



# R. B. MEMORIAL SCHOOL

(An English Medium Co-Educational School Under R. B. Memorial Trust)

Vill : Munshipara, P.O.:Saalkumarhat, Dist.: Alipurduar, West Bengal - 736204

E-Mail : rbmsnyp@gmail.com

M : 09862563890 / 08974106691



Ref. No. RBMS/Staff/22-23/

Date. 08/08/22

To,  
Susmita Debnath  
Hospital Mode, Jalpaiguri.

**Sub: Appointment for the post of Counsellor.**

Sir/Madam,

We are pleased to appoint you as the Counsellor of Ratan Biswas Memorial School, Munshipara, Po: Salkumarhat, Dist: Alipurduar (West Bengal) i.e. **the date of joining** on below mentioned terms and conditions:-

- i) **Posting:** You will be posted at Ratan Biswas Memorial School, Munshipara and joining date is 8<sup>th</sup> August, 2022
- ii) **Probation:** Your appointment will be under probation for a period of 1 year from the date of your joining. On completion of your probation period the performance will be reviewed by the competent authority constituted for the purpose and upon receipt of their satisfactory report your probation may be extended by a further period not exceeding one year.
- iii) **Emoluments:** You will receive admissible allowance as per the service rules of the school. This will be subjected to statutory deduction as applicable, Pay in Band, Grade pay are as mentioned below:

| Pay grade | Basic | DA  | HRA | NET PAY |
|-----------|-------|-----|-----|---------|
| 4200      | 9300  | 500 | 00  | 14000   |
- iv) **Fitness:** Your appointment is subject to your being found medically fit.
- v) **Reporting:** You will be reporting to the Director of the Trust/Secretary as designated by the management.
- vi) **Responsibilities:**
  - i. Take classes for the students of Ratan Biswas Memorial School, Munshipara.
  - ii. Other job responsibilities as may be assigned to you from time to time by the Director/Secretary/Trust.
  - iii. You will devote your full time, attention and capabilities in interest of the school.
  - iv. You will not take any interest or engaged yourself directly or indirectly in any other business and/or do any trade of your account.
- vii) **General:**
  - i) The appointment will be guide by the service rules of the school, which includes leave rules, duties and responsibilities etc.
  - ii) The salient features of code of conduct are annexed herewith for your information and acknowledgement.
  - iii) If the above noted terms and conditions of the employment are acceptable to you please return to us the duplicate copy of this letter duly signed by you as token of your formal acceptance of this offer of employment.
  - iv) You will treat these terms and conditions of your employment confidential.
  - v) You are requested to bring the following documents at the time of your joining.
    - a. All the certificates mark sheets in original and Xerox for the verification.
    - b. Two copies of recent passport size photographs.
    - c. A medical certificate from any registered medical practitioner about your fitness for the post.
    - d. Character Certificate from any officer or responsible member of the society.

Looking forward to a fruitful association.

Thanking you,

(Dei Principal)

Ratan Biswas Memorial School  
Munshipara (W.B.)