

APPENDIX-C
(See Rule 80(2) & 163 (4))
APPOINTMENT LETTER

Name of the School Cosmonaut International School

No. CIS/2023-24/20

dated the 1/04/23

On the recommendations of the selection committee Shri/Smt. Vandana Saini is hereby appointed as Medical Assistant in school Cosmonaut International School with effect from the date he/she joins duty, in the grade of Rs..... plus usual allowances or at the rate already notified to the appropriate authority on the following terms and conditions namely:-

Terms and Conditions

1. He shall be on probation for a period of one year in accordance with the rules which can be extended for such further period of one year as the competent authority under the rules may determine

2. In case of resignation or discharge, on grounds other than the abolition of post or disciplinary action, he shall be required to give three months notice in writing if his permanent or one month notice in writing if his temporary or deposit three months/one month's salary as the case may be in lieu thereof.

No traveling allowances will be admissible for joining the post.

4. Before assuming the charge of duties, he will be required to produce certificate to the Head of the school:-

- i. medical certificate of fitness from Chief Medical Officer
- ii. attested copies of gendemic and professional qualification and matriculation certificates; and
- iii. a certificate of good character from a Gazetted Officer/M.L.A/M.C.

5. If he has not been vaccinated within the last twelve months, he should have it done before reporting for duty.

6. In case of aided school appointed un aided sanctioned post this letter is subject to the approval of the Director.

If the above terms and conditions are acceptable to him, he should join his duty immediately but not later than _____
In case of failure to do so, his candidature is liable to be cancelled and the post shall be offered to the next eligible candidate.

For Cosmonaut International School
Signature: *[Handwritten Signature]*
Appointing Authority
with Seal of the Office
Principal
Principal

No. _____ dated the _____

- A copy for information and necessary action is forwarded to:
- (1) District Education Officer/District Primary Education Officer concerned.
 - (2) Head of the Institution concerned.
 - (3) Candidate concerned.

Signature
Appointing Authority

For Cosmonaut International School
For Cosmonaut International School *[Handwritten Signature]*
Commissioner and Secretary to
Government of Haryana, Education
Department
Manager

APPENDIX-B
(See Rule 71 & 61)

AGREEMENT

An agreement made this..... 01 day of
April Two thousand and..... 23 between
Mr./Mrs.Miss..... Vandana Saini

.....(hereinafter called the teacher/employee of
School) the party no. 1 of the one part and Governing Body of the School (hereinafter called the
committee), the party No.2 of the other part. The committee hereby agrees to employ the
party no. 1 and the party no.1 hereby agrees to serve
as Medical Assistant in the school on the following terms and
conditions: 1- That party No.1 's employment shall begin from
the 01/04/23in the school day of.....

He shall be employed in the first instance on probation for a period of one year/on temporary
basis and shall be paid a monthly salary of Rs. 24000in the scale of pay of
Rs. plus allowance applicable to his case. The period of
probation may be extended by the Governing Body for a further period not exceeding one year.
The total probationary period shall in no case exceed two years.

2- If the work and conduct of the party No. 1 during the period of probation or extended period
of probation is not found satisfactory the service of Party No. 1 are liable to be terminated
without notice before the expiry of the period of probation. The sole judge of the satisfactory
completion of the probation will be the Governing body of the school.

3- After satisfactory completion of his probationary period, the party No. 1 shall be confirmed
with effect from the expiry of the said period of probation or the extended period of probation.

4- Immediately on confirmation the party No. 1 shall be entitled to the benefits of contributory
Provident Fund. After the completion of the period of probation successfully he shall have the
option to subscribe to the fund for the probation period also.

Contd.....2....

The party no. 1 shall during his service under this agreement be eligible, subject to the exigencies of the school, to such leave as is admissible under the rules. The leave is not available as a matter of right but may be granted at the discretion of the Governing Body of the School/Head of the School as per rules of the school in this regard.

The party no. 1 shall not leave the station without having first obtained the written permission of the authorized officer of the said school.

Unless the service of the Party No. 1 is terminated as hereinafter provided. He shall continue in the employment of the school till he attains the age of superannuation:

Provided that the committee or any other person authorised by the committee in this behalf may retain his service for a further period as allowed by the governing Body of the school. If the party no. 1 is fit for such extension and has no mental or physical which would entitle him to get such extension:-

Provided further that the extension shall not exceed one year at a time.

only in the case of grant-in-aid school.

