

**STANDARD AGREEMENT FORMAT FOR ENGAGEMENT OF HINDI GRADUATE/  
HINDI PRIMARY TEACHERS ON CONTRACT BASIS**

This Agreement made on this ..... between the Government of Manipur, Department of Education(S) represented by Ng. Bhogendra Meitei, Director of Education(S), Manipur(hereinafter called the 1<sup>st</sup> Party) of the one part and Shri/Kumari/Smt ..... age about ..... years, son/ daughter/ wife of ..... of ..... (hereinafter called the 2<sup>nd</sup> Party) of the other part;

Whereas, the 1<sup>st</sup> Party is desirous of engaging the 2<sup>nd</sup> Party as Contract Hindi Graduate/ Primary Teachers in the Department of Education(S), Government of Manipur for teaching in the Government Schools and any other work as may be assigned to him/her by the 1<sup>st</sup> Party from time to time for a period from 02/03/2026 to 28/02/2027 on the terms and conditions set hereinafter;

And whereas, the 2<sup>nd</sup> Party is willing to serve as Contract Hindi Graduate/ Primary Teachers on the said terms and conditions:

**Now this Agreement witnesses as follows: -**

1. The 2<sup>nd</sup> Party is hereby engaged as Hindi Graduate/ Primary Teachers in High School/ Jr. High School/ Primary School on contract basis pursuant to the Government conveyed letter No.SM3-301/4/2021-EDN(S)-EDN(S) dated 12-02-2021 and as approval given by **Finance Department (Pay Implementation Cell) under office memorandum no.21/2/2026-FD(PIC)** dated 27-12-2013 for a period from 02/03/2026 to 28/02/2027;
2. In consideration of his/her services, the 2<sup>nd</sup> Party shall be paid a consolidated remuneration of Rs. ....) only per month by the 1<sup>st</sup> Party. The 2<sup>nd</sup> Party shall not be entitled to any other monetary benefit.
3. The 2<sup>nd</sup> Party shall work or perform duties assigned to him/her from time to time under the supervision and control of the 1<sup>st</sup> Party or such officer authorized by the 1<sup>st</sup> Party;
4. The 2<sup>nd</sup> Party shall not, during the term of this Agreement, engage himself/herself directly or indirectly in other employment whatsoever;
5. The above parties agree that the service rules presently governing the state Government employees shall not apply to the 2<sup>nd</sup> party;
6. The 2<sup>nd</sup> Party shall have no right to claim or shall not make any claim for regular appointment/absorption on the basis of his/her engagement for the implementation of the

work of teaching assigned to him/her. His/Her service shall automatically cease immediately at the end of the contract period unless terminated earlier under clause 10.

7. The 2<sup>nd</sup> Party shall execute Undertakings which are appended hereto in respect of his/her term of engagement for implementation of the said Scheme/Work. The said undertaking will form a part of this Agreement.

8. The 2<sup>nd</sup> Party may apply for leave of one day casual leave in a month and in case of more than one day on the ground of illness, he/she may be granted at half remuneration not exceeding one week, i.e., total remuneration payable per month  $\div$  30 days  $\times$   $\frac{1}{2}$   $\times$  number of days of leave on the ground of illness. If the leave is more than one week, leave may be granted without remuneration to a maximum of 21 days. The 2<sup>nd</sup> Party will not be entitled to reimbursement of the medical expenses incurred for his/her medical treatment;

9. The 2<sup>nd</sup> Party will be at liberty to seek any employment in any other Department/Private organization, etc. with prior permission of the 1<sup>st</sup> Party.

10. That either party may terminate this Agreement by giving one month's notice in writing of his/her intention to do so and on the expiration of such notice, this Agreement shall stand determined/terminated.

11. This contract engagement shall be subject to further verification of the educational qualifications and other relevant documents and certificates as required thereof for the person concerned.

In witness whereof the above Parties hereto have signed this Agreement on the day, month and year written above.

In presence of witnesses:-

1. Signature of Witness no. 1.  
Name: Bisheshwar Khumukcham  
Designation:

Signature of 1<sup>st</sup> Party  
Name : Ng. Bhogendra Meitei  
Designation:

2. Signature of witness No. 2  
Name:  
S/D/W/o.....  
Address:

Signature of 2<sup>nd</sup> Party  
Name:  
Designation:

## **UNDERTAKING**

I, ..... do hereby undertake that I shall not claim any right for regular appointment on the basis of my engagement as Hindi Graduate/ Primary Teacher on contract basis for a period from 02/03/2026 to 28/02/2027 in connection with works as assigned to me.

Further, I also undertake that my engagement as Hindi Graduate/ Primary Teacher on contract basis shall automatically cease at the end of the contract/ engagement period without awaiting order of termination of contract service from the competent authority.

In presence of witnesses:-

1. Signature of Witness no. 1.

Name:

S/D/W/o .....

Address:

Signature of 2<sup>nd</sup> Party

Name :

Designation:

2. Signature of witness NO.2

Name:

S/D/W/o .....

Address:

UNDERTAKING

I .....S/D/W/o .....  
resident of ..... designation Contract  
Hindi Graduate/ Primary Teacher do hereby undertake that I shall join and discharge my duties  
at any place of posting as ordered by the Department and not claim for change of posting  
during my term of engagement. Further, I also undertake that my engagement as Hindi  
Graduate/ Primary Teacher on contract basis shall automatically cease if I was found lobbying  
or influencing authorities for favorable place of posting against the one already allotted by the  
Department of Education(S), Government of Manipur. I also undertake that I am willing to  
serve anywhere in Manipur.

In presence of witnesses:-

1. Signature of Witness no. 1.

Name:

S/D/W/o .....

Address

Signature of 2<sup>nd</sup> Party

Name:

Designation:

2. Signature of witness NO.2

Name:

S/D/W/o .....

Address: