

LETTER OF AGREEMENT

Memo No.	260110
Date	3/8/57

On the recommendations of the District Recruitment Committee vide No. 17/PA/5871 Dated 31/07/2017 you are hereby selected as ESE (Sci-Math) against Open Merit (Open Merit / Rule 17-A / Same Village / Same Union Council / Minority Quota / Disable Quota)

You MUHAMMAD WAQAR S/O,D/O,W/O MUHAMMAD AKRAM Village QILA MASEETA UC No. 16 (as per District Office, Sir E.H. HUPURA CNIC No. 35401-9565499-9 are hereby offered the post of ESE (Sci-Math) in BS 9 School GHS QILA MASSEETA UC No. 16 (as per District Office, Sir E.H. HUPURA CNIC No. 35401-9565499-9) on Contract basis, on the following terms and conditions;

TERMS AND CONDITIONS

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1	Pay Package	Pay as per Basic Scales plus 30% of Initial stage of the relevant Basic Pay Scale in lieu of pension benefits as Social Security Benefit.
2	Annual Increase	Annual Increment as per Basic Pay Scales will be given on 1st of December provided you have completed at least six months of service in the same scale and calendar year.
3	Pension, GPF, etc.	Pensionary benefits will not be allowed and General Provident Fund or Contributory Provident Fund shall not be deducted.
4	Period of Contract	Your appointment will be purely on contract basis for the period initially five years and the tenure may be extended for further five years on the basis of good performance. Those selected candidates who do not possess the prescribed professional qualification will have to acquire the requisite qualification within five years otherwise, their contract will be terminated.
5	Conditions for Leave	<p>Leave on the following scales may be permissible:</p> <ol style="list-style-type: none"> A female contract employee, on the death of her husband, will be granted special leave on full pay for a period not exceeding one hundred and thirty days. Such leave will not be debited to her leave account. Leave may commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority along with her application for special leave to sanctioning authority; For female teachers, maximum 90 days Maternity Leave with Pay will be allowed only once in a five years tenure; Total Casual Leaves per Year with Pay will not exceed 25 days; More than two Casual Leaves will not be allowed in a month; Sick Leave without Pay for a maximum of 90 days will be permissible on the production of medical certificate issued under signatures of MS DHQ in five years tenure. In case of extension in leave, the contract will be liable to be terminated; Hajj leave with pay, for a maximum period of 40 days, will be allowed only in five years tenure. Extra Ordinary Leave without pay under special circumstances up to 2 months during the tenure of 3-5 years will be granted. However, the Educator during the first year of his appointment shall be entitled to EOL without pay for 15 days only.
6	Medical Facilities	Medical facilities will be admissible under the applicable rules.
7	Travelling / Daily Allowances	Travelling/ Daily Allowances on the journeys performed for official duty shall be as permissible under the applicable rules.
		<p>a. In-charge of standalone primary school with having four teaching posts shall have to enrol at least 130 students and ensure their 100% retention.</p> <p>b. Each ESE (Sci-Math) and ESE shall have to enrol 40 out of school going children and ensure their 100% retention.</p> <p>c. AEO shall head count class-wise students of each standalone primary school on monthly basis and report to Deputy District Officer for necessary action.</p> <p>d. Deputy District Officer / Head teacher of Elementary, High and Higher Secondary School shall have to observe STR (40:1), enrolment of out of school going children and their 100% retention. They shall monitor performance of each teacher and school in their jurisdiction and submit charge sheet against low-achiever teacher to the DEO for initiation of inquiry.</p>