- (a) the agreement may be terminated by the teacher by surrendering three months salary for a lesser period as specified in clause (1) above.
- (b) subject to the prior approval of the District Education Officer of the District in which the school exists, the managing committee of the School may terminate the services of the teacher by giving him three calendar months notice or the lesser period as specified in the agreement in writing or by paying a sum equivalent to three months basic salary or salary for a lesser period as specified in the agreement.

if satisfied on medical evidence from the Chief Medical Officer of the district that the teacher is unfit and is likely for a considerable period to remain unfit by reasons of ill health for the discharge of his duties.

as a result of general retrenchment decided upon for reasons of financial strignencies.

as a result of abolition of section or a class.

as a result of abolition of the subject which the teacher is teaching.

teacher shall not be dismissed, discharged or reduced in rank save and except on ground of inefficiency, conduct involving moral turpitude or gross negligence of duty or any other reason which may make his retention on the school staff no longer desirable. In such a case the prior approval of the District in which the school exist should be obtained.

In such a case the teacher before dismissal, discharge or reduction in rank will be given one week for his defence in writing for which he shall be given one week from the receipt of the order. In the event of such defence committee may proceed to dismiss, discharge or reduce in rank the teacher without further delay.

Under the service under the AGREEMENT, the Party no. 1 will be liable to disciplinary action in accordance with the rules framed by the school, for any fault of insubordination, disobedience or other misconduct, or the commission of an act, which constitutes a criminal offence or any breach of non performance of duties or any of the provisions of any rules relating to the conduct of the school.

If Party No. 1 is suspended from duty during investigation into any charge of his conduct mentioned in clause 8 above, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rate as may be determined by the committee generally from time to time or at a rate as may be deemed fit. If the party No. 1 is exonerated from the charge brought against him, he shall be reinstated to his post and shall be paid his salary for the period, if any, during which he was suspended and the subsistence allowance already paid will be adjusted.

The Governing body of the said school may terminate the service of the party No.1 by giving one month's notice in writing in the case of confirmed employee or one month's notice in the case of temporary employee or by paying a sum equivalent to 3 month's salary or one month's salary whichever the Party No. 1 is then drawing. Similarly, if the party No.1 wants to relinquish his service he shall be required to give three months notice in writing if he is permanent or one month's notice in writing if he is temporary or deposit three months/one month's salary, as the case may be in lieu thereof.

Contd.....4

- 13- The Party No. 1 will comply with honestly, diligently and efficiently the orders and instructions of the Governing Body/Head of the School under whom he shall be placed as a teacher/employee in the school and he shall discharge all duties pertaining to that office and which are necessary to be done in his capacity as aforesaid and will make himself in all respects generally as useful as may be required of him and shall always act in paramount interest of the school.
- 14- The Party No. 1 will confirm to all the rules and regulations in force in the school and shall carry out all such orders and directions as he shall from time to time, receive from the Governing Body/Head of the school or any of the authorized member of the staff.
- 15- That Party No. 1 will not apply or appear for interview etc. for any job outside the school without the prior written permission of the authorized officer of the school. If he has already applied before joining the school, it will be his duty to inform the Head of the school at the time of appointment and seek his written permission, if he is required to appear for interview later on.
- 16- The party No.1 shall devote his whole time to duties assigned and shall not on his own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of his school duties under this agreement or to be otherwise prejudicial to the interest of the school.
- 17- The Party No. will not on any pretence absent himself from duties without first having obtained the permission of the Head of the School or in the case of sickness or accident without forwarding a medical certificate to the satisfaction to the Head of the school.
- 18- The committee and the party no. 1 agree that any dispute arising out of or relation to the contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the managing committee running to the school and if the arbitrator fails or neglects to act become incapacitated the managing committee shall nominate any other person to fill the vacancy of arbitrator.

In witness whereof the parties hereto set their hands this day month and year first above written.

