

From

Director Higher Education, Haryana,  
Shiksha Sadan, Sector-5, Panchkula.

To

All the Principals of Govt. Colleges  
In the State of Haryana

Memo No 6/5-2015 NPE (1)  
Dated, Panchkula, the 27-5-2015

**Subject:- Policy Guidelines for engaging/re-engaging Computer Instructors and  
Computer Lab Attendants in Govt. Colleges for the year 2015-16.**

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Kindly refer to the subject cited above.

Please find enclosed herewith Policy Guidelines for engaging/re-engaging  
Computer Instructors and Computer Lab Attendants in Govt. Colleges for the year 2015-16

This is for your kind information and necessary action.

Any lapse will be viewed seriously.

Encl: As above

  
Joint Director-II  
for Director Higher Education  
Haryana, Panchkula

# Revised Policy Guidelines for engaging/ re-engaging Computer Instructors and Computer Lab Attendants in Government Colleges for the year 2015-16

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• **Procedure for engaging/re-engaging Computer Instructors and Computer Lab Attendants in Government Colleges:**

1. Principals will engage/re-engage the Computer Instructors w.e.f. 11<sup>th</sup> May, 2015 and Computer Lab Attendants w.e.f. 5<sup>th</sup> June, 2015 upto 30<sup>th</sup> April, 2016. In Colleges of Education, Principal will engage/re-engage the Computer Instructors and Computer Lab Attendants w.e.f. 1<sup>st</sup> August, 2015 upto 30<sup>th</sup> June, 2016.
2. In cases where panel for Computer Instructors and Computer Lab Attendants has exhausted or the college is new or the existing Instructors/Attendants have left the jobs on their own, Principals will engage them on extension basis that too on contract by following the prescribed procedure.

**Essential Qualifications:-**

**For Computer instructors:-**

The minimum qualification for Computer Instructors will be 50% marks in MCA/M.Sc. (Computer Sc., IT)/ or Post Graduate with 'A' level Diploma of DOEACC.

**For Computer Lab Attendant:-**

The minimum qualification for Computer Lab Attendants will be 10+2 (with 50% marks) and 'O' level/one year diploma/course in Programming/Computer Application/NCVT Certificate (with 50% marks).

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## Terms and Conditions:-

### • **Remuneration :-**

(a) Computer Instructor would be paid @ Rs. 125/- per period subject to maximum Rs. 625/- a day. The number of periods will be decided by the Principal. However, if their services have been engaged for online admission or during vacations, payment of Rs. 125/- per hour subject to the maximum of Rs. 625/- a day may be made. The Principal will decide the number of hours.

(b) Computer Attendants would be paid Rs. 375/- per working day.

No remuneration will be paid to these Computer Instructors and Computer Lab Attendants during Universities vacations and holidays.

- **Duty Hours:** - The duty hours for Computer Instructors and Computer Lab Attendants in the colleges is from 9:00 AM to 4:00 PM
- **Leave:** - Persons engaged on contract basis will be entitled to three months maternity leave (only for lady Computer Instructors or Computer Lab Attendants) and it is also clear that no remuneration will be paid for the said period and one leave per month for any personal reason including medical on pro-rata basis in addition to Gazetted Holidays and Sundays. However, they shall not be entitled to any other kind of leave such as earned leave, half pay leave, medical leave etc.
- **Services:** - Principal to engage/re-engage the Computer Instructors 11<sup>th</sup> May, 2015 and Computer Lab Attendants w.e.f. 5<sup>th</sup> June, 2015 upto 30<sup>th</sup> April, 2016. In College of Education, Principal to engage/re-engage the Computer Instructors and Computer Lab Attendants w.e.f. 1<sup>st</sup> August, 2015 upto 30<sup>th</sup> June, 2016.
- All persons engaged on contract basis shall execute an agreement on a non-judicial stamp paper of Rs. 10/- with two witnesses and submit the same to the appointing authority concerned( concerned college Principal) at the time of reporting for duty agreeing to the terms and conditions of the contract. (Annexure 'B' and 'C')
- If the services of any of these Computer Instructors/Computer Lab Attendants are not found up to mark and in case of any misconduct, the college Principal with the consent of the college council can terminate their services any time.



CONTRACT AGREEMENT**(Computer Instructor)**

This agreement is made on this .....day of.....between the Principal Govt. College..... (hereinafter called the first party) and.....r/o.....  
.....(hereinafter called the second party).

Whereas the first party intend to engage second party as Computer Instructor purely on contract basis up to 30.04.2016 & in Colleges of Education upto 30.06.2016 and second party is ready to render his/her services as **Computer Instructor** for the above mentioned period.

