**Student Offer Letter**

Date: 17-January-24

Dear Burhanuddin Ali Asghar Ezzi,

**Student Id:** be07724 [HYPERLINK "mailto:zs07191@st.habib.edu.pk"@st.habib.edu.pk](HYPERLINK%20%22mailto:zs07191@st.habib.edu.pk%22@st.habib.edu.pk)

Congratulations! We are pleased to offer you an appointment as **Teaching Assistant - Linear Algebra** in the **Integrated Science and Mathematics (ISCIM)** under the supervision of **Sajal S. Rana.**

Please note that the duration of your employment will be from **17-January-2024** to **26-April-2024**, and you’ll be required to work **09 hrs/week.**

**DUTIES & RESPONSIBILITIES:**

* Hold weekly EHSAS hours to helps students with problems on the course
* Work on preparing homework/assignment solutions and upload on CANVAS as directed by the Faculty.
* Work closely with the faculty to ensure there are no errors in the solutions
* Attend and assist the weekly recitation being conducted by the faculty (this will be every Tuesday, 8 30 am till 9:20 am)
* Assist faculty to maintain scanned samples of students' assigned work i.e., quizzes

**SUBMISSION OF MONTHLY TIMESHEETS:**

* Student Employees can access the Timesheet from 27th of every month till 30th /31st of the month. E.g., if you are filling the timesheet for March, you can access it from 27th to 31st March).
* You can access the Timesheet via the ‘Student Employee’ tab on the Student Employment Portal
* After the deadline has passed, **you will not be able to access that month’s timesheet**, as the system will disable it, and it will expire.
* Your online timesheet will be sent to your supervisor via email for Approval.
* In case a Timesheet is DISAPPROVED by your supervisor (if hours are not accurate), you will receive an email to correct your hours / make changes in the Timesheet and RESUBMIT.
* Please also make sure to remind your supervisors to approve the time sheet within the due date.

**REMUNERATION:**

* **You will be paid @ Rs.250 per hour**. There shall be no cash disbursements made by the Office of Student Finance.
* Student Finance will make payment, to Student Employees by the 20th of each applicable month.
* As soon as your employment has been confirmed, please make sure that you fill in your complete Account details in the form available on the Student Portal under ‘Student Employment’**.** (<https://habibuniversity.sharepoint.com/sites/Student/Pages/Payment-Processing-of-Student-Employment.aspx>)

**Please provide your CNIC number in order to receive your account opening letter.**

**Please make sure to visit the HMBL booth at the university campus with in next 48hrs after receiving the offer letter and account opening letter or else Finance will not to be able to transfer your first month’s payment.**

* Student employees will only be paid for the approved number of hours/weeks which should not exceed the hours/week stipulated on this offer letter
* Only under exceptional circumstances and with the approval of the first supervisor, a student can be allowed to undertake more than one employment
* If a student is undertaking multiple employments, it will be his/her responsibility to not work more than 16hrs/week during Fall/Spring semester and 40hrs/week during winter/summer.
* In case a student wants to terminate his/her employment before the contract end date, he/she **MUST** give at least a **ONE WEEK NOTICE** to their supervisor. Student who fail to do so will not be paid for that month.
* In case if a supervisor wants to terminate the employment before the contract end date, he/she must give 1 week notice to the student employee.
* Remuneration will be directly transferred in the bank account of the student.
* Only those students whose applications are processed through the Office of Career Services will be paid under the Student Employment Program.
* Student employees are not allowed to work on or handle confidential data. This includes not being allowed to work on confidential systems like Peoplesoft, Timetrax, etc.
* Student employees working as TAs are not a substitute for faculty and cannot conduct a class, grade assignments, presentations or any other assessment of student performance
* Students are strictly prohibited to share any confidential data of their department or any information pertaining to Habib University with anyone inside and outside of Habib University without the consent of their immediate supervisor.

Sincerely,

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**Assistant Director, Office of Career Services Date**

**& Alumni Relation**

**Student Undertaking**

I accept the appointment described under the terms and conditions set forth in this offer letter, and hereby confirm that I will follow this understanding in true letter and spirit and I shall not deviate from the above under any circumstances.



Burhanuddin Aliasghar Ezzi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Employee Name and Signature Date**

Students who are working under Student Employment must have a bank account in their own name at any branch of **Habib Metropolitan Bank Limited** (HMBL) across Pakistan. We would recommend to open your bank account at HMBL’s booth located within the university as it is easy to access. The booth services are provided by Star Gate branch therefore your account will be opened in that branch. Below are the important details related to opening of your bank account:

**HMBL Booth Details:**

**Timings:** Monday – Thursday: 9:00 am – 1:00 pm

Friday: 9:00 am – 12:00 pm

**Contact person:** Mr. Noman  
**Contact number:** 0345-2147117

**Below are the simple steps for opening your bank account:**

**Step 1: Visit HMBL booth/branch along-with below documents:**

* Self CNIC original and copy
* Student ID card original and copy
* Copy of latest paid utility bill of Electricity or Gas of residential address (Required only if your residential address is different from your CNIC – otherwise no need to submit)
* Work study offer letter
* Letter of account opening from OCS. Note that this letter will be provided by OCS team within 2-3 working days after the offer letter is signed by the student.

**Additional Information**:

* Please note that Biometric verification – will be done at the booth from Monday to Thursday
* Estimated time for opening of bank account after completion of all formalities is 3 to 4 working days.

**Step 2: Get your Bank Account details from Bank/Booth:**

After opening of bank account get your below details in the given format from booth/bank:

* Account Title: Your Name as per CNIC

ii. Account No.: 06-01-12-20311-714-123456

iii. IBAN: PK13MPBL0112027140123456

iv. Branch: Branch Name

**Step 3: Submission of your Bank Account details for payment processing:**

Submit your bank account details on the link available on Student Portal in Student Employment section for processing of your student employment payments.

**Please note that payments will be only transferred to your Habib Metro Bank account whose details you have shared. No payments will be made via any other modes of payment.**

Please contact the below mentioned office for any query related to account opening process.

**Office of Student Finance**

Email: student.finance@habib.edu.pk

Phone: 021-111 0422 242 Ext 4544