



ZAMAN EDUCATION ACADEMY

MATOOR ASBANR(DIR LOWER)

Private School teachers' agreement latter

Respected

Mr./Mrs.....Daughter/Father/Husband.....

Educational qualification.....

Residence.....

Phone numbers..... Fixed salary.....

As..... Dated (date of appointment).....is pleased to agree to the following conditions.

Terms of employment

1. This appointment is purely temporary. The candidate may be dismissed from the job without notice for any incompetence or involvement in any unethical activity.
2. Candidates should have worked in the institution for at least one year from the date of appointment.
3. In case of resignation during the session, the candidate will be disqualified by informing in writing one month in advance.
4. Aspirants have to deposit their first month salary as security. which will be refundable on completion of tenure or on giving written notice before leaving the school during the session.
5. The first seven days of the candidate will be a trial period and the salary will not be paid for these days.
6. If the candidate does not give a written notice of one month before leaving the school or leaves the school voluntarily or works for less time than he wants, the current month's salary and security will be forfeited.
7. A candidate can take only one leave in a month with the prior approval of the Head of Institution. In case of more than one leave, the salary can be deducted.
8. In case of three consecutive days late or often late or taking three short leaves, it will be considered as accidental leave.
9. Along with curricular activities, participation in co-curricular activities such as school function, annual tours, examinations, etc. will be mandatory.

10. The use of mobile phones will not be allowed during school hours. It is necessary to submit your phone in the office on arrival in the school.
11. Physical violence against students is strictly prohibited in the institution.
12. The candidate will be bound to follow all the orders issued by the office from time to time.

I myself..... son / daughter..... has read and understood the prevailing rules of the organization carefully. And I have no disagreement with the above laws and I will abide by them.

Signature of candidate.....CNIC#.....

Signature Principal..... Dated.....