



SINDH EDUCATION &  
LITERACY DEPARTMENT



# OFFER LETTER

GOVERNMENT OF SINDH

SCHOOL EDUCATION DEPARTMENT

NO. SED: / Estt: / Rectt: / HMs / (880-887...)/2017.  
Karachi dated: 15-7-2017.



HM000308

HEAD MASTER / MISTRESS  
CONTRACT BASIS

District: TANDO ALLAH YAR

Mr. /Ms. /Mrs. ZAHID ALI

S/D/W/o MUHAMMAD KHAN

CNIC NO 4130484043081

D.O.B 14-MAY-74

Contact Number 03022989529

**SUBJECT: OFFER LETTER FOR THE CONTRACTUAL POST OF HEAD MASTER/ HEAD MISTRESS.**

Consequent upon qualifying the written test, conducted by Sukkur Institute of Business Administration (Sukkur-IBA) and with the approval of the Competent Authority, the School Education Department (SED), Government of Sindh (GoS), hereby offers you a post of Head Master / Mistress in Basic Pay Scale equivalent to BPS – 17 for a period of two years from the date of joining, purely on Contract Basis; on following terms and conditions:-

1. PHYSICAL & CHARACTER ANTECEDENTS: Your appointment will be subject to Medical / Physical Fitness Certificate, issued by the Authorized Medical Officer and verification of Character Antecedents from the respective Police Authorities.
2. PAY: You will be paid monthly salary as per your Contract.
3. COMPLIANCE OF RULES / REGULATIONS / INSTRUCTIONS: You will be liable to abide by the Laws, Rules, Regulations, Guidelines, Policies and Instructions, issued from time-to-time by the Competent Authority and by SED. As a contractual employee one month notice will be served to you, before termination or in lieu-of one month salary will be prearranged.
4. LEAVE: You will be entitled to avail 25 days causal leaves annually, in case of extended leave, salary will be deducted for the day(s) availed.
5. MATERNITY / IDDAT: Female Head Mistresses may avail *Maternity* or *Iddat* leaves, as may be availed by the regular employees of Government of Sindh.
6. CONTRACT: The placement after appointment shall be in one or more Campus / Cluster/Secondary / Higher Secondary / Middle / Primary School on contract basis for two (2) years and may be extended further, subject to satisfactory performance on Job Description (JDs) and accomplishment of Key Performance Indicators (KPIs), to be formally conveyed to you. Performance Evaluation Reports (PERs) at the end of each academic year or on annual basis will be carried out. There will be a performance evaluation and review at the end of the contract period by a third-party firm.
7. TERMINATION: The Competent Authority will have the right to terminate the contract at any stage during the contract period, without assigning any reason. This Offer Letter is subject to verification of your educational documents / Certificates, Domicile / PRC (Form – D), etc. If any one or more documents are found fake and forged, your contract / services will be terminated with immediate effect. Only such domiciles, PRC (Form - Ds) will be treated valid, whose date of issuance is before the cutoff date of advertisement. In case of any variation / tempering / dual domiciles found after cutoff date the contract shall be terminated with immediate effect.
8. You shall not make any request nor submit any application for your TRANSFER from your place of posting, during the period of your contract, as specified in the Appointment Order. However, the SED shall have the right to order your transfer, whenever it is necessary in accordance with Student Teacher Ratio (STR) Policy or to re-open a closed school only in public interest.
9. Other terms and conditions, as may be specified in the Appointment Letter/Contract.
10. CONSENT / WITHDRAWN / CANCELATION: If the above terms and conditions are acceptable to you, you are hereby advised to send a written consent to SED, along with Medical / Physical Certificates and Police verification, within 20 days from the issuance date of this Offer Letter, failing which the same shall stand cancelled.
11. This Offer Letter may be withdrawn or cancelled at any time by the Competent Authority and would not be challenged before any court of law.

**SECRETARY TO GOVERNMENT OF SINDH  
SCHOOL EDUCATION DEPARTMENT**

A copy forwarded for information and further necessary action to: -

- I. The Medical Superintendent Civil Surgeon, Sindh Services Hospital, District T.A.YAR for issuance of Medical Certificate to the officer concerned after due necessary process as per rules.
- II. Superintendent of Police District T.A.YAR for issuance of Character Antecedent Certificate to the officer concerned after due necessary process as per rules.
- III. Personal File.

SECTION OFFICER (G-I) 15/7  
School Education Department  
Government of Sindh