

PROCEEDINGS OF THE _____,
RAJIV VIDYA MISSION(SSA) _____

Present: _____

Re.No. _____

Date: _____

Sub: A.P.RVM (SSA), A.P., Hyderabad – Sri/Smt. _____, engaged
as _____ on Outsourcing basis through
_____ Agency for a period of _____ months -
Orders-Issued.

Ref:-1.

2.

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Based on the competency tested Sri/Smt. _____ is engaged to work as
_____ in the office of _____ temporarily on
Outsourcing basis through _____ Agency for a period of _____
Months w.e.f. _____ with a fixed honorarium of Rs. _____ per month. His/Her
contract period will be completed by _____.

The services of the above individual are engaged on the following terms and conditions:

1. A fixed remuneration of Rs. _____ per month will be paid without any allowances.
2. The individual should work as per the job chart issued by the Controlling Officer.
3. The individual should be available during all the working days of the Government during office hours. In addition he/she should be available whenever his services are required on holidays / after office hours due to urgent works.
4. The individual should get prepared with relevant information / records for review meetings.
5. The individual shall attend to such other duties entrusted by the Controlling Officer from time to time.

6. The individual is eligible for availment of (15) days Casual Leave in a calendar year. He is not eligible for any other kind of leave. He/She should submit work done report before 5th of every month.
7. His/her performance shall be reviewed after (1) month of joining.
8. The services of the individual are engaged for a period of ____ months initially. Further, the contract of the individual is subject to termination at any time without assigning any reason. Further, the individual will not claim any right of permanent employment.
9. The individual is appointed purely on contractual / outsourcing basis and will not disclose any information / material to any third party or act in any prejudicial manner which affect, the interest of the SSA or its related organization.
10. The appointee shall prepare a work plan every month and submit the same to the concerned officer.
11. The appointee shall execute a Contract bond of employment w.e.f date of his/her joining immediately.
12. The services of the individual can be liable to terminate at any time without any notice and without assigning any reasons.

Signature of the Officer with Designation

To

Sri/Smt. _____ through the Agency.

Copy to _____