



ST. MARY'S SCHOOL

Ram Leela Ground Road, Amaria

LETTER OF APPOINTMENT TO A PROBATIONER

To,

Ms. Shaila Crasto

M.S.W.

Bachelor in Arts

Diploma in Counselling

Advance Counselling Course

Dear Madam,

You are appointed for the post of a **Counselor** in this school. I am pleased to appoint you on Probation as a **Counselor** on a salary of Rs. **23,374.00** (Basic + D.A.) as applicable to the Assistant Teacher employed in this School.

The Terms and Conditions for your appointment are the following:

1. You will be on Probation from **01-02-2023** to **31-03-2024**. At the end of your Probation period, you may be confirmed in writing or your Probation period may be extended for another term as per the directions of the Managing Committee. During the period of Probation, your services may be dispensed with one month's notice or pay in lieu thereof, on either side. Unless confirmed in writing, your services in this institution will automatically come to an end on the expiry of the Probation period or extended period of Probation. For confirmation you will have to apply afresh.
2. As regards your duties and responsibilities, you are bound by the rules and regulations stipulated in the booklet "Terms and Conditions of Service" and any other additions or amendments made to the Service Conditions from time to time by the Management of the St Alphonsus Catholic Education, Bareilly.
3. As an Assistant Teacher you shall be the full time employee of the school and shall not engage yourself in any work similar in nature to that of the school and/or in which you may for the time being engaged by the school and/or engage yourself anywhere in any work, profession or employment either honorarily or otherwise during the period of your employment with the school.
4. You shall devote your full-time to the duties assigned to you from time-to-time and shall not undertake tuition work without the written permission of the Principal/Manager.
5. The postal address or email id and contact number (Cellphone) given by you at the time of appointment or such other change in address and email id, which you may hereafter intimate to the management, will be deemed as your mailing address. Any communication sent to you on this address, we consider to have been received by you. The management may also display a copy of the letter/notice on the school notice board, which shall be considered as sufficient service on you. In case of any change of address, you will inform the Management in writing within one week of such a change, and get such new address recorded in your personal file.
6. Even after confirmation if you are found absent from duty continuously for **ten days** without obtaining prior express permission of the Principal/Manager or if you proceed on leave without obtaining prior permission or over-stay the sanctioned leave without first getting it sanctioned then your services shall be liable to be terminated purely at the discretion of the Managing Committee/Manager without any further reference to you.

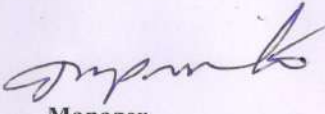
7. Leave cannot be claimed as a matter of right. However, you will be entitled to leave prescribed by the management/service rules. A probationer is not entitled to sick leave, maternity leave and earned leave.
8. Granting of leave shall depend upon the exigencies of work in the institution and shall be at the discretion of the Principal/Manager. Before proceeding on leave, you will have to apply for it. Mere submission of an application for leave does not mean that the leave has been sanctioned. Similarly, for extension of leave too, an application will have to be moved in writing in advance, so as to reach the Principal/Manager positively before the expiry of leave originally granted.
9. You will be required to come to school on any holiday if the same is required of you to attend an extraordinary meeting or any other activity connected with the school, which cannot be easily postponed. Whenever your services are required to conduct any extra-curricular activities after the teaching hours, you will do the same willingly and as a part of your service contract.
10. Your yearly increment (if applicable) will be based on the satisfactory performance of your duty during the past year of service in terms of efficiency, result, regularity, punctuality, correction of class work and homework, and maintenance of discipline, and the same will be withheld if the performance is unsatisfactory.
11. In case you are charged with any act of misconduct, you will be suspended from service pending enquiry, and will be paid subsistence allowance as per rules of service conditions.
12. You will be responsible for the safe custody of class registers, books and other articles entrusted to you and in case of any damage or loss, the Management will have the right to make good for the same from your salary besides taking disciplinary action against you as deemed fit.
13. You will retire on attaining the age of 58 years though the Managing Committee may grant extension of one or two years on Ad hoc basis or even retire you earlier in case you fail to perform your duties efficiently.
14. LEAVE: While on Probation you will not be entitled to any leave benefits such as medical leave or Holiday allowance etc., only the confirmed (permanent) employees are entitled for it
15. You will be required to discharge your duty under any given circumstances of the Institution .
16. You will not carry mobile phone or any other electronic gadgets inside the school premises.
17. You will also accept memos and show cause notices if they are served on you. You will also be transferred to other Institutions run by St Alphonsus Catholic Education as per the requirement.

In case these terms and conditions are acceptable to you, please sign the duplicate copy of this letter in token of your having understood and accepted them willingly.

Date: 01-02-2023

Place: AMARIA

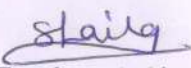



Manager

I have read and understood the above terms and conditions and other rules and regulations contained in the booklet "Terms of Employment & Conditions of Service" and undertake to abide by them willingly as an essential part of employment in this institution.

Date : 01-02-2023

Place: AMARIA


Employee's Signature



XAVIER INSTITUTE OF ADVANCED COUNSELLING

Premanjali, Takipada, Gass Village, Nalasopara West, Palghar District, Maharashtra 401 203.

This is to certify that

Shaila Crasto

has completed seven months of advanced training in counselling and therapy with a primary focus on supervised practicum and skills training in techniques related to current psychotherapies, addressing issues encountered in counselling and psychotherapy.

The course extended from 4th September, 2016 to 26th March, 2017.

The training was conducted by the staff of Premanjali, Family Counselling Centre and they have affixed their signatures this twenty-sixth day of March, 2017

Dr. Bernadette D'Souza, DHM,
Programme Coordinator

Dr. Dudley Mendonca, SJ,
XIAC Programme Director

Dr. Anthony J. D'Souza, SJ,
Premanjali Centre Director