



NO. SO(SE-I)1-629/2014
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore the 27th October, 2015.

To

1/39905852	KHALID HUSSAIN S/O GHULAM RASOOL c/o Ghulam Murtaza, House No. 80-A, New Model Town, D.G. Khan.
103/39901679	AHMAD RAZA S/O HAFIZ GHULAM NABI r/o Street No. 6, House No. 122, Jinnah Town, Tehsil Haroonabad District Bahawalnagar.
104/39912211	MUHAMMAD HUSSAIN S/O MUHAMMAD BAKHSH r/o Chak No. 188/TDA, P/O Muslim Kot, Bhakkar.
105/39923751	GHULAM MUHAMMAD MURTZA S/O MUHAMMAD ISMAIL r/o Master Muhammad Ismail, Mohallah Tibbi Hussain Abad Near Railway Godaam, Muzaffargarh.
106/39908790	MUHAMMAD ASIF JAVID S/O GHULAM MUHAMMAD r/o Chak No. 27/SB, Tehsil & District Sargodha.
107/39929801	MUHAMMAD KHALID IRFAN S/O MUHAMMAD KHALID MEHMOOD r/o 580 Nizam Block, Allama Iqbal Town, Lahore.
108/39918462	ZIA UN NABI S/O MUHAMMAD YOUNIS SABRI r/o House No. 1158/10, Tughlaq Road, Sabri Street No. 1, Multan.
109/39918747	RANA ADEEL ARIF S/O RANA MUHAMMAD ARIF r/o Rana Arif Street, Mohallah Kot Saleem, Lahore Road, Sheikhpura.
110/39927547	EJAZ HUSSAIN S/O NAZIR HUSSAIN r/o Educational Street, Al-Atta Colony, c/o Chawan General Store, P/O Gulgasht, Multan.
111/39905729	ABDUR REHMAN S/O GHULAM HAIDER r/o Block No. 13, Flat No. 2, Street No. 19, Setor G-10/2, Islamabad.
112/39931774	FAZAL AHMAD S/O GHULAM MUHAMMAD r/o Naseer Pur Kalan, Kot Momin, Sargodha.
113/39932081	RIAZ AHMAD ASIF S/O MUHAMMAD NAWAZ r/o Govt. Muslim Girls High School, Multan.
114/39932430	HAROON AHMAD S/O HAJI RASOOL BAKHSH r/o Ali College of Education, Model Town-A, Khan Pur District R.Y. Khan.

Subject: **OFFER FOR APPOINTMENT AS HEADMASTER / DY. HEADMASTER (BS-17) ON CONTRACT BASIS FOR A PERIOD OF FIVE YEARS.**

Consequent upon the recommendations of Headmaster / Dy. Headmaster (BS-17) by Punjab Public Service Commission vide letter No. PSC-RA-I-2015/251 dated 08.10.2015, vide Merit/Application number as mentioned above against your name, you are hereby offered appointment as Headmaster / Dy. Headmaster (BS-17), on contract basis for a period of five years, in School Education Department on the following terms and conditions:-

TERMS & CONDITION.

1. The appointment is subject to passing such medical test of the candidates as may be required under the Rules.
2. The appointment is subject to the condition that the candidates are not married to a foreign national.
3. The appointments are further subject to the condition that Executive District Officer (Education)/employer should get compulsory verification of credential/degrees/ certificates of the Commission's selectee from the Board of Intermediate and Secondary Education and the university which issued the certificates/degree in favour of the selectee. The Punjab Public Service Commission should be informed of the result of this verification within 90 days of the date of this recommendation, failing which it shall be presumed that the

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School Education Department
Punjab Civil Secretariat, Lahore

testimonials are genuine and in case any testimonial is found to be bogus subsequently, responsibility to lapse shall lie on the concerned Executive District Officer (Education)/Employer.

4. 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.
5. The appointment is subject to the condition that in case of disabled candidate, he should reappear before special medical board who should re-verify his/her disability and determine suitability to perform his/her job related duties/functions.

THIS APPOINTMENT IS SUBJECT TO 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. i) Any ad-hoc/special relief etc., given to regular government servants shall also be admissible to the contract employees. ii) 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 over all performance is judged to be satisfactory.
4.	Leave	1. Leave on the following scale shall be permissible: - (i) Casual leaves not exceeding 24 days per year shall be admissible. More than 10 days leave at one time shall not be allowed; (ii) 90-days Maternity leave with pay (in case of female employees only), once in the tenure of five years, shall be admissible. (iii) 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. (iv) Study leave will not be allowed during the contract period of five years. (v) Haj leave for 45 days with full pay once during term is admissible.
5.	Medical Facilities	Medical facilities as admissible to the regular employees of his 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 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 he will be able to join service.

11.	Appointment though fake/bogus documents.	If at any stage, it is discovered that any 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 appointment in addition to such other actions as may be taken against him under the law/rules.
12.	Recovery of loss	The employee will be liable to recovery of any pecuniary loss caused to the employer.
13.	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.
14.	Joining period.	The employee will be liable to join duty within 15 days after the issuance of offer of appointment otherwise the offer shall stand cancelled automatically.
15.	No right of regular appointment	The contract appointment service of employee shall not confer any right of regular appointment.
16.	Termination of contract.	Contract of appointment shall be liable to termination on one months notice or payment of one months 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.

ADDITIONAL TERMS FOR REGULAR GOVERNMENT SERVANTS WHO ARE APPOINTED ON CONTRACT BASIS IN GOVERNMENT SECTOR.

17.	Pay and allowances	A confirmed civil servant shall draw pay and allowances as per terms and conditions of the contract. However, he shall be entitled to claim any protection of the basic pay scale, increments and allowances last drawn by him against his substantive posts; and an existing contract appointee of the Federal or Provincial Government shall be entitled to get his pay and allowances fixed after adding the increments which he may have earned during the preceding contract appointment, provided there is no gap between previous contract appointment and fresh contract appointment.
18.	Terms and conditions of contract	i) Contract appointment of a civil servant shall be governed by the terms and conditions as provided in the contract, including issues of leave, TA/DA, medical facilities etc. ii) A civil servant when appointed on contract against any post shall not be entitled to claim any benefit as allowed to the civil servants, under any rules, unless such rules are specifically applicable to him under the terms and conditions of his contract.
19.	Retention of lien	A confirmed civil servant when appointed on contract basis against any Government post in connection with the affairs of the province shall retain his lien against his original substantive post as per the rules in vogue.
20.	Pension for the period spent on contract	Period spent on contract basis shall not be counted towards pension.
21.	Contribution towards General Provident Fund.	A civil servant, when appointed on contract basis, shall not contribute towards G.P. Fund.
22.	Contribution towards Benevolent Fund	A civil servant when appointed on contract basis shall contribute towards Benevolent Fund and Group Insurance as per prevailing rules. The rate of contribution of Benevolent Fund/Group Insurance will be the same as was applicable to him against his substantive post just before appointment on contract basis. He will also be entitled to the benefits admissible under the Benevolent Fund and Group Insurance rules, applicable to him.

2. If above mentioned terms & conditions of contract appointment are acceptable to you, then you are hereby directed to submit your acceptance and three option for posting, in person, in the office of the undersigned along with all relevant documents/record (in original /attested /photocopies/ three passport size photographs and complete service record/profile and certificate/affidavit as at Sr. No. 18) within **15 days positively**, failing which it will be presumed that you did not accept the offer of appointment.

SECTION OFFICER (SE-I)