



Letter of Appointment

No.

Mr.....

You are appointed as..... in the ECO Cultural Institute, Tehran. The terms and conditions of this appointment are indicated as below:

- i) The appointment is subject to provisions of ECO Cultural Institute's regulations, rules framed thereunder and the Staff Regulations and Financial Regulations and associated Rules and Procedures which may be duly made in such regulations and rules from time to time.
- ii) The appointment will take effect from
- iii) The appointment is sanctioned in Category I, II, III, IV: A3, A2, A1.
- iv) Terms of appointment is four (4) years. (In the absence of renewal, it will, therefore, expire without prior notice on expiry date of the present terms of appointment i.e. from the date you assume duty till the completion of four (4) years terms).

<u>Monthly Emoluments:</u>	<u>US\$ Per Month</u>
- Salary scale:	-----
- Conveyance Allowance:	-----
- House Rent Allowance:	-----
Total:	-----

vi) **Annual Increments:**

As per Staff Regulations (Chapter IV) (Article 12).

vii) **Other Benefits:**

- **Provident Fund and End of Service Gratuity:** As per Staff Regulations.
- **Medical Care:** As per Staff Regulations.
- **Children Allowance:** As per Staff Regulations (Chapter IV) (Article 13.1) Staff members shall receive a monthly allowance of US\$60/- for their first child and US\$30/- for every other child upto a maximum of three children less than 21 years of age.
- **Travelling Expenses:** As per Staff Regulations, Economy Class air tickets on joining the duty and on completion of tenure for self and family (spouse and upto a maximum of three dependent children upto the age of 21 years) shall be admissible.
- **Installation/Transfer Grant:** As per Staff Regulations.
- **Home Leave and Other Leave:** As per Article 25 and 28 of Staff Regulations.

viii) **Obligations and Privileges:**

Obligations and Privileges of the Staff members are enumerated in Articles 1,2,3 and 4 in Chapter I of the Staff Regulations.

ix) **Medical Certificates:**

According to Article 8.4 of Staff Regulations, the staff member is required to submit a medical certificate stating that he/she is free of diseases and infirmity that may hinder the exercise of his /her duty and represents risk to others.

x) **Separation from Service:**

Separation from the ECO Cultural Institute may occur according to the provisions enumerated in Article 18, Chapter V of the Staff Regulations.

xi) **Oath:**

Staff members shall make the required oath as indicated in Article 9.2 and 9.3 of the Staff Regulations(Staff members shall affix their signature on the text of the oath enclosed herewith to be witnessed by the Executive Director /ECI or Administrative Officer/ECI).

Dated

.....
President
ECO Cultural Institute

Acceptance of Appointment

I hereby accept the terms and conditions specified in the letter of appointment addressed to me and those laid down in the Staff Regulations and Financial Regulations of the ECO Cultural Institute, together with such amendments as may be duly made to the said Regulations. I also hereby submit the text of the oath duly signed.

Dated:

.....
Signatures of Appointee

Witness: Executive Director/ ECI

Or

Administrative Officer /ECI

TEXT OF THE OATH

“I solemnly swear (undertake, affirm, promise) to carry out with loyalty, discretion and conscience the functions entrusted to me as a staff member of the ECO Cultural Institute and to discharge these functions and regulate my conduct with the interest of the Institute utmost in view, and further not to seek or accept instructions in regard to the performance of my duties from any government/organization or other authority external to the ECO Cultural Institute.”

Dated:

.....

Signatures of Appointee

Witness: Executive Director/ ECI

Or

Administrative Officer /ECI