

Our Ref. No: EK/TSC/AD/129/05/
Teaching Service Commission,
P. M. B. 5398,
Ado-Ekiti.

Date:.....

SPECIMEN
NUMBER

OFFER OF APPOINTMENT

With reference to your application for Teaching appointment, and following the interview you had with the Teaching Service Commission recently, I wish to inform you that you have been appointed as a On salary GL..... Step..... in Ekiti State Teaching Service with effect from the date of your resumption.

2. This offer of appointment is subject to the terms and conditions set out below:-
- (a) You will be prepared to serve in any of the rural areas of State for a minimum of two years.
 - (b) Your appointment takes effect from the date you report for duty
 - (c) You will be on probation for two years from the date of your first appointment.
 - (d) Your incremental date shall be your date of appointment advanced to the first of the month concerned. Incremental shall be granted to you provided your service in all respects has been entirely satisfactory throughout an incremental earning period which is of a minimum of twelve months.
 - (e) Your duties shall include the usual duties of a teacher and any other suitable duties which you may be called upon by the Commission to perform. You will not, either directly or indirectly engage or be concerned in any kind of service or business whatsoever or receive Commission of profits of any kind that may hinder the effective discharge of your duties.

You will be required to comply with the provision of the Teaching Service Commission regulations. Teachers Manual and other instructions of the Government for the time being in force, in so far as the same are applicable.

- (f) The Teaching Service Commission may at any time determine your appointment by giving you a month's salary in lieu of notice.

- (g) You are entitled to resign your appointment by giving a month's notice in writing addressed to the Permanent Secretary, Ekiti State Teaching Service Commission, Ado-Ekiti through the Principal of your school or by paying a month's salary in lieu of notice but such a resignation should be at the end of school term.

Furthermore your ability to resign your appointment will stand on such previous agreement bond (if any) as you might have entered into with the Commission.

- (h) You are expected to report for duty within a month of the date of the offer of this appointment, failure to do so the offer shall be deemed to have lapsed unless strong reasons could be advanced to justify the Commission taking a different view.
- (i) You will please inform me of your acceptance of this letter. You will attach to your letter of acceptance, a medical fitness report certified by a Government medical practitioner.
- (j) Please accept my congratulations on your appointment.


Banji Ojo

For: Executive Secretary