



**THE UNITED REPUBLIC OF
TANZANIA
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM**



**GUIDELINES AND PROCEDURES ON ENGAGEMENT OF
TEMPORARY EMPLOYEES AND VOLUNTEERS**

NOVEMBER, 2021

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ACRONYMS

BC	Bandari College
BoD	Board of Directors
BoG	Board of Governors
CV	Curriculum Vitae
DG	Director General
DHRM&A	Director of Human Resource Management and Administration
DP ARC	Deputy Principal Academics, Research and Consultancy
DP PFA	Deputy Principal Planning, Finance and Administration
HoD	Head of Department
NACTE	National Council for Technical Education
PBC	Principal Bandari College
ToR	Terms of References
TPA	Tanzania Port Authority

1.0 INTRODUCTION

1.1 Establishment

Bandari College (BC) is a technical institution registered by NACTE in 2004 with registration number REG/EOS/018. Since 2017, the courses conducted by the College has been fully accredited by NACTE.

As a training institution, the College is owned by Tanzania Ports Authority (TPA). It can trace its history to the defunct East Africa Harbours Corporation which had a subsidiary company called East Africa Cargo Handling Services Ltd conducting port training to activities in Tanga. After the breakup of the East African Community in 1977, Tanzania Harbours Authority (THA) Act, 1977 was passed which created Tanzania Harbours Authority mandated among other to control and manage seaports in mainland Tanzania. THA Act was repealed and replaced by the Ports Act, 2004 as amended (Act) which is the governing law to-date. The functions of the College as a training institution were general preserved. Whereby under section 12(k) of the Act, BC is mandated to provide technical and operations training, research, and consultancy in the field of marine, port and port related services and facilities.

BC offers a competent based curricula in its programmes with a flexible mode of delivery and assessments at certificates and diploma level. It also offers a wide range of short courses at its campus as well as tailor made courses as need arises.

1.2 Vision

To be the Centre of excellence in training, research and consultancy in port management and maritime logistics in Sub-Saharan Africa.

1.3 **Mission**

To offer competence based training, undertake applied research, and provide consultancy services in port management and maritime logistics to respond to current and future needs of the maritime transport subsector.

1.4 **Core Value**

The building of a consistent and binding culture is a fundamental prerequisite for the sustainable development of the College and its core values are:

- Integrity
- Dynamism
- Customer Care
- Teamwork
- Excellence

1.5 **Rationale**

TPA is in the process of transforming its BC by enhancing the college's capacity to provide competence-based training in the maritime and port subsector. This would enable BC to fully exploit the economic growth potential and ensure it provides the required competence based training to meet the needs of technological advancement in the industry and through its research and consultancy that provide solutions to challenges arising in the sector.

Thus, as TPA training wing, BC needs to ensure excellence in its services by utilizing the available skills and expertise of people in the maritime sector by engaging them to provide part time academic services. BC also imparts experience to students and fresh graduates as volunteers. Further, BC intends to undertake various programs for short and tailor-made courses and consultancy works that may require diverse professional skills to be engaged on temporary or part time basis. This will enable BC to reduce

operating costs and improve productivity and efficiency while covering the gap of shortage of experienced academic staff in permanent employment.

Currently, BC has no document for engaging part time staff. Thus, these guidelines will provide uniform procedures, standards, criteria, and patterns for engagement of temporary/part-time employees and inviting volunteers.

2.0 GENERAL GUIDING PRINCIPLES

2.1 Application of the Guidelines and its Categories

In these Guidelines, the following resource persons are the categorized and defined as follows:

- (i) **Academic Employee** refers to an instructor who is accredited with NACTE and meets the minimum academic qualifications as stated in section 3.2.1.
- (ii) **Resource Person/Associate Trainer** refers to a person who possesses minimum three (3) years practical experience in maritime sector and port related transport and logistics and minimum academic qualification of a Diploma in his respective field of expertise.
- (iii) **Instructor** refers to a teacher, tutor, lecturer, or professor.
- (iv) **Temporary Employment** refers to temporary non-pensionable employment where an expert is appointed on either:
 - (a) **Fixed term** which refers to engagement on a limited or fixed term which upon expiry of the term the contract ends.

