REGISTERED

042-99231573

No.SO(Estt)23-265/2025(5961)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block, New Garden Town, Lahore
Dated Lahore 24th January, 2025

To

Syed Safeer Imran Shah Sherazi S/o Syed Asghar Ali Shah,
House No. 313, Street No. 05, Farooq Colony, Srgodha.

Cell No. **03065476309**

Subject: **APPOINTMENT AS LECTURER (PAK STUDIES/BS-17) ON CONTRACT BASIS FOR A PERIOD OF FIVE (05) YEARS IN PUNJAB SPECIAL EDUCATION DEPARTMENT**

Consequent upon the recommendations of the Punjab Public Service Commission vide letter No. PSC-RG-I/2024/03 dated 03.01.2025, you are hereby offered for appointment against the post of Lecturer (Pak Studies/BS-17) in Special Education Department, on contract basis for a period of five (05) years. Terms and conditions of your appointment shall be as under:

1. **Medical Fitness Certificate:**
That you shall undergo medically examination, if not already done, on your first entry into Government service and your appointment shall be subject to the condition that you are declared medically fit by the Competent Medical Authority.
2. **Tenure:**
Your appointment to the post mentioned above shall be on contract basis for a period of five years extendable as per provision of **Contract Appointment Policy, 2004** (as amended from time to time) and liable to be terminated on one month's notice without assigning any reason.
3. **Regulatory Instruments:**
Your services shall be governed under the **Contract Appointment Policy, 2004** (as amended from time to time).
4. **Verification of Testimonials & Characters:**
Your appointment will be subject to the verification of academic certificates / antecedents and character.
5. **Pension:**
Your appointment on contract basis shall be non-pensionable.
6. **Contributory / G.P. Fund:**
You shall neither contribute towards General Provident Fund, Benevolent Fund nor Group Insurance.
7. **Leave:**
   a. Causal Leave not exceeding 24 days per year shall be admissible. The Competent authority may grant 10 days Casual Leave at a time or, in special circumstances 15 days Casual Leave at one time;
   b. 90 days maternity leave with pay (in case of female employees only), once in the tenure of five years, shall be admissible.
   c. Leave on medical grounds without pay shall be admissible on production of medical certificate by the competent authority as per Punjab Medical Attendance Rules, 1959. However, if medical leave continues beyond 3 months, your contract shall be liable to be terminated.
   d. Hajj leave for 45 days with full pay may be allowed to you by Competent Authority once during the tenure of 5 years. Further, Hajj leave during the extended period of contract appointment is generally not be granted, however, the competent authority may allow 30 days Hajj Leave under special circumstances for the 2nd time, but such leave shall be without pay.
   e. Leave for Umrah up to 15 days without pay once during your tenure/contract.
   f. The competent authority may allow Extra Ordinary Leave without pay under special circumstances up to two months during the tenure of 3 to 5 years to you. However, during the first year of appointment you shall be entitled to Extra Ordinary Leave (EOL) without pay for 15 days only.
8. **Medical Facilities:**
Medical facilities as admissible to the regular employee of your scale under the rules.
9. **Travelling Allowance / Daily Allowance:**
TA/DA as applicable to the regular employee of your scale under the rules.
10. **Transfer / Posting:**
   a. Your contract appointment shall be post specific and non-transferable and you shall in no circumstances, claim as of right your transfer from one post to another. However, you may be transferred from one place

to another on administrative grounds within the Punjab as per transfer policy of Special Education Department.

b. The Competent Authority, for a reason to be recorded in writing, may allow one-time transfer during 5 years as a special dispensation. Further, as per Contract Appointment Policy, 2004, a woman employee may be allowed an additional chance of transfer to the place of resident of husband / wife.

11. **No Right of Regular Appointment:**
You shall not be conferred any right of regular appointment nor shall such appointment be regularized under any circumstances.

12. **Training:**
You shall have to undergo essential training programs, as may be prescribed.

13. **Performance Evaluation:**
Your performance shall be assessed / evaluated on regular basis in view your efficiency and conduct as per provision of Contract Appointment Policy, 2004.

14. **Appointment on the basis of forged / bogus documents:**
If, at any stage, it is discovered that you had obtained the appointment on the basis of forged/bogus documents or through deceit by any means, the appointment shall be considered to be void ab initio and you shall be liable to refund all amounts received from the Government as a consequence of appointment in addition to such other action as may be taken against you under the law.

15. **Recovery of loss caused to the Government:**
Recovery of any pecuniary loss caused to the employer shall be effected from you.

16. **Interpretation of the Terms & Conditions:**
The interpretation of the terms & conditions and the decision of the competent authority in this behalf shall be final.

17. **Performance of duties:**
You shall be liable to perform duties anywhere in Punjab, in public interest, as may be entrusted to you by the competent authority from time to time.

18. **Termination of Contract:**
Your contract appointment shall be liable to termination on one month's notice or on payment of one month's pay in lieu thereof, by either side without assigning any reason.

