



NEW VIVEKANAND CONVENT HR. SEC. SCHOOL

THUSEKELA -KHARSIA , Raigarh (C.G)

SCHOOL CODE – 16334

UDISE – 22040906503

REGARDING THE FULL TIME SPECIAL EDUCATOR

3. As per the compliance the school was instructed to appoint SPECIAL EDUCATOR immediately on full time basis. Regarding to this the school has appointed a SPECIAL EDUCATOR on full time basis. The appointment letter and contract agreement has been attached for reference and the same has been updated on OASIS portal.

Randapat
Manager

New Vivekanand Convent Hr. Sec. School
Thusekela Kharsia

[Signature]

Prindpal
New Vivekanand Convent Her.Sec. School
Thusekela,Kharsia, Distt.Raigarh (C.G.)

S. Shershi

NEW VIVEKANAND CONVENT HIGHER SECONDARY SCHOOL

THUSEKELA-KHARSIA, RAIGARH (C.G)

AN ENGLISH MEDIUM CO-EDUCATION SCHOOL

UDISE CODE-22040906503

SCHOOL CODE-16634

APPOINTMENT ORDER

Mr. / Mrs. / Miss Shaeli Nayak is hereby appointed as Special Educator
School, Dist- Raigarh (C.G.) of w. e. f. 01/04/25 on the following terms and conditions:

- 1) You will be employed at the first instance for a period of one year in the pay scale of Rs. 9300 - 34800 and you will draw a total emoluments of Rs. 12400.. Per month.
- 2) Continuation of service shall depend on your academic skills and successful completion of 1 academic session.
- 3) He/she shall be entitled to one day casual leave per month after completion of one year of service.
- 4) He/she must be willing to teach any class/ classes
- 5) He/ She is expected to be equipped with latest development in academic arena as envisage by the Central Board of Secondary Education New Delhi/ Bhubaneswar.
- 6) He/ She is expected to be Computer literate and should visit CBSE Website everyday for updating of latest development in scholastic and co- scholastic arena. (www.cbse.nic.in)
- 7) He/she must actively participate in all functions/Sunday carnivals etc. of the school.
- 8) He/she must give qualitative output in teaching-learning process keeping in mind the global educational scenario.
- 9) He/she should give special attention for slow learners/ gifted children/ Board going students.
- 10) He/she is expected to be disciplined, sincere, honest and good at correction work.
- 11) His/her service may be terminated by giving one month's/ three months' notice or by paying one month's/ three months' salary in lieu thereof, as the case may be from either side.
- 12) His/her service shall be governed by the service rules of **New Vivekanand Convent Higher Secondary School**.
- 13) He/she shall not leave the station without having obtained the written permission from the Principal.
- 14) He/she shall report to the Principal of **New Vivekanand Convent Higher Secondary School**.
- 15) If he/she wants to appear in any public examination for improving his/her academic qualifications, request for special leave shall be considered sympathetically. However, the employee must get written permission before filling up admission form for such examination from the Principal of the school.
- 16) Absent from duty for 10 days without sanctioned leave and without information of reasonable cause he/she shall be deemed to have left the job from the last attendance and you will be required to deposit salary in lieu of the of notice period.
- 17) As a full time employee of **New Vivekanand Convent Higher Secondary School**, he/she will carry out the instruction implicitly and devote your whole time to the service of the institution. He/she will not engage in any private trade or undertake publication of books or any other work, which is likely to interfere with the discharge of his/her normal duties, without prior permission of the management.

S. Shakti


18) He/she will be required not to take part in politics indulge in activities prejudicial to the interest of the school and also maintain cordial atmosphere and discipline in the school.

19) He/she will be entitled to contribute to the Provident Fund under the Contributory Provident Fund Scheme /ESIC and will be governed by such rules as which are applicable to other employees of New Vivekanand Convent Higher Secondary School.

20) It is mandatory to take evening class by those teachers who avail hostel facilities.

21) You are requested to produce the original and photo copies of your academic and professional qualification along with Passport size photograph at the time of joining. Original certificates will be returned immediately after verification.

22) That any other matter not covered above, the decision of the management shall be final and binding.

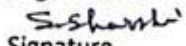

PRINCIPAL

Principal

DATE: _____
New Vivekanand Convent Her.Sec. School
Thusekela, Kharsia, Distt. Raigarh (C.G.)

Acceptance of Offer of Appointment

I agree to the above terms and conditions and I accept this offer of Appointment.