- (b) **Task** which refers to engagement to perform specific task or tasks which upon completion the contract ends.
- (c) **Part-time which** refers to engagement on hours of work which are less than those for comparable full-time work. Some part-timers may be used to fill a specific short term instructional need, while others may teach on part time basis for many years to meet ongoing training needs.
- (v) **Volunteer** is an individual from within or outside United Republic of Tanzanian who has been permitted to offer volunteer-ship services at BC.

2.2 **Scope**

Any TPA and non TPA employee who has the required qualifications and practical experience and is willing to serve or perform operational services for the College, either taking place at the College campus or under the authority and/or direction of the College at other locations. Engagement of such employees will be based when need arises.

3.0 **TEMPORARY EMPLOYMENT**

3.1 **Identification of Human Resources Needs**

Prior to engagement of a part-time instructors the appointing authority must be satisfied that:

- (i) The workload cannot be handled by the available staff within the department/unit.
- (ii) That the course requires specialised competences that is not available among the teaching staff at the College.
- (iii) That on a balance of convenience it is more advantageous to engage a part-time instructor than utilising the available teaching staff at the department/unit.

3.2 Eligibility

A person may be engaged as an Academic Employee or Associate Training Employee/Resource Person with the following minimum qualifications:

3.2.1 Requirements for an Academic Employee:

An academic Employee shall be accredited as an instructor with NACTE and possess either of the following minimum academic qualifications:

- (i) Bachelor's degree with a GPA of not less than 3.0, or
- (ii) Bachelor's degree with a GPA of not less than 3.0 and Master's Degree of an average of 4.0, or
- (iii) PhD level (with the above requirements at Bachelor and Master's Degrees levels).

3.2.2 Requirements for Associate Training Employee/Resource Person

A person may be engaged as an Associate Training Employee/Resource Person, if he possesses the minimum academic qualification of a diploma in his respective field and experience of not less than three (3) years in maritime sector and port related transport and logistics.

3.3 Application and Processes

- (i) Temporary engagement at BC shall be open to all qualified applicants as per the requirements of the law and Standing Orders for the Public Service.
- (ii) As per the vacancy, applications will only be considered from qualified candidates who have the required formal qualifications and/or experience as set out in sections 3.2.1 and 3.2.2 above.
- (iii) Public servants shall ensure that their application for temporary engagement fulfils the requirements and procedures set out in the Standing Orders for the Public Service.

- (iv) Applications will be addressed to the Principal Bandari College who will receive and forward the application to the office of the Director of Human Resource Administration and Management. The Director of Human Resource Administration and Management in consultation with the Principal Bandari College will process the applications, shortlist, and interview candidates. Engagement offers will be issued to the successful candidates in accordance with laid down procedures.
- (v) BC may also directly source experts whose curricula vitae will be stored together in the created pool of prospective part-time staff. The pool will be replenished from time to time as need arise.

3.4 Responsibilities

An Academic Employee or Associate Training Employee/Resource Person shall be required to:

- (i) Abide by the rules and regulations applicable to staff of TPA and BC.
- (ii) Demonstrate commitment and diligence at work.
- (iii) Be able to work independently and in a team with minimum supervision.
- (iv) Deploy their knowledge, skills and strive to contribute significantly to the advancement of BC.
- (v) Report to their immediate supervisors any work-related problems being experienced while performing their duties.
- (vi) Observe confidentiality of information and security of tools/equipment that are placed in their possession in the course of employment.
- (vii) Ensure that, at the end of the employment period, officially hand over all facilities, equipment/tools in their possession to the relevant authority.