Witnesses:-

1- Signature Tamanna
 Name Tamanna
 Date _____
 Designation Reception

Signature Vandana
 Name Vandana Saini
 Date _____
 Designation Medical Assistant

For Teacher/Employees
(Party No.1)

2- Signature Sheen
 Name Sheen
 Date _____
 Designation PRT

Signature Vandana
 Name Vandana Saini
 Date _____
 Designation Medical Assistant

Signature _____

For and on behalf of Committee

For Cosmonaut International School
Sushil Kumar
 Manager

रोल नं. Roll No. 00170806003008

प्रमाण-पत्र सं. Certificate No. 180620000010395



भारत सरकार

GOVERNMENT OF INDIA

कौशल विकास एवं उद्यमिता मंत्रालय

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्

NATIONAL COUNCIL FOR VOCATIONAL TRAINING

राष्ट्रीय व्यवसाय प्रमाण-पत्र NATIONAL TRADE CERTIFICATE

श्री/श्रीमती/कुमारी Shri/Smt/Kumari VANDANA SAINI

पुत्र/पत्नी/पुत्री श्री Son/Wife/Daughter of Shri SATBIR SINGH SAINI

माता का नाम श्रीमती Mother's name Smt. SEEMA SAINI

जन्म तिथि Date of Birth 07-Apr-1992

संस्था का नाम Name of the Institute PU06000184-Baba SRA, PITI & Medical College, Old Sunderpur Road, Rohtak
Old Sunderpur Road, Rohtak, Rohtak, Haryana-

व्यवसाय का नाम Name of the Trade Health Sanitary Inspector

प्रशिक्षण अवधि Training Duration 2 semester प्रवेश सत्र Admission Session Aug 2017

को अखिल भारतीय व्यवसाय परीक्षा having passed All India Trade Test, माह Month Jul वर्ष Year 2018

उत्तीर्ण होने पर यह व्यवसाय प्रमाण-पत्र प्रदान किया जाता है। is hereby awarded this Trade Certificate.

Saini

सदस्य सचिव Member Secretary

दिनांक Date 25-Nov-2018

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद् National Council For Vocational Training

This is a computer generated certificate and it does not require any physical signature or attestation. All contents of this certificate can be verified for authenticity by the process of online verification through scanning the QR code printed above. The verification can also be done by visiting NCVT MIS portal (<http://ncvtmis.gov.in/Pages/Certification/Validate.aspx>) and entering the e-Certificate number.

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-----Cut from this line and use as pocket NTC-----

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Skill India



भारत सरकार GOVT. OF INDIA

कौशल विकास एवं उद्यमिता मंत्रालय

MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्

NATIONAL COUNCIL FOR VOCATIONAL TRAINING

राष्ट्रीय व्यवसाय प्रमाण - पत्र NATIONAL TRADE CERTIFICATE

श्री/श्रीमती/कुमारी Shri/Smt/Kumari VANDANA SAINI

पुत्र/पत्नी/पुत्री श्री Son/Wife/Daughter of Shri SATBIR SINGH SAINI

व्यवसाय Trade Health Sanitary Inspector

Roll No. 00170806003008

Cert No.180620000010395

आधार कार्ड संख्या Adhar card no. 396804626671

जन्म तिथि Date of Birth 07-Apr-1992

संस्था Institute PU06000184-Baba SRA, PITI & Medical College, Old Sunderpur
Road, Rohtak

Old Sunderpur Road, Rohtak, Rohtak, Haryana-

प्रशिक्षण की अवधि Training Duration 2 semester

प्रवेश सत्र Admssion Session Aug 2017

अखिल भारतीय व्यवसाय परीक्षा All India Trade Test passed in माह Month

Jul वर्ष Year 2018

Saini

सदस्य सचिव Member Secretary

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद् National Council For Vocational Training



**CONSOLIDATED STATEMENT OF MARKS FOR AITT CONDUCTED UNDER THE AEGIES OF
NCVT**

Academic Session - Aug 2017

All Semesters (CTS Semester System) Non Engineering Trades

Name VANDANA SAINI Date of Birth 07-Apr-92
 Father/Guardian Name SATBIR SINGH SAINI Exam Month-Year Jul 2018
 Trade Name Health Sanitary Inspector Trainee Type REGULAR
 ITI Name & Address PU06000184-Baba SRA, PITI & Medical College, Old Sunderpur Road, Rohtak Old Sunderpur Road, Rohtak Rohtak, Haryana

S. No.	Semester	Paper-I		Paper-II		Practical		Total	
		Max Marks	Marks Secured	Max Marks	Marks Secured	Max Marks	Marks Secured	Max Marks	Marks Secured
1	Semester-1	80	56	120	99	200	155		
2	Semester-2	30	16	120	98	200	150		
	Total	110	72	240	197	400	305		
	Average	55	36	120	98.5	200	152.5		

* Minimum pass marks in Theory Subjects (Paper -I, Paper-II & Paper-III) in all semester is 40% and in Practical paper it is 60%.

