



SINDH EDUCATION &  
LITERACY DEPARTMENT



## APPOINTMENT ORDER / CONTRACT

GOVERNMENT OF SINDH

SCHOOL EDUCATION & LITERACY DEPARTMENT

NO. SED: / Estt: / Rectt: / HMs / (...Khp-76...) / 2017.

Karachi dated: 10-8-2017.



District: KHAIRPUR MIRS

AO000950

**HEAD MASTER / HEAD MISTRESS (Equivalent to BPS 17)**

Mr. / Ms. / Mrs. SAIMA JAVED S / D / W / O. MUHAMMAD JAVED

CNIC No. 4520802997312, consequent upon your acceptance of the Offer Letter, bearing Serial # HM000763 and outward number / NO. Sindh Sectt: / Estt: / Rectt: / HMs / (465-503) / 2017,

Karachi, dated 17-MAY-17, the School Education & Literacy Department (SELD), Government of Sindh (GOS), is pleased to confirm your "CONTRACT" to the position of Head Master / Mistress (Equivalent to Pay Scale 17) in

GBELS - PIPRI SEMIS Code 415030360

Taluka KHAIRPUR MIRS on the following terms and conditions:

1. The appointment in the above mentioned school (along with one or more schools assigned to you) shall be purely on **CONTRACT BASIS**, for a period of **TWO YEARS**, to be calculated from the date of your joining and **SHALL NOT BE TRANSFERABLE**. The SELD may extend your contract, subject to satisfactory performance on Job Descriptions (JDs) and achieving Key Performance Indicators (KPIs), to be conveyed to you. The evaluation may be carried out departmentally and / or by a third party firm.
2. You will be paid monthly remuneration according to your Contract (equivalent to Basic Pay Scale 17) plus usual allowances or as elaborated by the Competent Authority, as per Rules of the GOS.
3. You shall undergo Induction Training and other courses and Academic / Administrative / Financial Activities, assigned by the SELD.
4. You shall not, either directly or indirectly, make any request for Transfer from the place of your posting, during the continuance of this contract. Such a request, if made, shall be construed as a misconduct on your part, which may cause termination of your contract. However, the SELD shall have the right to order your transfer, in pursuance of STR Policy, when it is deemed essential.
5. You will abide by the provisions of the Constitution, Laws, Rules, Regulations, Policies, Guidelines and Instructions, issued from time-to-time by the Competent Authority and the SELD.
6. You are entitled to avail 25 days' leave per year. In case of availing extra leave, the salary against the extra days will be deducted.
7. The SELD reserves the right to call you for the official duties, during the Summer Vacation.
8. The Head Mistresses, may avail **Maternity / Iddat** Leave, when needed, as availed by regular employees of GOS.
9. You will not represent anyone else, nor perform any role, other than what has been assigned to you for the above post.
10. You will be required to submit One Month Notice or to deposit Salary, in lieu thereof, if you wish to terminate your contract.
11. You will not be allowed to claim TA / DA or other special allowances to join your duties.
12. This Appointment Order is subject to Withdrawal, Amendment and Correction, without assigning any reason by SELD.
13. The SELD reserves the right to add or modify the terms and conditions of the contract, for improving the education outcomes.
14. The Competent Authority may cancel / withdraw this Appointment Letter at any stage and the said decision, would not be challenged before any court of law.
15. If the candidate, for any reason whatsoever, does not join nor collects this Appointment Order / Contract, within 20 days from the date of issue, the same shall stand cancelled and the position will be declared vacant for next round of recruitment.

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

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

- i. The Accountant General Sindh, AG Sindh, Government of Sindh, Karachi.
- ii. District Accounts Officer, concerned.
- iii. Director School Education, concerned.
- iv. District Education Officer, concerned.
- v. P.S to Secretary to GoS, SE&LD, Karachi.
- vi. Personal File.



SECTION OFFICER (G-I) 10/8.

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