



(All legal Matters are Subject to the Jurisdiction of Delhi Court Only)

Ref. No. : MVM/NCO/P&A/2024 / 2332

Date : 06 August 2024

Jai Guru Dev

To
Mrs. Priya Vasudevan
489, Om Shakthi Nagar
Vengikkal
TIRUVANNAMALAI (TN.) – 606 604

APPOINTMENT : PRINCIPAL

1. The Board of Directors is pleased to appoint you as Principal at Maharishi Vidya Mandir, 561, Chenbaga Thoppu Road, Virudhunagar, Rajapalayam (TN). Please join your duties on or before 10th August 2024.
2. Your salary will be Rs. 55,000/- (consolidated) per month. Please note that no other allowances will be paid beside this monthly salary.
3. a) You will be on probation for a period of one year from the date of your joining duty. The period of probation may be further extended or curtailed at the discretion of the Board of Directors either during the probation period or during the extended period of probation. The confirmation at the expiry of the prescribed period of probation will not be deemed or presumed unless we have issued a letter to this effect.
b) During the period of probation your service are liable for termination with 15 days of notice or compensation in lieu of notice, by the Board of Directors. In case you desire to leave the service during this period you will be required to give 15 days' notice or pay 15 days' salary.
c) On having completed the probation period, one month notice on either side or one month salary in lieu thereof, will be required to be paid for the purpose of leaving or termination of service.
4. Your services are liable to be transferred to any other Department/Section/Branch/Office of the Maharishi Vidya Mandir located anywhere in India. The Board of Directors also reserves the right to transfer your services to any of its associates whether located at present place of posing or elsewhere and whether existing on the date of this appointment or coming up into existence or setup in future and on same or changed terms and conditions of employment. However, on your transfer, you will be governed by the terms and conditions of the service to which you are transferred.
5. You will act within the framework of the organizational structure policies and directions as may be laid down by the Board of Directors from time to time. Also you will be on whole time employment with us and is not supposed to undertake any full time/part time assignment, business, work or public office on honorary or payment basis without the written permission of the Board of Directors. To join training/induction programme and/or any other organization without relieving letter from our end leads to double employment which is illegal and against the norms of the organisation.



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6. You shall not at any time either during the continuation of your service or at any time thereafter, divulge or disclose either directly or indirectly to any individual, firm, trust/society, institution, business etc. any knowledge or information which you have/may acquire during the course of or incidental to your employment concerning the plans programmes, products, affairs and/or the property of the organization or any activity, business, written or printed materials, records, suggestions, dealings or transactions in which the Board of Directors may be or may have been concerned or interested whether directly/indirectly. Disclosure of such nature to a third party shall be treated as an act of gross indiscipline and in such case the Board of Directors reserves the right to terminate your services without any notice, forfeit your benefits to the extent of loss and/or initiate appropriate legal proceedings against you.
7. You as an employee shall forthwith communicate to the organisation in confidence all intellectual property, including any work, policy, procedure, system, process, development or material conceived, developed, originated, created or made by you whether alone or with others during the term whether or not patentable registration or copyrightable. All intellectual property shall be and becomes the exclusive property of the organisation and shall not be disclosed to any other person, organisation or other undertaking without prior written consent of the organisation.
8. You shall, on request at any time and from time to time (and, in any event, on termination/resignation/separation of the employment from the organisation), immediately hand over/deliver to the organisation or its Authorized Representative, all documents, stationary, laptop, passes, credit or charge cards, phones, working bag, visual aids, visiting cards, samples and other manuals, papers, computer storage devices, tapes or other software storage media and any other property of whatsoever nature, which may be in your possession or control and relate in any way to the affairs of the organisation and you shall not retain any copies thereof. You will also be obliged to delete all official email and return all organisational assets, articles, materials, correspondences and password in your possession, custody or charge which you have held/acquired during your services with us. The organisation reserves the right to deduct the money value of such items from your emoluments and/or can take such other action as it deemed proper in the event of your failure to account for them to the satisfaction of Board of Directors.
9. As an employee of the organisation you should agree to provide to the organisation personal details including home address, telephone numbers and emergency contacts for use by the organisation and the employee agrees to notify the organisation in writing within 07 days of any change in the details in the organisation's records. The employee shall be required to provide his exact date of birth at the time of joining and shall be required to submit adequate documentation.
10. In the event of the employee's continuous absence for a period of 10 working days or more, without formal request or permission from the competent authority for the same, the employee shall be deemed to have left and relinquished his/her services. Such automatic relinquishment will be deemed as a breach and repudiation of employment by the employee without notice and not as a termination of



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service by the organisation and accordingly, appropriate steps will be taken against the employee for having terminated the employment without proper notice. If the employee has claimed himself unfit due to medical reasons for a period more than 15 consecutive days, then the organisation may ask the employee to get his/her medical examination done by the Medical Officer appointed by the organisation, in case the employee is declared fit by the Medical Officer, then the employee has to resume duties within 7 days from the date of Medical Examination. In case the employee fails in resuming duties within 7 days, the services of the employee may be terminated by the organisation without any liability or obligation of the organisation to the employee.

11. While moving on temporary duty you shall be paid TA/DA as per MSS policy per day or actual expenses as allowed in special circumstances.

12. You shall be governed by the existing rules and regulations of Maharishi Vidya Mandir and to be framed and communicated from time to time. You would also be required to learn and practice Transcendental Meditation and undergo other advance Courses as required from time to time as per rules of Maharishi Vidya Mandir.

13. If the above terms and condition are acceptable to you, please sign and return the duplicate copy of this letter in token of acceptance of these terms and conditions of service and report to your place of posting for joining. No TA/DA will be paid for joining duty.

14. In addition an Agreement Form will be given to you for your signatures and handing over the same to the office of Director (Pers. & Admn.), on your joining which is mandatory.


(Dr. U. Prakasham)
Director (Pers. & Admn.)

Copy to :-

1. Hon'ble Chairman
2. Director Finance
3. All Directors
4. Incharge Principal
MVM Rajapalayam
5. Personal file

Please issue orders for change of signatories.

Please handover complete charge to Mrs. Priya Vasudevan,
the newly appointed Principal on her joining.

DECLARATION BY THE EMPLOYEE

I have read and understood the above terms and conditions of service and agreed without any coercion or pressure to abide by the same.

Date :

Place :

Signature