Now therefore, the second party hereby accepts the offer and signs the agreement on the following terms and conditions:-

1. That Sh./Ms. \_\_\_\_\_, the second party will be paid a consolidated Contract Amount / Remuneration / Job Work Fee of Computer Instructor would be paid @ Rs. 125/- per period subject to maximum Rs. 625/- a day. The number of periods will be decided by the Principal. However, if their services have been engaged for online admission or during vacations, payment of Rs. 125/- per hour subject to the maximum of Rs. 625/- a day may be made. The Principal will decide the number of hours. No remuneration will be paid to Computer Instructor during Universities vacations and holidays. The duty hours for Computer Instructors in the colleges is from 9:00 AM to 4:00 PM. Besides the aforesaid amount / remuneration / fee, the second party shall not be entitled to any other benefit in any form whatsoever.
2. That if in case the second party fails to perform the job work assigned to him/her and commits mistakes or misconduct, the first party shall have the right to terminate their assignment after giving appropriate opportunity to the second party.
3. That the second party has been engaged as Computer Instructor with the first party on purely temporary basis and the assignment will automatically stand terminated on 30.04.2016 & in Colleges of Education on 30.06.2016.
4. That after the expiry of assigned period this bilateral agreement shall automatically come to an end on 30.04.2016 & in Colleges of Education on 30.06.2016 without any requirement of notice or compensation etc. to the second party.
5. That the second party will be entitled to three months maternity leave (only for lady) and it is also clear that no remuneration will be paid for the said period and one leave per month for any personal reason including medical on pro-rata basis in addition to Gazetted Holidays and Sundays. However, they shall not be entitled to any other kind of leave such as earned leave, half pay leave, medical leave etc.

6. Any unauthorized willful absence for more than two consecutive working days would entail the extermination of contract and next person in panel would be offered this assignment.
7. That the present engagement of the second party, for this work in terms of this Service Contract Agreement, shall in no case and circumstances confer any vested right to the second party to continue beyond the aforesaid date nor would confer any vested right to seek any employment in the office of the first party.
8. That all the differences and disputes between the parties shall be referred to the college council and its decision would be binding.

IN WITNESS WHEREOF the Principal, Govt. College....., the first party and Mr./Ms. \_\_\_\_\_, the second party, after understanding all the terms and conditions of this agreement have signed this service contract agreement at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ in the presence of the following witnesses.

WITNESSES:-

1. Signature:  
Name:

Principal, Govt. College \_\_\_\_\_  
For and on behalf of First Party

Date:

Address: \_\_\_\_\_

2. Signature:  
Name:

**Computer Instructor**  
(Second Party)

Date:

Address: \_\_\_\_\_

**CONTRACT AGREEMENT**

**(Computer Lab Attendant)**

This agreement is made on this .....day of.....between the Principal Govt. College..... (hereinafter called the first party) and.....r/o.....  
.....(hereinafter called the second party).

Whereas the first party intend to engage second party as Computer Lab Attendant purely on contract basis up to 30.04.2016 & in Colleges of Education upto 30.06.2016 and second party is ready to render his/her services as **Computer Lab Attendant** for the above mentioned period.

Now therefore, the second party hereby accepts the offer and signs the agreement on the following terms and conditions:-

1. That Sh./Ms. \_\_\_\_\_, the second party will be paid a consolidated Contract Amount / Remuneration / Job Work Fee of Rs. 375/- per working day (Rupees Three hundred only). No remuneration will be paid to Computer Lab Attendant during Universities vacations and holidays. The duty hours for Computer Lab Attendant in the colleges is from 9:00 AM to 4:00 PM. Besides the aforesaid amount / remuneration / fee, the second party shall not be entitled to any other benefit in any form whatsoever.
2. That if in case the second party fails to perform the job work assigned to him/her and commits mistakes or misconduct, the first party shall have the right to terminate their assignment after giving appropriate opportunity to the second party.
3. That the second party has been engaged as Computer Lab Attendant with the first party purely on temporary basis and the assignment will automatically stand terminated on 30.04.2016 & in Colleges of Education on 30.06.2016.
4. That after the expiry of assigned period this bilateral agreement shall automatically come to an end on 30.04.2016 & in Colleges of Education on 30.06-2016 without any requirement of notice or compensation etc. to the second party.
5. That the second party will be entitled to three months maternity leave (only for lady) and it is also clear that no remuneration will be paid for the said period and one leave per month for any personal reason including medical on pro-rata basis in addition to Gazetted Holidays and Sundays. However, they shall not be entitled to any other kind of leave such as earned leave, half pay leave, medical leave etc.

6. Any unauthorized wilful absence for more than two consecutive working days would entail the extermination of contract and next person in panel would be offered this assignment.
7. That the present engagement of the second party, for this work in terms of this Service Contract Agreement, shall in no case and circumstances confer any vested right to the second party to continue beyond the aforesaid date nor would confer any vested right to seek any employment in the office of the first party.
8. That all the differences and disputes between the parties shall be referred to the college council and its decision would be binding.

IN WITNESS WHEREOF the Principal, Govt. College....., the first party and Mr./Ms. \_\_\_\_\_, the second party, after understanding all the terms and conditions of this agreement have signed this service contract agreement at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ in the presence of the following witnesses.

WITNESSES:-

(1) Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Principal, Govt. College \_\_\_\_\_  
 For and on behalf of First Party.

Date: \_\_\_\_\_  
 Address: \_\_\_\_\_

(2) Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
**Computer Lab Attendant**  
 (Second Party)

Date: \_\_\_\_\_  
 Address: \_\_\_\_\_

