

From

The Chief Executive Officer  
Society for Promotion of IT in Chandigarh (SPIC)  
Sector-12, Chandigarh

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Memo No.SPIC/2011/

Dated :

**Subject : Offer for Appointment on Contract Basis.**

You are hereby appointed on contract basis to the post of \_\_\_\_\_ initially for a period of one year on monthly consolidated contractual amount of ₹\_\_\_\_\_ to work in the \_\_\_\_\_.

Your appointment on contract basis shall be subject to the following terms and conditions:-

1. The contract shall be terminated as and when your services are not required by the \_\_\_\_\_ without any prior notice.
2. The services rendered on contract basis shall not count towards the benefit of pension or gratuity etc.
3. The offer of appointment will not count as service and will not bestow upon you any claim for regular appointment against any post in SPIC and/or Department.
4. The consolidated contractual amount will be applicable only if the Department accepts and releases the same.
5. The office timings will be as per the directions of the Department from time to time.

6. That no official accommodation shall be provided.
7. That no leave of any kind shall be admissible except the holidays observed by the Department. However you may also avail one day casual leave per month
8. That in case you will be required to take any journey in connection with official work, TA/DA shall be paid as admissible in SPIC or Department.
9. That you will give a one month notice in case you do not wish to continue working at the Department.

In case the offer is acceptable to you on the above noted terms and conditions, you are required to submit your acceptance in writing to this office within three days of receipt of this letter failing which the offer shall stand cancelled.

Chief Executive Officer (SPIC)