

**TERMS AND CONDITIONS:**

total salary, 16K  
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1. The appointment is for a period of six months on (23.10.2019 – 22.04.2020) probation.
2. The appointment is renewable on the basis of permanence (Tenure), if the probationer has put in satisfactory service during the period of probation.
3. The probationer, Mr. Alan Johnson is appointed for the Office Staff - NAAC and is governed by the rules and regulations concerning service and conduct framed by St. Francis de Sales Educational and Charitable Trust.
4. The St. Francis de Sales Educational and Charitable Trust decides the probationer, Mr. Alan Johnson's salary and other monetary benefits.
5. The probationer Mr. Alan Johnson is governed by the terms and conditions that are subject to revision by the St. Francis de Sales Educational and Charitable Trust.
6. During the period of probation a month's notice on either is required to lay down office or for termination of office.
7. He is to join duty on the 22<sup>nd</sup> October, 2019 and submit the duty report to the appointing authority on the day of joining duty.
8. The appointment order and the terms and conditions may please be acknowledged.
9. He is to sign a contract of minimum one year of service to the institution.
10. Faculty is expected to study and work on the NAAC Accreditation process and establish contact towards placement and project finding assistance.
11. Every faculty is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such co-curricular activities which he/she is interested in or assigned to him/her from time to time.
12. Availing of leave must be recommended by the Principal.
13. Each faculty is expected to be loyal to the Vision and Mission of the Institute towards the overall development of the students.

Signature of the Employee

