Percentage in XIIth: _____ Medium: _____ Stream: _____

Percentage in Graduation: _____ Medium: _____ Stream: _____

Professional Experience Details (if any): _____

N.B: Enclose following documents along with application

1. BIO-DATA 2. Address proof 3. ID Proof 4. Supported documents of highest level of qualification

Terms & Conditions

1. Remuneration is changeable with performance. Calculation cycle is from 21st of previous month to 20th of the concurring month. If the joining date is within 1st to 20th, the remuneration is paid on the next month. Date of pay is 25th of every month except any discrepancy arises.
2. Appointee should reach the school within reporting time in the morning and leave only after the classes adjoined.
3. There is no deduction on remuneration for casual leave in normal cases. The appointee is allowed to take 1(one) casual leave in a month with legal permission. Additional Incentive (AI) is not paid if any leave is taken in the calculating period.
4. The appointee must take utmost care and interest of the school, the students while in the premises.
5. The appointee should maintain proper dress code while entering the school premises.
6. No drugs/alcoholic products/gutkha etc is allowed in the school premises.
7. If an appointee seeks to leave/resign the school, he/she should inform the authority in written form prior 1 months of the date of leaving.
8. The appointee should maintain the terms and conditions or the authority may decide any legal action against him/her suitable for the school and the management.