- (viii) Ensure clearance by the relevant authorities before leaving BC, where applicable.

3.5 Workload

Academic Employee

- 3.5.1 Academic Employee will be involved in both teaching and supervision functions. The scope of work will cover teaching preparations, training delivery, students' assessments, and preparation of reports. Supervision will cover consultations with students, setting and marking students' academic works, invigilation, participating in presentations and seminar panels.
- 3.5.2 Academic employee will be paid approved rates as reviewed from time to time) payable at the end of the month after verification by the responsible academic unit.
- 3.5.3 The academic load should not exceed forty (40) teaching hours per week.
- 3.5.4 Academic employee with the requisite qualifications where appropriate will be encouraged to supervise research report of students.
- 3.5.5 Academic employee shall be paid transport allowance at TPA rate for internal transport.
- 3.5.6 Academic employee coming from outside the workstation shall be refunded at a rate approved by TPA fuel/local public transport fare depending on the mode of the transport approved by TPA (as applicable).

Associate Training Employee/Resource Person

- 3.5.7 Associate Training Employee/Resource Person delivering training, consultancy and research will be paid honorarium as approved and on terms as set out in the respective policies and guidelines. The academic workload for an Associate Training Employee/Resource Person shall be as agreed at the time of engagement.
- 3.5.8 Associate Training Employee/ Resource Person from TPA delivering training, consultancy, and research out of the duty station will be paid transport allowance as set out in the respective policies and guidelines.
- 3.5.9 Associate Training Employee/ Resource Person coming from outside the workstation will be paid at a rate approved by TPA and will be refunded fuel/local public transport fare depending on the mode of the transport approved by TPA.

3.6 Entitlements

- 3.6.1 An Academic Employee or Associate Training Employee/Resource Person will be entitled to payment of allowance depending on the contract terms and provision of required resources to facilitate his/her work, as available.
- 3.6.2 An Academic Employee or Associate Training Employee/Resource Person coming from outside TPA will not be entitled to TPA health coverage and any other existing benefit scheme and/or entitlements.

3.7 Duration of Engagement

Temporary employment may be for a specified period or duration of activities assigned depending on the needs of BC.

3.8 Termination

3.8.1 The contract may be terminated before the end of the term or completion of task(s) on any of the following grounds:

- (a) Misconduct
- (b) Poor performance
- (c) Failure to observe TPA/BC staff rules and regulations
- (d) Wilfully destroying BC property
- (e) Refusing to take lawful instructions and implement directives
- (f) Committing any other disciplinary offence

3.8.2 Disciplinary matters and termination shall be conducted by recognized institutional organs of TPA and will follow public service laid down procedures.

3.8.3 Termination may also be by mutual agreement, or the Employee may subject to BC consent resign upon issuance of one (1) month notice by submitting a written letter of resignation.

3.9 Letter of Appreciation/Reference

A person who has served on part-time basis for a period of more than one semester and above may, upon request, be furnished with a letter of appreciation and/ or reference.

3.10 Ineligible Areas for Engagement

Temporary engagement posts at BC will not include cadres that handles confidential data/information such as examinations, confidential files, etc.

4.0 VOLUNTEERS

4.1 General Qualifications and Qualities for a Volunteer

4.1.1 An applicant shall:

- (i) Be not less than eighteen (18) years old.
- (ii) Possess suitable academic qualifications and skills as per BC requirements.
- (iii) Be submitted to a background check
- (iv) Have guarantors. The services are intended to be voluntary and rendered without compensation
- (v) Ensure his services must constitute a bona fide effort to volunteer for humanitarian or public service purpose or for the benefit of education, training, or professional experience
- (vi) Willingly volunteers his time for their own personal motives, without promise or expectation of compensation or employment.

4.1.2 To ensure that an individual performing volunteer services is not an employee, all the criteria in section 4.1.1 above must be satisfied for the individual to be approved as a volunteer at BC.

