

From

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

To

«First\_Name»  
«Address\_Line\_1»  
«City»

Memo No.SPIC/2011/  
Dated :

**Subject : Offer for Contractual Appointment for Computer Instructors.**

You are hereby offered contractual appointment to the post of «Desig» for the period from \_\_\_\_\_ to \_\_\_\_\_.

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

1. You will be paid a consolidated fixed salary of Rs.«Amt» p.m. (inclusive of all allowances) from the date of assumption of duties. The salary will not be paid for summer/winter vacations.
2. The contractual appointment for providing IT Education shall not amount to any future employment obligation, under any circumstances, whatsoever and you will not have a claim for absorption or employment on regular basis either in SPIC or the Education Department, UT Chandigarh.
3. You will be required to impart IT Education to the classes as per syllabus prescribed by the CBSE or Department of Education, Chandigarh at «School». Your performance in the teaching will be evaluated by the concerned Principal.
4. In the event of the IT Education Project for which you are deputed comes to an end before the aforementioned date, your contract shall be terminated immediately. Unless extended, the contractual employment shall automatically cease on the completion of the period. No formal notice shall be sent in this regard.
5. Your functional control will rest with the Principal and you will be required to maintain absolute discipline, decorum and integrity. You will not be allowed to leave your place of duty without prior permission of the Principal. You will strictly follow the code and conduct of the school.

6. You can be transferred from one school to another anywhere within the Schools of Chandigarh Administration.
7. You will safeguard the hardware during the working hours and ensure proper safety after school timings by proper shut down of the computers and locking the computer lab/room.
8. You will not use hardware/telephone & Internet facilities for the purpose other than providing education to the students and will ensure proper cleanliness of Computer lab/room through the services of the school sweeper.
9. If you fail to perform your duty properly to the satisfaction of the Principal of the school and/or SPIC your services can be terminated by serving a notice period of one month.
10. The contractual employment is upto\_\_\_\_\_. You will give a one month notice if you do not wish to continue working in the Project. However the contract can be terminated at one month notice.
11. You will avail all Gazetted holidays observed by the school. In addition you will be entitled to one casual leave for each month, which will be subject to prior sanction from the Principal of the concerned school. If you remain absent for more than two consecutive days without any intimation to the Principal, your services may be terminated.
12. You will be required to join at the place of your posting at your own expenses. You are also required to send Joining Report countersigned by the School Principal to this office.

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 two days of receipt of this letter failing which the offer shall stand cancelled.

**Chief Executive Officer-SPIC**

Endst.No.SPIC/2011/

Dated :

A copy of the above is forwarded to the following for information and necessary action please:

1. The Principal for information and records.
2. Accountant-SPIC

**Chief Executive Officer-SPIC**