19. **Application for Employment in other Departments.**
You shall not apply for employment in other Government Department, Autonomous Bodies or Private organizations without prior permission, in writing, of competent authority.

20. This offer is also subject to the condition that you are not married to a foreign national. You will have to submit a declaration to this effect along with acceptance of this offer.

21. The appointment shall be subject to condition that in case of disabled candidates, you should reappear before special medical board who should re-verify your disability and determine suitability to perform his/her job related duties/functions.

2. Other terms & conditions of your appointment shall be regulated under the Contract Appointment Policy, 2004 bearing No.DS(O&M)5-3/2004/Contract(MF) dated 29.12.2004 as amended from time to time.

3. If you accept the appointment as Lecturer (Pak Studies/BS-17) on the above stated terms and conditions you should report in **Establishment Section, Govt. of the Punjab, Special Education Department, 31-Sher Shah Block, New Garden Town, Lahore** within **15-days** from the date of issuance of this communication, failing which it shall stand automatically revoked / withdrawn.

SECTION OFFICER (ESTT-I)

No. & Date Even:

A copy is forwarded for information and necessary action to Secretary, Punjab Public Service Commission, LDA Plaza, 7-Edgerton Road, Lahore w/r to his letter No. PSC-RG-I/2024/03 dated 03.01.2025.

SECTION OFFICER (ESTT-I)

REGISTERED

042-99231573

No.SO(Estt)23-266/2025(5962)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block, New Garden Town, Lahore
Dated Lahore 24th January, 2025

To

Mr. Muhammad Younas S/o Ghulam Murtaza,
P.O Box Same, Chak No. 129/9-L Same Tehsil & District Sahiwal.

Cell No. **03414371429**

Subject: **APPOINTMENT AS LECTURER (PAK STUDIES/BS-17) ON CONTRACT BASIS FOR A PERIOD OF FIVE (05) YEARS IN PUNJAB SPECIAL EDUCATION DEPARTMENT**

Consequent upon the recommendations of the Punjab Public Service Commission vide letter No. PSC-RG-I/2024/03 dated 03.01.2025, you are hereby offered for appointment against the post of Lecturer (Pak Studies/BS-17) in Special Education Department, on contract basis for a period of five (05) years. Terms and conditions of your appointment shall be as under:

1. **Medical Fitness Certificate:**
   That you shall undergo medically examination, if not already done, on your first entry into Government service and your appointment shall be subject to the condition that you are declared medically fit by the Competent Medical Authority.
2. **Tenure:**
   Your appointment to the post mentioned above shall be on contract basis for a period of five years extendable as per provision of **Contract Appointment Policy, 2004** (as amended from time to time) and liable to be terminated on one month's notice without assigning any reason.
3. **Regulatory Instruments:**
   Your services shall be governed under the **Contract Appointment Policy, 2004** (as amended from time to time).
4. **Verification of Testimonials & Characters:**
   Your appointment will be subject to the verification of academic certificates / antecedents and character.
5. **Pension:**
   Your appointment on contract basis shall be non-pensionable.
6. **Contributory / G.P. Fund:**
   You shall neither contribute towards General Provident Fund, Benevolent Fund nor Group Insurance.
7. **Leave:**
   a. Causal Leave not exceeding 24 days per year shall be admissible. The Competent authority may grant 10 days Casual Leave at a time or, in special circumstances 15 days Casual Leave at one time;
   b. 90 days maternity leave with pay (in case of female employees only), once in the tenure of five years, shall be admissible.
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8. **Medical Facilities:**
   Medical facilities as admissible to the regular employee of your scale under the rules.
9. **Travelling Allowance / Daily Allowance:**
   TA/DA as applicable to the regular employee of your scale under the rules.
10. **Transfer / Posting:**
    a. Your contract appointment shall be post specific and non-transferable and you shall in no circumstances, claim as of right your transfer from one post to another. However, you may be transferred from one place

to another on administrative grounds within the Punjab as per transfer policy of Special Education Department.

b. The Competent Authority, for a reason to be recorded in writing, may allow one-time transfer during 5 years as a special dispensation. Further, as per Contract Appointment Policy, 2004, a woman employee may be allowed an additional chance of transfer to the place of resident of husband / wife.

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SECTION OFFICER (ESTT-I)

No. & Date Even:

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SECTION OFFICER (ESTT-I)

REGISTERED

042-99231573

No.SO(Estt)23-267/2025(5963)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block, New Garden Town, Lahore
Dated Lahore 24th January, 2025

To

Mr. Muhammad Arif Khan S/o Aziz Ullah Khan,
Dera Zafer Khel Post Office Sawance Tehsil & District Mianwali.

Cell No. **03057272628**

Subject: **APPOINTMENT AS LECTURER (PAK STUDIES/BS-17) ON CONTRACT BASIS FOR A PERIOD OF FIVE (05) YEARS IN PUNJAB SPECIAL EDUCATION DEPARTMENT**

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