4.1.3 Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

4.1.4 TPA staff may only guarantee one volunteer. Guarantor's recommendation may also come from the village or ward Executive Officers.

4.2 Engagement Process

Engagement of volunteers for BC will follow the formal process below which will culminate in signing of an agreement:

4.2.1 Advertisement

BC may when need arises advertise all available positions for volunteering services through formal media such as newspapers, notice boards and its website and social media.

4.2.2 Screening

- (i) Written Expression of interest together with requested documents to be submitted to the College or sent through registered mail. The requested documents may include but are not limited to curriculum vitae, certified academic certificates, birth certificates, and recommendation letter(s).
- (ii) The screening will include background check and ascertaining whether the candidate meets stipulated qualifications.
- (iii) volunteers' requests will be received at open registry in the appropriate file and then forwarded to BC Management for scrutiny.
- (iv) Principal Bandari College shall in writing inform the Director of Human Resources on the results of screening process and recommend applicants to provide volunteer services.

4.3 General Guidelines

Volunteers at BC will be guided by the subsequent general guidelines:

4.3.1 Attendance

- (i) Volunteers are expected to be punctual, reliable, and work normal hours.
- (ii) Volunteers are asked to inform their supervisors in case of any emergency and to provide as much notice as possible when unable to fulfil their commitment to serve as scheduled.
- (iii) Volunteer will also be required to sign attendance sheet.
- (iv) Volunteers will be supervised, monitored and their performance evaluated on weekly and monthly basis.

4.3.2 Confidentiality and Safety

Volunteers will be obliged to fill in a form on ethics and comply with confidentiality rules.

- (i) Volunteers shall not share official information including confidential matters of BC in media including social media.
- (ii) Proper channel of communication will apply to volunteers during their service at BC.
- (iii) Volunteers are also bound to ensure safety of BC properties at their disposal.

4.3.3 Dressing Code

Volunteers must dress as per government dressing code, in a professional manner and consistent with the type of job /duties and programme's needs.

4.4 Volunteers' Files

Each volunteer shall have his/her personal file. The files will be maintained at the open registry. The file will include all the documents related to the volunteer.

4.5 Remunerations

4.5.1 Volunteers will not be paid salaries.

4.5.2 Any payments which may be given to the volunteer for his/her services shall not be a right and/or construed as an entitlement.

4.6 Training

- 4.6.1 Volunteers must satisfactorily complete all applicable training and orientation (Induction training) appropriate to the role prior to commencing activities.
- 4.6.2 The type and duration of the training may be provided depending on the nature of the service.
- 4.6.3 The orientation shall focus on specific job requirement and specified area of volunteer ship.

4.7 Duration

The maximum term for any volunteer shall be two (2) years.

4.8 Termination

A Volunteer may be dismissed from work on any of the following grounds:

- (i) Misconduct
- (ii) Failure to observe TPA staff ethics, rules, and regulations.
- (iii) Poor performance.
- (iv) Being charged in a court of law for a criminal offence.
- (v) Wilfully destroying BC property.
- (vi) Refusing to take lawful instructions and implement directives; and
- (vii) Committing any other disciplinary offence.
- (viii) Termination may also be by mutual agreement, or the volunteer be subjected to the employer consent to terminate the work upon issuance of one (1) month notice by submitting a written letter of resignation.

5.0 MISCELLANEOUS

5.1 Disciplinary matters and termination shall be conducted by recognised institutional organs of TPA and will follow public service laid down procedures.

6.0 REVIEW

6.1 BC reserves the right at any time to change the policy and these Guidelines may be reviewed from time to time as need arises.

6.2 Subject to any other statutory requirements, these Guidelines shall become effective on the date approved by the Board of Governors.

Approved by:

.....*h. swai*.....

Eng. Anthony F. Swai

Chairperson of the Board of
Governors

.....*[Signature]*.....

