

**(TO BE SUBMITTED ON A STAMP PAPER OF RUPEES FIFTY ONLY)**

**ACCEPTANCE OF OFFER LETTER  
FOR THE POST OF HEAD MASTER/HEAD MISTRESS**

I \_\_\_\_\_ S/D/O \_\_\_\_\_  
resident of \_\_\_\_\_  
Taluka \_\_\_\_\_ District \_\_\_\_\_ bearing CNIC  
No \_\_\_\_\_ Date of Birth \_\_\_\_\_ hereby declares and undertakes that:-

1. I have read all the terms and conditions mentioned in the Head Master/ Head Mistress Offer Letter  
Vide No \_\_\_\_\_ dated \_\_\_\_\_
  - a) And I agree and undertake to abide with all its terms and conditions that;
  - b) My appointment will be subject to clearance in the Medical / Physical Fitness Certificate, issued by the Authorized Medical Officer and verification of Character Antecedents from the respective Police Authorities.
  - c) I shall be liable to abide by all the Laws, Rules, Regulations, Guidelines, Policies and Instructions, issued from time-to-time by the Competent Authority and by School Education Department (SED). As a contractual employee one month notice will be served to me, before termination or in lieu-of one month salary will be prearranged.
  - d) I shall be entitled to avail 25 days causal leaves annually, in case of extended leave, salary will be deducted for the day(s) availed.
  - e) My 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 me. 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.
  - f) The Competent Authority will have the right to terminate my contract at any stage during the contract period, without assigning any reason. This Offer Letter is subject to verification of my educational documents / Certificates, Domicile / PRC (Form – D), etc. If any one or more documents are found fake and forged, my 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 cut off date of advertisement. In case of any variation / tempering / dual domiciles found after cut off date my contract shall be terminated with immediate effect.
  - g) I shall not make any request nor submit any application for my TRANSFER from my place of posting, during the period of my contract, as specified in the Appointment Order.
  - h) This Offer Letter may be withdrawn or cancelled at any time by the Competent Authority and I will not challenge it before any court of law
2. I also hereby agree and undertakes with all other terms and conditions, as may be specified in my Appointment Letter/Contract agreement with School Education Department (SED).
3. I also hereby agree and undertake, that I will not;
  - a) Make any propaganda or issue any statement against the department or official in any newspaper/ media ,
  - b) Take part in any unlawful demonstration, strike and agitation
  - c) Use any influence for my transfer from the school where I am posted
4. That I will perform my duties as per the job description provided to me along with the Posting Order.

**Signature** \_\_\_\_\_ **Name of Successful HM/HMs** \_\_\_\_\_

**CNIC No.** \_\_\_\_\_ **Father's Name** \_\_\_\_\_

**Contact No.** \_\_\_\_\_