



# St. Mary's Convent Junior High School

CANTT., VARANASI - 221002

To  
Miss/Mrs. Suruchi Singh  
J 4/4, Session House Compound  
Varanasi.

**Subject : Appointment for the post of a teacher**

Dear Suruchi Singh,

With reference to your application dated ~~15-03-2019~~ I am pleased to appoint you as an **Assistant Teacher** in this institution on **leave vacancy** from ~~1-4-2019 to 15-5-2019~~  
Your gross salary will be Basic . . . . . ~~4500/-~~ plus D.A. as per rules.

Please note that your services can be terminated at any time on one month's notice on either side or pay in lieu of notice.

You shall join the school on ~~01-04-2019~~... at 7.00 a.m. failing which your appointment letter shall be treated as cancelled.

Your duties shall not be confined as to place to the school building nor as to time to the periods during which the school is open for the purpose of class tuition but you shall perform all such duties connected with the work of the school as shall be required of you by the principal and in carrying out those duties, obey at all times and places the direction of the principal of the school.

You will be governed by service conditions enumerated in annexed service agreement and service rules applicable to the educational institutions established and maintained by the Queen of Apostles Education Society.

Yours faithfully,

*Sr. Benedicla*

Manager

St Mary's Convent School  
Cantt. Varanasi-221002