



**DAV COLLEGE TRUST & MANAGEMENT SOCIETY
CHITRA GUPTA ROAD, NEW DELHI**

(UNIT : DAV MUKHYAMANTRI PUBLIC SCHOOL, ULNAR, DIST: BASTAR (C.G.)

Ref.: T&NT STAFF/ 28

DATED : 14/12/2021

MEMORANDUM

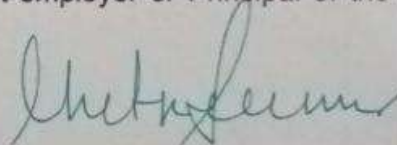
Reference his/her application for the post of a TGT (Hindi) in DAV Institutions and his/her subsequent interview held on 26/06/2021, I am directed to offer him/her the post of TGT (Hindi) purely on adhoc basis on a consolidated salary of Rs 14,000/- upto 30/04/2022.

This offer of appointment is subject to the terms and conditions given below:-

1. The appointment is purely temporary and it carries no promise of subsequent employment.
2. His/her services are liable to be terminated at any time without notice.
3. In the matter of general conditions of service, he/she will be governed by the Rules and Regulations of the DAV College Trust & Management Society / DAV College Managing Committee instructions issued by it from time to time.
4. He/she will be given Provident Fund benefit upto the present statutory pay limit of Rs.15000/- fixed by EPF Organization under EPF & MP Act 1952 and the three schemes their under i.e. EPF Scheme 1952, EDLI Scheme 1976 and employees Pension Fund Scheme 1995.
5. He/she shall devote his/her whole time to the service of the institution where he/she is employed. He/she shall not engage himself/herself in any private trade or undertake publication of books or any other work which is likely to interfere with the discharge of normal duties nor will he/she be entitled to take up any private coaching or tuition without prior permission of the Principal of the school.
6. During his/her service, he/she shall not take part in politics nor indulge in activities prejudicial to the interest of the school or the DAV College Trust & Management Society / DAV College Managing Committee or Government. He/she shall maintain cordial relations with all members of the community and also sent highest stander of discipline in the school and shall follow the Code of Conduct, as set forth by the DAVCMC (copy enclosed).
7. He/she shall be required to faithfully follow the policies laid down by the Management in so far as the school programme and administration is concerned and that he/she shall work under the directions and instruction of the Principal of the school and Governing Body namely the DAV College Trust & Management Society / DAV College Managing Committee, New Delhi.
8. If the aforesaid terms and conditions are acceptable to him/her, he/she should sign the duplicate copy of the appointment letter in token of his/her acceptance and send the same to this office immediately, but not later than ten days of the date of issue of this letter failing which it shall be presumed that he/she is not interested in the post and this offer of appointment will be treated as cancelled.

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9. In case the offer is acceptable to him/her, he/she may report for duty to the Principal on or before 10/08/2021.
10. If he/she absents himself/herself from duty without permission during normal course of service or after the expiry of his/her leave does not duty even when called upon to do so, he/she shall be deemed to have abandoned his/her employment and his/her services can be terminated.
11. If there is any change in address/contact details, he/she shall inform the office immediately.
12. Before assuming the charge of duties he/her will be required to produce the following certificate to the Principal :-
- (i) Medical Certificate of fitness from the Registered Medical Practitioner.
 - (ii) Attested copies of academic and professional qualification, and Matriculation certificate alongwith originals (returnable).
 - (iii) A certificate of good character from the last employer or Principal of the College last atteded or a Gazetted Officer.



Manager/Asstt. Regional Officer
DAV
& Authorized Signatory
DAV College Trust & Management Society
New Delhi


Asstt. Regional Officer
DAV INSTITUTIONS
08 ZONE - F

To
MS. POOJA BHARDWAJ
D/o Manbodh Singh, Rajiv
Vihar Rajkishor Nagar Bilaspur
(C.G.)

Copy for information and necessary action to: -

1. Principal/ Inchagre, DAV Mukhyamantri Public School, Ulnar
- 2.

I accept the aforesaid terms and conditions of appointment and shall join the duty on or before 10/08/2021 as directed.


POOJA BHARDWAJ
Signature with name & date