

April 04, 2020

Ref: 04-MPP-01-20

To
Md. Mehedi Hasan
Central Road First Drive,
House -111, Kolabagan, Dhaka-1205.
Cell: +8801717677451
Email: mhshuvo29@gmail.com

Subject: Appointment as Project Support Officer

Dear Mr. Mehedi,

With reference to your application and subsequent interview, Sustainable Research and Consultancy Ltd. (SRCL) authority is pleased to offer you with the position of Project Support Officer with effect from April 01, 2020. Your selection as a Project Support Officer is made on the basis of the information supplied in your Bio Data, Reference, and Assessment at SRCL. The following terms and conditions will be applicable to your employment:

1. Your core responsibilities will be: coordinate and facilitate planning & implementation activities in support of the project; expedite project implementation by maintaining liaison with government / non-government authority, local & international agencies and other stakeholders; review, check and keep records of documents and information related to project; support to prepare proposal, presentations, and reports; organize meeting, seminar, workshop, training, field visit and perform any other task as per the direction of the authority.
2. Your contract period will be for 1 (One) year, which can be extended based on your performance and the need of the organization. At end of your contract period, you may also apply to SRCL for other available positions, where your previous pro-active performance would add value in the selection process.
3. You will work under the direct supervision of Sadequr Rahman, General Manager (Operation), SRCL.
4. Under this short-term contract period, General Leave Policy for the permanent staff of SRCL will not be applicable for you. However, in case of emergencies, you may avail leave with prior approval from the authority.
5. You will be fully responsible to maintain your duty assigned by the management from time to time. In this regard, willful negligence or carelessness to maintain standard will not be tolerated by the management concerned. During the contract period, if your activities cause any financial loss or damage to the company reputation, you must duly compensate it. You are not allowed to be engaged in any other profitable business or activities during your service period with this company.
6. You cannot seek employment to any other organization during this short-term contract period. However, you may apply for another job with prior approval from the authority. And, if you get selected after applying through proper channel, you will have to inform SRCL authority 30 (Thirty) days prior to your leave.

7. Either of the sides may terminate this contract with 30 (Thirty) days prior written notice, or by the payment of 30 (Thirty) days contract fee, in lieu of such notice.
8. For this period, your monthly contract fee will be the sum of 25,000/- (Twenty-Five Thousand) only with other admissible benefits.
9. Your employment with the company shall be governed by the Laws of Bangladesh.

If you are agreed to the proposed terms and conditions, please sign below as a token of your acceptance and return the duplicate copy to the SRCL authority.

We hope to have a long successful professional relationship with you and wish you all the very best.

Thanking You.

Best Regards

Abu Jubayer
Managing Director
Admin & Operation
Sustainable Research and Consultancy Ltd. (SRCL)

(Md. Mehedi Hasan)