Faisalabad Electric Supply Company Limited

(West Canal Road Abdullahpur Faisalabad)

PHONE # 041-_____
FAX # 041-_____
http://www.fesco.com.pk

HUMAN RESOURCES DIRECTORATE

No:_____ **Dated:_____**

Mr. _____ S/O _____,
CNIC No. _____,
Roll No. _____, (Quota)
Address: _____,
Cell No. _____,

Picture

SUBJECT: **PROVISIONAL EMPLOYMENT IN FESCO AS (DESIGNATION) ON LUMPSUM PAY PACKAGE**

1. It is informed that you have been selected for appointment on contract basis (Lumpsum Package) provisionally as (Designation) under Faisalabad Electric Supply Company (FESCO) on the following terms and conditions:-

a. Pay: Rs._____/- (_____ Rupees Only) as Lumpsum Pay Package per month (inclusive of all allowances / benefits / facilities except Medical Allowance / facility).

b. You shall be entitled to Medical facilities as admissible under Employees Medical Attendance Rules as amended from time to time in FESCO or Cash Medical Allowance of Rs._____/- per month.

c. The tenure of the provisional employment shall be six (06) months from the date of joining. During this period, the services can be terminated any time without assigning any reason and without notice by either party. However, your confirmation in contract service will come into effect on FESCO intimation in writing and the contract will be effective from the date as will be notified thereof. Provisional period may be extended further by FESCO in case the performance is not satisfactory. The contract shall be confirmed at least after six (06) months upon receiving of satisfactory Work & Conduct Report and completion of assigned KPIs during the provisional contract. After confirmation, the contract service can be terminated, by either party without assigning any reason, on One (01) Month Notice or One (01) Month Lumpsum Package in lieu of the notice period.

d. Your services shall neither be regularized nor pensionable at any stage.

e. You shall be entitled for _____ Days Casual and _____ Days Earned Leave per annum. In case, you do not avail earned leave, you will be entitled to encashment of such leave thereof.

f. You shall be entitled to Travelling Allowance for journeys as admissible under the Travelling Allowance Rules of FESCO as amended from time to time to regular employees of the corresponding pay scale.

g. You shall not be entitled to official accommodation or House Rent Allowance as the same has already been incorporated in Lumpsum Package.

h. In respect of all other matters, not specified in this letter, you shall be governed under the Rules/Regulations as applicable to contract FESCO employees in the light of FESCO Recruitment Policy-2022.

i. During entire service, you shall not be entitled to contribute towards Employees General Provident Fund, neither you shall be entitled to become member of contributory Employees Provident Fund nor you shall be entitled to any benefit of Employees General Provident Fund Rules. However, compulsory GLI subscription will be made as per policy.

j. Your whole time would be at the disposal of FESCO unless it is distinctly provided otherwise. You may be employed in any manner required by appropriate Authority without claim for extra remuneration. You will devote your whole time to your duty and at all time obey the rules prescribed for the time being for the regulation of service or cadre to which the post in which you have been employed. You shall be liable to serve anywhere under the jurisdiction of FESCO.

k. You shall not engage in any other employment, during contract with FESCO, whether with or without pay and whether this would take place during vacations, official holidays or free time.

l. If you are found guilty of any misconduct, divulging of business matters, insubordination, working against Company's interests, unauthorized absence and corruption of any kind, unauthorized commitments, false representations or acting in any manner prejudicial to the interests of the Company, you shall be dealt with under existing E&D Rules.

m. If at any time in future it comes to notice of the FESCO Management that you had submitted in support of your application a fake Certificate / testimonials, the Management will then have the right to terminate your services immediately and without any prior notice and may seek from you the liquidated damages representing the cost on recruitment, salary and training.

n. Your service shall not be transferable to any other DISCO on deputation / transfer etc. during initial period of _____years service in FESCO. In case, you submit a request for out of FESCO transfer on deputation etc., you will have to submit resignation under the Policy along with payment of Rs._____/- (_____Rupees) as liquidated damages plus training charges incurred on your development during contract service in FESCO.

o. You shall not have any seniority and will not be placed on regular seniority list of the cadre in which the post for the time being held by you is included, during provisional contract. After confirmation of the contract, your seniority shall be maintained in order of the merit assigned by Selection Board in the light of Seniority Rules in vogue at FESCO. Career development / progression shall be made in the light of FESCO Recruitment Policy-2022.

p. You shall make a declaration, in writing, of all moveable and immovable properties including shares, certificates, securities, insurance policies, cash and jewelry of the value of Rs.5,00,000/- or more belonging to or held by you or by a member of your family individually or collectively as defined in the Employees Conduct Rules within one month of your entering into service. The members of family according to the Pakistan are as under: -

(1) Your wife / wives, real/step children, residing with you and wholly dependent upon you.
(2) Any other relations of you or your wife when residing and wholly dependent upon you.

q. You shall, before joining for duty, produce a fresh Certificate of medical fitness from the Medical Superintendent WAPDA Hospital Faisalabad. If any Medical Officer of WAPDA refers you to a specialist for opinion or if you are required to obtain an X-ray / Electro Cardiogram, the cost of such consultation/service will be borne by you. Besides, you shall also provide verified copies of all Certificates, Degrees, Domicile etc. from concerned Board / University / Organization / Authority at your own expense. First salary shall be paid only when all verified documents are provided by you.

2. If you accept the Offer of Employment on above terms and conditions, you may report for duty to **Director General (HR) FESCO** alongwith Medical Fitness Certificate, Surety Bond, Assets Declaration Form and Two (02) sets of attested copies of verified educational testimonials / experience Certificates etc. upto **_DATE_(Day).**

3. This Offer of Employment shall be treated as cancelled, if you do not report arrival upto above specified date and the employment shall be offered to next candidate in waiting / merit-list without any further notice.

4. This issues with the approval of Chief Executive Officer FESCO.

Director (HR)
FESCO Faisalabad

SIGNATURE OF APPOINTEE
I hereby undertake to accept employment in FESCO on above terms & conditions in totality.

Dated:_____

DA/Surety Bond Format & Assets Declaration

CC: -

1. _____ FESCO Faisalabad.
2. _____ FESCO, Faisalabad.
3. _____ FESCO, Faisalabad.
4. _____ FESCO, Faisalabad.
5. Officer FESCO Faisalabad.
6. Master File.