8	Termination of Contract on Performance basis	<p>e. The appointing authority shall initiate inquiry under PE EDA Act 2006 against low-achiever teacher.</p> <p>f. The Contract will be terminated on the following GROUNDS:</p> <ol style="list-style-type: none"> If the Educator is wilful absence from duty or does not achieve Student Teacher Ratio (STR), (40:1), 100% retention, financial embezzlement, misconduct and quality education to be judged on the basis of Examinations / Assessment by the Department or any agency; If the Educator is unable to complete training successfully; and If degree(s) / certificate (s) found bogus, the contract shall be terminated by the Appointing Authority. You shall be liable to refund all amounts received from the Government if STR, enrolment & retention targets are not achieved by you. Contract of appointment will be liable to termination on One Month Notice or Payment of One Month Salary in lieu thereof by either side without assigning any reason. Absent period shall not be treated as leave of the kind due or Extra Ordinary Leave.
9	Transfer	On completion of contract period of three years and having good performance regarding 100% enrolment, 100% retention, quality of education to be determined on the basis of BISE, PEC Results, Punctuality and Discipline, they will be liable to be transferred under Transfer Policy on their request within the district during lifting of ban under the jurisdiction of Appointing Authority.
10	Training and Successful Completion thereof	The selected candidates shall participate in training, for a prescribed duration and design, scheduled by the Directorate of Staff Development Lahore or any other agency. Successful completion of training would mean satisfying training standards, certifications and other requirements as prescribed by the government. The Government may ask the candidate to bear training expenses. Further, inter-se seniority of the selectees shall be determined on the basis of performance in training and initial recruitment merit. However, if the trainee is unable to complete training successfully, the contract shall be terminated automatically.
11	Performance	<p>Your performance will be assessed/ evaluated on the basis of:</p> <ol style="list-style-type: none"> To ensure STR(40:1) and Workload 100% Retention of enrolled students Quality of education to be determined on the basis of any prescribed government exam or assessment. 100% result with 50% students shall get 80% marks or above Punctuality and discipline Overall performance shall be recorded in PER Performance in Training shall be up to the mark Any other performance measure as prescribed by the Government from time to time <p style="text-align: right;">District Education Officer (EE-1) Sheikhupura</p>
12	Medical Fitness Certificate	(i) You shall furnish Medical Fitness Certificate from Medical Superintendent of District Headquarter Hospital concerned. The Medical Certificate shall be submitted to the DDO within 60 days, which will be mandatory. In case of failure, the Letter of Agreement will be withdrawn by the Appointing Authority.
13	Authenticity of Degrees, Certificates & Diplomas	<ol style="list-style-type: none"> If at any stage, your Degrees, Certificates, Diploma, CNIC or Domicile is found bogus, not only your contract shall be terminated to be void ab initio, FIR will also be lodged against you under relevant laws by the Appointing Authority. Further, you shall be liable to refund all amounts received from the Government. Degrees, Certificates and Diplomas will be considered, issued by the Public Sector Universities, BISEs or recognized Universities which are recognized / affiliated by the Higher Education Commission, Islamabad as well as by their respective Provincial / National Assemblies for specified area of charter. Letter of Agreement shall be provisional till the verification of all the degrees & documents. Verification fee shall be borne by the candidate.
14	Recovery of Loss	The Appointing Authority shall recover the loss if any caused by you.
15	Performance of Other Duties	You shall be liable may be entrusted subjects as assigned to perform all kind of academic, non-academic and official duties in public interest as to you by the Competent Authority from time to time. You shall be required to teach all by the Head teacher.
16	Obtained Marks out of Total Marks for each Certificate/Degree	Matric Science (755/1050) , F.Sc (827/1100) , B.S (Honor) (2825/4100)

Letter of Agreement

17	Total Merit Marks as per Criteria	Matric=9.35, Inter.=11.28, Gradu.=0, Diploma=0, Master=20.67, Prof.Qual.=0, NTS Marks=12.4, Interview Marks=2.06, UC Marks=8, Village Marks=4, Total Marks=67.76
	Merit Position	3
17	Professional qualification	The selected candidate without professional qualification will have to acquire the prescribed professional qualification within five years.

If you accept the above said Terms and Conditions of contract appointment as ESE (Sci-Math) in BPS 9, School, GHS QILA MASSETAH MURIDKE, EMIS CODE. 35420012 submit your Acceptance to undersigned and give joining to the Head teacher concerned within 10 days. The offer shall be deemed to have been stand cancelled if you fail to submit your Acceptance within 10 days, then this offer shall be given to the next person on the merit list.

Date:

DD	MM	YY
03	08	17

District Education Officer (EE-M)

Sheikhupura

Appointing Authority Stamp

ACCEPTANCE

I, Mr/Miss/Mrs. MUHAMMAD WAQAR S/o, D/o, W/o MUHAMMAD AKRAM Resident of, GHOUSIA COLONY MOHALLAH QILLA MASITA NEAR MOSQUE BANOON E ISLAM NUMBER 01 HADOKI MURIDKE DISTRICT SHEIKHUPURA Tehsil. MURIDKE District. SHEIKHUPURA hereby accept the offer of appointment as ESE (Sci-Math), Bps.9, School, GHS QILA MASSETAH MURIDKE, EMIS CODE. 35420012, on Terms & Conditions mentioned in this letter BY accepting this Agreement, I agree to forego my selection against any other post but not higher post. Signed copy of this Acceptance is hereby submitted for record.

Date:

DD	MM	YY
03	08	17

Endorsement No.

Signature of Selectee

Date. 03-08-2017

No. & Date Even

Copy forwarded for information and necessary action to:

1. Chairman Recruitment Committee/The Deputy Commissioner, Sheikhupura.
2. The Chief Executive Officer (DEA), Sheikhupura.
3. The District Accounts Officer, Sheikhupura.
4. The District Education Officer (SE), Sheikhupura.
5. The District Monitoring Officer, Sheikhupura.
6. The District Education Officer, (EE-Male), Sheikhupura.
7. The District Education Officer, (EE-Female), Sheikhupura.
8. The Dy. District Education Officer, (EE-Male), Sheikhupura.
9. The Dy. District Education Officer, (EE-Female), Sheikhupura.
10. Head Teacher Concerned.
11. Teacher Concerned.
12. Notification File.

District Education Officer (EE-M)

Sheikhupura

Appointing Authority