Dr. Lufunyo S. Hussein
Principal/Secretary

Dar es Salaam

Date *29th November, 2021*

APPENDICES



**TANZANIA PORTS AUTHORITY
BANDARI COLLEGE - DAR ES SALAAM**

Mahunda Street, Tandika,
P.O. Box 9184,
DAR ES SALAAM

Telephone: +255-22-2857114
Fax: +255-22-2857112
E-mail: pbc@ports.go.tz

Ref. No.

Date:

RE: VOLUNTEERING SERVICE

Please refer to the above heading and to your letter dated
..... regarding volunteering as
“ ”

2. Based on your request to come to Bandari College to offer your service in the volunteering program, we are pleased to inform you that Tanzania Ports Authority (TPA) has accepted your offer and you will be providing volunteering services in the department of..... stationed at for a period offrom to.....

3. The period for volunteering may be renewed upon mutual consent for a further period of six (6) months. If still interested, you will need to re-apply for volunteering one (1) month before the expiry of the first period for any renewal of the term.

4. This agreement does not and shall not be construed as creating an employer and employee relationship as recognized under the laws. Your services are on volunteering basis and there shall be no obligation on the part of TPA to offer you any payments or remuneration of whatsoever nature.

5. Principal Bandari College will appoint one officer who will be your supervisor and mentor during the entire period of service.

6. Please take note that TPA may terminate this contract by short notice if it established that your behaviour is inconsistent and/or contrary to public service rules and/or you are in breach of this contract.

7. Further, you may terminate your service by issuing a notice of not less than 24 hours in writing addressed to TPA and copied to Principal Bandari College and ensure that any property entrusted to you by Bandari College is returned, and you carry out the necessary clearance process at Bandari College.

8. If you agree and accept the offer to provide volunteering service as set out herein, please sign in the copy of this letter and return it to the Director of Human Resource Management and Administration, TPA and copy sent to the Principal Bandari College.

Yours,

.....
(Name, Title and Signature of the Appointing Authority)

C.C.

I, (name) of
..... (address) have read, understand, and agree to offer
volunteering service asin the Department/Unit of
.....stationed at Bandari College and I accept all conditions in this
contract.

I will start the service on..... (date)

Signature of Applicant..... Date.....

Name of the Guarantor.....

Signature of the Guarantor.....

Appendix 2

Template of Volunteer Medical Examination Form



**TANZANIA PORTS AUTHORITY
BANDARI COLLEGE - DAR ES SALAAM**

Mahunda Street, Tandika,
P.O. Box 9184,
DAR ES SALAAM

Telephone: +255-22-2857114
Fax: +255-22-2857112
E-mail: pbcc@ports.go.tz

Ref. No.

Date:

REQUEST FOR MEDICAL EXAMINATION

PART A

To the Medical Officer

From..... (Designation)

..... (Organization)

Mr./Mrs./Miss:.....

Please examine the above named as to *his/her fitness for appointment/re-engagement as a..... (*insert title of post*), on Temporary/Contract/Operational Service/Permanent and Pensionable terms.

Date.....20.....

Signature.....

PART B

MEDICAL CERTIFICATE

(To be completed by a Medical Officer)

I have examined the above named and consider that* he/she is/is not physically fit for appointment/re-engagement.

Date.....20....

Signature.....

Station.....

Designation.....

Official Stamp or Seal

**Delete as necessary*

PLEASE RETURN THIS FORM IN SEALED ENVELOPE TO:

The Principal
Bandari College
Mahunda Street, Tandika
PO. Box 9184,
Dar es Salaam
TANZANIA
Fax: (255)22-2113938
Tel: (255)22-2850970
Email: pbcc@ports.go.tz

Appendix 3
Template for Clearance Form



TANZANIA PORTS AUTHORITY
BANDARI COLLEGE - DAR ES SALAAM

Mahunda Street, Tandika,
P.O. Box 9184,
DAR ES SALAAM

Telephone: +255-22-2857114
Fax: +255-22-2857112
E-mail: pbcb@ports.go.tz

Ref. No:

Date:

CLEARANCE FORM
(VOLUNTEERS/TEMPORARY EMPLOYEE)

This form must be completed and returned to the respective Department,
Section or unit where placed.

