No.SO(SE-II)17-11/2016
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore the 09th February, 2016

To,

Merit / App. No.	Name of the Candidate selected by PPSC.
1/42100041	**Javeria Ikram D/o Ikram Aziz,** Doctors Residence Lady Aitcheson Hospital, Hospital Road, Lahore.
2/42100063	**Aqsa Mubeen D/o Muhammad Asif,** Aqsa Mubeen, Room No. 89-C Sayyed Girls Hostil Street Dr. Waris Wali, Sanat Nagar Abdali Chowk, Lahore..
3/42100075	**Sayyada Sana Mahmood D/o Mahmood Akhtar,** 327/JB, Bhalair, Toba Tek Singh.

Subject: **RECRUITMENT TO THREE (03) POSTS OF SUBJECT SPECIALIST HOME ECONOMICS (FEMALE) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF FIVE YEARS IN THE PUNJAB SCHOOL EDUCATION DEPARTMENT.**

Consequent upon the recommendations of Subject Specialist (Home Economics/ BS-17), by Punjab Public Service Commission **vide No.PSC-RA-II-2016/40, dated 01.02.2016,** vide Merit/Application No. as mentioned above against your name, you are hereby offered appointment as Subject Specialist (Home Economics / BS-17), **on contract basis for a period of five years** in School Education Department on the following terms and conditions:-

1.	Pay Package	i) Package of pay and allowances as per pay scale of the post. ii) 30% of the minimum of pay scale as social security benefit in lieu of pension. ***Provided that persons who are already retired and getting pension shall not be eligible for this benefit when re-employed on contract.*** iii) Any ad-hoc/special relief etc., given to regular government servants shall also be admissible to the contract employees. iv) Annual increment as per pay scale of the post.
2.	Contribution towards GPF etc.	The employee will not contribute towards G.P. Fund etc. Group insurance and Benevolent Fund.
3.	Pension Period of contract	The appointment/service of employee on contract basis shall be non-pension able. The contract shall be initially for a period of five years from the date of joining subject to satisfactory performance. The term of contract may be extended after overall performance is judged to be satisfactory.
4.	Leave	Leave on the following scale shall be permissible: - a) Casual leaves not exceeding 24 days per year shall be admissible. More than 10 days leave at one time shall not be allowed; b) 90 days Maternity leave with pay (in case of female employees only), once in the tenure of five years, shall be admissible. c) Leave on medical grounds without pay shall be admissible on production of Medical Certificate by the Competent Authority as per Punjab Medical Attendance Rules, 1959. However, if medical leave continues beyond 3 months, his contract shall liable to be terminated. d) Study leave will not be allowed during the contract period of five years. e) Hajj leave for 45 days with full pay once during term is admissible.
5.	Medical Facilities	Medical facilities as admissible to the regular employees of her scale under the rules.
6.	Traveling/Daily Allowance.	TA/DA on journeys performed for official duty shall be the same as admissible to BS-17 officers of Government of the Punjab.
7.	Transfer	The contract appointment shall be post specific and non-transferable. The

		contract shall stand automatically terminated if he/she at any stage makes any kind of move for his transfer.
8.	Training	Employee will undertake and participate in training when and where required by the Head of Institution, District Government, Directorate of Staff Development and Department of School Education, Government of the Punjab. Successful completion of such training shall be one of the pre-requisite for continuation in contract appointment.
9.	Performance	The employee's performance shall be assessed evaluated on the basis of:- i) Quality of learning of students on the basis of satisfactory results viz a viz overall result of the relevant board/examining body/examining body for the classes especially of secondary level (ix-xii). ii) Punctuality. iii) Discipline iv) Efficiency v) Conduct.
10.	Medical Fitness Certificate	The selected candidate will appear before the competent medical authority/ board, for medical examination and on having been declared medically fit, will be able to join service. The selectee candidates will submit their medical fitness certificate to this department within 15-days positively, after their posting.
11.	Verifications of degrees/ certificates	The appointment is further subject to the condition that the selectee candidate will submit compulsory verification of credential/ degrees/certificates from the Board of Intermediate and Secondary Education and the university which issued the certificates/degree in her favour, within 30-days, so that the Punjab Public Service Commission should be informed of the result of this verification within the stipulated period as prescribed by the Commission in the recommendatio. letter, failing which Punjab Public Service Commission will be informed to exercise its legal right to withdraw the recommendations in respect of the candidate (apart from any other action on grounds of criminal offence) in terms of Regulation Nos.32 & 71 of the PPSC Regulation, 2000. If the degrees/certificates of academic qualifications/any other particular / documents or information submitted by the candidate are subsequently found to be bogus/forged/incorrect etc, the Punjab Public Service Commission shall exercise its legal right to withdraw the recommendations in respect of the candidate (apart from any other action on grounds of criminal offence) in terms of Regulation Nos.32 & 71 of the PPSC Regulation, 2000.
12.	Appointment though fake/bogus documents.	If at any stage, it is discovered that the contract appointee obtained this appointment on the basis of forged / bogus documents or through deceit by any means, the appointment shall be considered void ab-initio and the appointee shall be liable to refund all amounts received from the govt. as a consequence of his/her appointment in addition to such other actions as may be taken against him/her under the law/rules.
13.	Recovery of loss	The employee will be liable to recovery of any pecuniary loss caused to the employer.
14.	Performance of other duties.	The employee will be liable to perform all/any duties in public interest as may be entrusted by competent authority from time to time.
15.	Joining period.	The employee will be liable to join duty within 15 days after the issuance of order of appointment otherwise the order shall stand cancelled automatically.
16.	No right of regular appointment	The contract appointment service of employee shall not confer any right of regular appointment.
17.	Termination of contract.	Contract of appointment shall be liable to termination on one month's notice or payment of one month's salary in lieu thereof by either side without assigning any reason. A contract employee of Federal or Provincial Government, who has applied through proper channel for this appointment, shall not be required to deposit one-month pay in lieu of one month notice to quit the job. The appointing authority has a right to terminate contract at any time by giving a notice / personal hearing in case of poor performance or misconduct.
18.	No marriage certificate to a Foreign National	The selectee candidate is liable to submit an affidavit on the stamp paper certifying that she is/will not marry to a Foreign National and if at any stage, it is discovered that she got married to a foreign national, the appointment shall be