

PROCEEDINGS OF THE PROJECT OFFICER/ MEO/ HEAD MASTER,
SCHOOL COMPLEX _____ DISTRICT

Proc.Rc.No. _____

Date: _____

Sub:- A.P. RVM (SSA), Hyderabad – Engaging the services of Sri / Smt.
_____ in O/o _____
as Data Entry Operator/ Cluster Resource Persons/ Divisional level
Monitoring/ Part time instructors/ MIS Coordinators Team and
IERTs – Orders – Issued.

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Sri / Smt. _____ is
selected _____ and accordingly his/her services are
hereby engaged to work as _____ in O/o the
_____ district purely on contract basis initially for a period of
_____ months from the date of joining duty. 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 prescribed by the State Project Director, Rajiv Vidya Mission (SSA), A.P, Hyderabad.
- 3) The individual should be available during all working days of the Government during office hours. In addition he/she should be available whenever his/her services are required on holidays/ after office hours as per exigency.
- 4) The individual should get prepared with relevant information / records for review meetings, seminars conferences, workshops and group discussions including report writings, preparation of project report, documentation work etc., whenever they are conducted by Project Officer / Higher Authorities.
- 5) The individual shall attend to such other duties entrusted by the Project Officer, Rajiv Vidya Mission (SSA), _____ district / Head of the Institution where his/he services are engaged.

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- 6) The contract of the individual is subject to termination at any time without assigning any reason thereof at one month notice.
- 7) The individual is eligible for availment of (15) days Casual Leave in a calendar year. He / She is not eligible for any other kind of leave. He / She should submit work done report to the concerned Head before 5th of every month.

Encl: Proforma of Contract of Employment

Head of the Institution/ Officer

To

Sri / Smt. _____

- Copy to the District Educational Officer, _____ district and Ex-Officio Project Coordinator, Rajiv Vidya Mission, _____ district.
- Copy to the Collector & District Magistrate, _____ district and Chairman, Rajiv Vidya Mission (SSA), _____ district.
- Copy to State Project Director, Rajiv Vidya Mission (SSA), AP, Hyderabad