



# Sugam

## PSYCHOLOGICAL COUNSELING & RESEARCH CENTRE

This is certify that.....**D.VIJAYA.LAKSHMI**.....  
has successfully completed Training as Special Educator In remedial teaching for  
Specific Learning Disabilities from.....**AUGUST.2013**.....  
to.....**DECEMBER.2013**.....In Testimony where of **SUGAM PSYCHOLOGICAL  
COUNSELING & RESEARCH CENTRE.**

**Dr. ASHA DINESH**  
Hony Director



**R. Neelgopal**  
Program Co-ordinator



Tel : 044 - 2658 58

# EBENEZER MARCUS MATRICULATION HIGHER SECONDARY SCHOOL

(A UNIT OF EBENEZER MARCUS TRUST)

Recognised by the Govt. of Tamil Nadu, Vide R.Dis. No. 18059/EI/99

Mr. J.T. Marcus  
Chairman & Secretary

Mrs. Vijaya Thiagarajan  
CEO

Mrs. S.Sasikala  
Principal

## ORDER OF APPOINTMENT

To

Mrs. / Mr. / Ms. *Vijayalakshmi*

With reference to your application and the subsequent interview conducted on 25-06-18, the selection committee is pleased to appoint you as Primary Teacher in our institution, subject to the following terms and conditions. Special Educator

- 1) Your appointment takes effect from 28-06-2018
- 2) You will be on probation for a period of one year from the date of your joining duty.
- 3) You shall deposit all your certificates in original with the management.
- 4) You shall produce satisfactory evidence of having obtained a proper release from your present appointment, if any.
- 5) During the first year of probation you will be paid a salary in the scale of pay \_\_\_\_\_ of Rs. 15,000/- inclusive of P.F per month.
- 6) In the event of your resignation after confirmation, you shall give "Three month prior Notice" or "Three month pay" instead.
- 7) You shall agree to accept an assignment of work decided by the management from time to time.
- 8) You shall refrain from seeking employment anywhere without the knowledge of the management.
- 9) You should agree to work in this institution without break in the middle of the academic year 2018-2021.

Note: Kindly sign and return the duplicate copy of this order of appointment immediately.

Date:

*D. Vijayalakshmi*

Correspondent

Seal

For EBENEZER MARCUS TRUST

*M. Mani*  
Managing Trustee