RESULT: Pass

Member Secretary NCVT

दिनांक/Date 25-Nov-18

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The NCVT shall not be responsible for any direct or indirect financial losses, any loss of goodwill or reputation, or any other loss or damage caused by any incorrect / fraudulent information in this computer generated certificate that cannot be validated by the NCVT MIS portal. NCVT also reserves the right to take appropriate legal action in such cases.



Roll No. 210314883
CF No. 68002

Haryana State Electronics Development Corporation Ltd.

(A State Govt. Undertaking)
CIN-U00000CH1982SGC004963
SCO-111-113, Sector-17 B Chandigarh



CERTIFICATE



This is certified that Mr./Ms. VANDANA SAINI S/D/Wife of Sh. SATBIR SINGH SAINI has qualified the course on DIPLOMA IN COMPUTER APPLICATION* of duration 52 WEEKS (576 hrs.) at Hartron Skill Centre SIRSA Centre Code 31. He/She has scored 65.00% with grade B in the exam held on 14 Jul 2022.

Course Contents	Total Marks	Marks Obtained
Computer Fundamentals & Operating System, Office Automation Package, Connecting to the World, Using Smartphone, Introduction to Database Management System with MS-Access and SQL Server, Basics of Web Page Designing, Programming with C, Introduction to OOPS with C++, GUI Programming with Visual Basic, Communication Employability Skills..	300	195

Grades

A+ $\geq 80\%$

A $\geq 70\%$ & $< 80\%$


B $\geq 60\%$ & $< 70\%$

C $\geq 50\%$ & $< 60\%$

* Course aligned with NSQF.

Date Of Issue: 23/08/2022


COORDINATOR


COMPUTER EDUCATION DIVISION

114751

क्रमांक

S.No.SSCE/2009/

0098851

केन्द्रीय माध्यमिक शिक्षा बोर्ड

CENTRAL BOARD OF SECONDARY EDUCATION

अंक विवरणिका MARKS STATEMENT

सीनियर स्कूल सर्टिफिकेट परीक्षा, 2009

ALL INDIA

SENIOR SCHOOL CERTIFICATE EXAMINATION, 2009

नाम Name

VANDANA SAINI

अनुक्रमांक Roll No.

2642743

माता का नाम Mother's Name

SEEMA SAINI

पिता का नाम Father's Name

SATBIR SINGH SAINI

विद्यालय School

04063 SHIKSHA BHARTI VIDYALAYA ROHTAK HARYANA

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थिताय ग्रेड POSITIONAL GRADE
		लि. TH	प्रे. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH CORE	063	XXX	063	SIXTY THREE	C1
302	HINDI CORE	064	XXX	064	SIXTY FOUR	C2
039	SOCIOLOGY	071	XXX	071	SEVENTY ONE	A2
048	PHYSICAL EDUCATION	053	030	083	EIGHTY THREE	A2
064	HOME SCIENCE	055	030	085	EIGHTY FIVE	A1
500	WORK EXPERIENCE					B2
502	PHY & HEALTH EDUCA					A1
503	GENERAL STUDIES					B2

संक्षिप्तियों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

परिणाम Result

PASS

EX : छूट - प्राप्त Exempted

FP : प्रयोगात्मक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

दिल्ली Delhi

20-05-2009

दिनांक Dated

MCLayme

परीक्षा नियंत्रक

Controller of Examinations

100961

क्रमांक

S.No. SSE/2007/

केन्द्रीय माध्यमिक शिक्षा बोर्ड

CENTRAL BOARD OF SECONDARY EDUCATION

710693 अंक विवरणिका MARKS STATEMENT

सेकण्डरी स्कूल परीक्षा, 2007

ALL INDIA

SECONDARY SCHOOL EXAMINATION, 2007

नाम Name VANDANA SAINI

अनुक्रमांक Roll No. 2138307

माता का नाम Mother's Name SEEMA SAINI

पिता का नाम Father's Name SATBIR SINGH SAINI

जन्म तिथि Date of Birth 7TH APRIL NINETEEN HUNDRED NINTY TWO

विद्यालय School 04063 SHIKSHA BHARTI VIDYALAYA ROHTAK HARYANA

विषयकोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लि. TH	प्रे/आ.मू PR/IA	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
101	ENGLISH COMM.	033	XXX	033	THIRTY THREE	D2
002	HINDI COURSE-A	056	XXX	056	FIFTY SIX	C2
041	MATHEMATICS	020	018	038	THIRTY EIGHT	D1
086	SCIENCE & TECH. PR.-INTERNAL 018	024	029	053	FIFTY THREE	C2
087	PR.SKLS-TH.EXT 011 SOCIAL SCIENCE	037	020	057	FIFTY SEVEN	C2

