



# J. B. LUDHANI HIGH SCHOOL

(ENGLISH MEDIUM - GOVT. RECOGNISED)

REF NO. - JBL/013/2023-24

Date: 13<sup>th</sup> June 2023

To,

Mr. Saurabh Yadav,  
01 Pahalwan Chawl, Room No. 427,  
Rajivali Road, Near Ganesh Mandir,  
Bhoidapada, Vasai-East-401208.

Sub: Appointment Letter.

Dear Saurabh,

We are pleased to appoint your professional services at J.B. Ludhani Group of Schools as "Dance Instructor OR Choreographer". Your appointment for the said post will be solely governed by the rules and regulations mentioned below:

1. Your accountabilities and deliverables as a "Dance Instructor OR Choreographer" will be based on the discussions we had with you and as would be specified from time to time by the competent authority of the organization.
2. This package shall be governed by the School's policies as applicable and shall be subject to statutory guidelines and taxes as announced by the Govt. The structure of your compensation package may however be altered / changed by the School at its discretion, in line with its compensation policy.
3. Your tenure of appointment begins from 13<sup>th</sup> June 2023 to 31<sup>st</sup> March 2024 at Rs.20000/- per month subject to deduction of taxes as per the state government rules.
4. This contract is renewable up to three years and the same will be communicated to you by 31<sup>st</sup> March 2024.
5. The remuneration is fixed for a period of 3 years.
6. You shall be working from Monday to Friday between 09:30AM to 4:00PM & on Saturday between 09:00AM to 11:00AM
7. You will be governed by all the School's Policies, Procedures, Rules, Regulations and prevalent practices set out and as applicable from time to time as explained to you verbally and in writing.
8. You will report to the Headmistress and maintain discretion, confidentiality and code of conduct. You will also be result oriented and committed to the organization, its standards and timeline.
9. Training the students for all types and forms of dance suitable for their age group.
10. Planning and delivering the dance lessons.
11. Delivering structured and well-planned dance activities.
12. Explaining and demonstrating the dance techniques and methods.
13. Choreographing and directing the dance performances for all the events Conducted throughout the academic year.
14. Monitoring a student's progress in dance and reporting to HM.
15. Engaging and preparing students for mega events like annual day, annual athletic meet, Independence Day & Republic Day and any other events.

Evershine City, Vasai East - 401 208. | Phone Number: 0250-2460074 / 2462374

Email: hmjbl@jbludhanigs.com | Website: www.jbludhanihs.com

16. Encouraging students to participate in inter school competitions.
17. Selecting songs for dance according to the theme and editing the songs as per requirements.
18. Exploring new dance forms or techniques and providing rigorous training to the students.
19. Maintaining good rapport with the students and staff.
20. Maintaining and protecting the assets, properties, facilities, software, and hardware provided to you by the school.
21. Abiding by all rules and regulations as well as safety protocols during dance lectures.
22. The management reserves the right to terminate your services/contract by issuing one month notice on grounds such as these: irregularity in attendance, failure to be available for duty when the school is in session, insubordination and rebellious attitude, dishonoring deadlines for job assigned and any other behavior that would damage the image of the institution.
23. You have the liberty to discontinue this employment by giving one month notice in writing or payment in lieu of the said period salary.

Please sign the duplicate copy of this letter as a token of your understanding and acceptance of the terms and conditions. We appreciate your contribution to the J.B.Ludhani Group and wish you a long and rewarding career with us.

Yours truly,

*Pushpa Patel*

**Mrs. Pushpa Patel**  
**Headmistress**  
**J.B.Ludhani High School**

I accept all the above terms & conditions

*Aurzab*

Signature: