



APPOINTMENT LETTER

Hi **Manish Sen**,

We are pleased to extend to you an offer for the position of **Graphic Designer & Social Media Manager** at Shri Academy Senior Secondary School. Your expertise and passion for creative design, branding, and digital communication align with our school's commitment to academic excellence and modern outreach.

1. Position Details

- **Designation:** Graphic Designer & Social Media Manager
- **Reporting To:** Principal, Shri Academy Sr. Sec. School Pasahi Kalan
- **Start Date:** 10/02/2026

2. Responsibilities:

- Design creative materials including posters, banners, brochures, social media creatives, and school promotional content.
- Manage and maintain the school's social media platforms (Facebook, Instagram, YouTube, website, etc.).
- Develop engaging digital content aligned with school activities, events, and branding guidelines.
- Plan and execute social media strategies to enhance the school's online presence and engagement.
- Capture and edit photos/videos of school events when required.
- Coordinate with academic and administrative teams for content creation and promotional activities.
- Maintain professionalism in interactions with students, parents, and colleagues.
- Uphold the school's values and contribute positively to the school community.

3. Compensation and Benefits:

- **Monthly Salary:** Employees must maintain the confidentiality of their salary information; any unauthorized disclosure may result in termination and a penalty equivalent to one month's salary.
- **Benefits:** The school bus services are available for teacher, provided the existing routes accommodate their pickup and drop-off locations.

4. Terms and Conditions:

- **Leave Entitlement:** 1 general leave per month.
- **Performance Reviews:** Conducted annually to assess and support your professional growth.

Vill- Pasahi Kalan, Post- Tendu , Robertsganj , Sonbhadra (U.P), 231216

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श्री ACADEMY

Senior Secondary School With Hostel Facility

Affiliated to the CBSE New Delhi (10+2)

Affiliation No :2133718

School No : 71821

- **Experience Certificate:** An experience certificate will be issued only upon submission of clearance certificates from all relevant departments, including the School Office Incharge, Library Incharge, and Academic Head.
- **Police Verification:** The employee must provide a valid police verification certificate from the local authorities, confirming no criminal record, as a mandatory requirement for employment.
- **Medical Fitness Certificate:** Certificate from a registered medical practitioner confirming the employee's fitness for duty, including ongoing medical reports.

5. Termination:

- **By Employee:** Submission of a written resignation with 3-month prior notice.
- **By Employer:** The school may terminate employment with **30 days prior written notice**. However, in cases of misconduct, breach of contract, or serious disciplinary issues, termination may be immediate without notice.

6. Caution Deposit:

- **Purpose:** To ensure the fulfilment of probationary period obligations and safeguard the institution's interests, a caution deposit will be collected.
- **Collection Schedule:** One month's salary will be withheld, collected in four installments of 25% each over a four-month period.
- **Usage:** This deposit serves as a financial safeguard against potential damages, misconduct, or premature termination of the employment contract.
- **Refund:** The total caution deposit will be refunded upon the successful completion of the session, provided all terms and conditions have been met, and no damages or dues are pending.

7. Required Documentation: To complete your employment records, please submit the following documents by 15/03/2026:

- **Educational Certificates:** Self-attested copies of all academic qualifications from matriculation onwards.
- **Experience Certificates:** Proof of previous employment and experience letters.
- **Identification Proof:** Government-issued ID such as Aadhar card, passport, or driving license.
- **Address Proof:** Recent utility bill or any official document stating your current address.
- **PAN Card:** Copy of your Permanent Account Number card.
- **Passport-sized Photographs:** 3 recent colour photographs.
- **Bank Account Details:** Employees must submit a duly filled salary form (available at the office) along with a photocopy of their bank passbook or a canceled cheque for salary processing.

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8. Acceptance of Offer: Please confirm your acceptance of this offer by signing and returning a copy of this letter by **16/02/2026**. Your signature will also acknowledge that you have read, understood, and agreed to the terms and conditions outlined above.

We are confident that your addition to our faculty will significantly benefit our students and the school community. We look forward to your positive response and to working together towards our shared goals.

Yours sincerely,

Principal

Shri Academy Senior Secondary School

Acknowledgment and Acceptance:

I, **Mr. Manish Sen**, hereby accept the offer for the position of **Graphic Designer & Social Media Manager** at Shri Academy Senior Secondary School. I have read and agree to the terms and conditions specified in this letter.

Signature: _____

Date: _____

Note: This offer is contingent upon the satisfactory completion of all pre-employment formalities, including the submission of the required documents and any necessary background checks.

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