PART 1: PERSONAL PARTICULARS

1. Full names:
2. Department, Unit or Section:
3. Reasons for leaving: (tick one)

TERMINATION	RESIGNATION	COMPLETION OF TERM
☐	☐	☐

4. Date of departure:
5. Contact address:
6. Signature:

PART II: CLEARANCE BY VARIOUS OFFICERS

S/N	OFFICER	ITEM	SIGNATURE	DATE
1.	Head of Department	College Property		
2.	Head of Library Services	Library books		
3.	Head of Human Resources and Administration	Staff/students and welfare matters		
4.	Bursar	Financial clearance		
5.	ICT Officer	ICT related items		

Recommendation (DP, ARC/DP, PFA)

.....

.....

.....

.....

.....

.....

SIGNATURE

DATE.....

(DP, ARC/DP, PFA)

PART III: FINAL DECISION

Clearance granted/ not granted

Reason

.....

.....

.....

.....

(DP, ARC/DP, PFA)

.....

DATE



Appendix 4
Template of Volunteer Certificate

TANZANIA PORTS AUTHORITY
BANDARI COLLEGE - DAR ES SALAAM

Mahunda Street, Tandika,
P.O. Box 9184,
DAR ES SALAAM

Telephone: +255-22-2857114
Fax: +255-22-2857112
E-mail: pbcb@ports.go.tz

Ref. No.

Date:

CERTIFICATE OF VOLUNTEERING

This is to certify that

_____ worked as a volunteer in the _____ (Department) at Bandari College between _____ and _____ as _____.

Date

Signature

Principal

Appendix 5

Template of Part-time or Temporary Engagement Agreement



**TANZANIA PORTS AUTHORITY
BANDARI COLLEGE - DAR ES SALAAM**

Mahunda Street, Tandika,
P.O. Box 9184,
DAR ES SALAAM

Telephone: +255-22-2857114
Fax: +255-22-2857112
E-mail: pbcb@ports.go.tz

LETTER OF APPOINTMENT ON TEMPORARY TERMS

..... (Address of office issuing Letter)

Ref. No..... Date.....

To:
.....
.....

I am authorized to inform you that you are appointed on temporary terms as
a (name the title of the post) stationed
at Bandari College, Tanzania Ports Authority (TPA).

2. The remuneration attached to your post shall be as follows:
..... (list all entitlements)

3. The TPA may terminate your appointment at any time by giving one month's
notice in writing or by paying you an amount equal to one month's salary in lieu of
notice.

4. Your appointment is subject to immediate termination in the event of
insubordination, misconduct, or inefficiency.

5. You are at liberty to terminate your appointment by giving one month's notice in writing or by paying to TPA an amount equal to one month's salary in lieu of notice.

6. Your appointment does not entitle you to any other privileges of whatever nature granted to other TPA employees except for those listed in paragraph 2 above.

7. You are obliged to adhere to all rules, regulations and bylaws existing at the College and to follow lawful instructions issued by the Principal, Bandari College.

8. If you agree and accept the offer to provide volunteering service as set out herein, please sign in the copy of this letter and return it to the Director of Human Resource Management and Administration, TPA and copy sent to the Principal Bandari College

.....
(Name, Title and Signature of the Appointing Authority)

I agree to accept the appointment on the conditions specified above.

.....
Date

.....
Name and signature of Employee

C.C

I, (name) of
..... (address) have read, understand, and agree to be
engaged on temporary basis asin the
Department/Unit ofstationed at Bandari College and I accept
all conditions in this contract.

I will start the service on..... (date)

Signature of Applicant..... Date.....

Name of the Guarantor.....

Signature of the Guarantor.....