Signature

Copy to - (1) Managing Director

(2) Accounts Office

NEW VIVEKANAND CONVENT HIGHER SECONDARY SCHOOL

THUSEKELA-KHARSIA, RAIGARH (C.G)

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CONTRACT OF SERVICE

An agreement made this 01st of April 2025 between Mr./Mrs./Miss. Shashi Nayak

Hereinafter called the teacher/employee of school the Party No.1 of the one part and the Governing Body of the school(hereinafter called the committee) the Party No.2 of the other part. The committee hereby agrees to employ the Party No.1 and the Party No.1 hereby agrees to serve as Special Educator in the school on the following terms and conditions:

1. That Party No. 1's employment shall begin from 1st April 2025. He shall be employed a period of one year/on (temporary basis/ Regular basis) in accordance with the rates as prescribed by the State /Central Govt. from time to time and applicable to his case. The period may be extended by the Governing Body for a further period not exceeding one year.
2. This contract of working will be in effect for only one year .Thus, will be renewed every year for all the staff whether they are working as Permanent /Probation teacher.
3. If the work and conduct of the Party No.1 during the period of probation or extended period of probation is not found satisfactory, the services of Party No.1 are liable to be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be Governing Body of the school.
4. After satisfactory completion of his probationary period, the Party No. 1 shall be confirmed with effect from the expiry of the said period of probation or the extended period of probation.
5. Immediately on confirmation, the Party No.1 shall be entitled to the benefits of Contributory Provident Fund or G.P. Fund in case the scheme of pension exists in the school and shall be governed by the rules of that Fund as in force from time to time.
6. The Party No. 1 shall be entitled to the benefit of Medical and other facilities as per school rules.
7. The Party No.1 shall during his service under this agreement be eligible, subject to the exigencies of the school, to such leave as is admissible under the Government rules from time to time in force, the leave is not claimable as a matter of right but may be granted at the discretion of the Governing Body of the school/ Principal of the School as per rules of the school in this regard.
8. The Party No. 1 shall not leave the station without having first obtained the written permission of the authorised officer of the said school.
9. Unless the service of the Party No.1 is terminated as hereinafter provided, he shall continue in the employment of the school till he attains the age of superannuation as per State Govt. rules, when he shall retire, provided that the committee or any other person authorised by the committee in this behalf may retain his service for a further period as admissible according to rules of the State Education Department for such extensions if the Party' No. 1 is fit for such extension and has no mental or physical incapacity which would disentitle him to get such extension. Provided further that the extension shall not exceed one year at a time.
10. During the service under this AGREEMENT, the Party No.1 will be liable to disciplinary action in accordance with the Rules and Regulations framed by the school from time to time even with retrospective effect, for any art of

S Shashi



भारतीय पुनर्वास परिषद्
(सामाजिक न्याय और अधिकारिता मंत्रालय का एक सांविधिक निकाय)
दिव्यांगजन सशक्तिकरण विभाग
भारत सरकार
REHABILITATION COUNCIL OF INDIA
(A Statutory Body of Ministry of Social Justice and Empowerment)
Department of Empowerment of Persons with Disabilities (Divyangjan)
Govt. of India



e-REGISTRATION CERTIFICATE
(Under section 19 of the Rehabilitation Council of India Act of 1992)



REHABILITATION PROFESSIONAL

CRR NOA85921



Name & Address	Gender	Father's/Husband's name	Date of Registration	Rehabilitation Qualification and Date thereof
MS. SHASHI NAYAK 150,VINOBABHAVE NAGAR, MADANPUR RAIGARH CHHATTISGARH-496661	F	ROHIT KUMAR NAYAK	27-12-2022	B.ED (SPECIAL EDUCATION) LEARNING DISABILITY - 2022
			Valid upto	
			25-12-2027	

Category : **AS A SPECIAL EDUCATOR LEARNING DISABILITY**

Remarks if any :

Note :

1. It is certified that this registration certificate has been issued to the candidate as specified in the Central Rehabilitation Register (CRR) of RCI.
2. Validity of this registration certificate is only for 05 years from the date of issuance.
3. Individual should regularly attend Continuing Rehabilitation Education (CRE) Programmes (Workshops/ Seminars/ Webinars, etc.) approved by RCI for renewal of registration after 05 Years.
4. Individual should apply online for renewal of registration along with the summary of CRE points (min.100) to be downloaded online from the Council's website.

New Delhi,

Dated : 18-09-2024

(Dr. Subodh Kumar)
Member Secretary

Important Notice

1. Rehabilitation Professional is advised to bring to the notice of the Member Secretary for any changes in his/her address immediately along with copy of registration & certified ID proof, Tel.No. etc.
2. Registered Rehabilitation Professional is legally authorised to work in the field of Special Education & Disability Rehabilitation and advised to adhere with the prescribed code of conduct, etiquette & ethics for practicing in this field.
3. This Registration Certificate should be prominently displayed at the place of work. He/She should enter registration number in all the documents, whenever necessary.

Sshashi