AB : विषय में अनुपस्थित Absent in the Subject

परिणाम Result PASS

PR : प्रयोगात्मक Practical

IA : आंतरिक मूल्यांकन Internal Assessment

दिल्ली Delhi

दिनांक Dated 13-08-2007

M Sharma
परीक्षा नियंत्रक
Controller of Examinations

HARYANA STATE BOARD OF TECHNICAL EDUCATION PANCHKULA



DETAILED MARKS CERTIFICATE
3-YEAR / 6-SEMESTER DIPLOMA COURSE IN
ARCHITECTURAL ASSISTANTSHIP DIPLOMA EXAMINATION

Name of the Candidate : VANDANA SAINI
 Father's Name : SATBIR SINGH SAINI
 Mother's Name : SEEMA SAINI
 Year of Admission : 2009
 Name of the Institute/Code : GOVT. POLYTECHNIC FOR WOMEN, SIRSA(012)

6th Semester Detailed Marks Certificate				
Exam. held in : December 2012				
Sr. No.	Subjects	Theory	Practical	Internal Assessment
		Obtained Marks/ Max Marks	Obtained Marks/ Max Marks	Obtained Marks/ Max Marks
01	Computer Applications in Architecture-III	-	60/100	-
02	Quantity Surveying, Valuation and Specifications (030261)	72/100	-	-
03	Architectural Professional Practice (030262)	60/100	-	-
04	Landscape Design/Housing/ Town Planning	39/100	-	-
05	Site Management/ Interior Design/ Building Maintenance	80/100	-	-
06	Portfolio (Major Project)	-	50/100	-
07				-
08				-
09				-
	Total	251/400	110 /200	305 / 475
	Grand Total			666/1075

Result: PASS

Total(In Words) : SIX HUNDRED SIXTY-SIX

Semester	I	II	III	IV	V	VI	Total	%	Division
Maximum Marks	1175	1200	1200	1150	1150	1075	6950	59.60	2nd
Marks Obtained	682	712	739	645	698	666	4142		
Passed In (Month/Year)	JUN 2010	DEC 2010	DEC 2011	JUN 2014	JUN 2012	DEC 2012			

* Indicates that the candidate passed with grace marks.

^ Indicates that the pass percentage from Dec2012 Examination is 33%

Dated: 30-06-2014

Place: Panchkula




Controller of Exam
 Haryana State Board of Technical Education
 Panchkula

Additional Secretary
 Haryana State Board of Technical Education
 Panchkula

Minimum Marks for passing In examination of each Theory Subject = 35%

Minimum Marks for passing In examination of each Practical = 40%

Minimum Marks for passing In Internal Assessment In Individual Theory & Practical separately = 40%

	Name	Designation	Signature/Seal Of the Officer
Checked by(Exam Clerk)	Subhash Sharma	L.A.	
Checked by(O/I Exam)	Dr. Bhajan Lal	lect.	
Principal	Sh. R.S. Kadian	Principal	



Assistant Secretary

Haryana State Board of Technical Education

S. No.



Regn./Roll No. 0901202058

HARYANA STATE BOARD OF TECHNICAL EDUCATION
DIPLOMA

Sh./ Ms. VANDANA SAINI

Son/Daughter of Shri SATBIR SINGH SAINI (FATHER)

and Smt. SEEMA SAINI (MOTHER)

having completed the prescribed THREE year Diploma

Course of instruction in ARCHITECTURAL ASSISTANTSHIP

at GOVT. POLYTECHNIC FOR WOMEN, SIRSA and

Having passed the Final State Board Examination in MAY/JUNE 2014

in the SECOND Division securing 4142 marks out of 6950

is hereby awarded the Diploma.

Place : PANCHKULA


DEPUTY SECRETARY (EXAM)


CONTROLLER OF EXAM