

Ref: EUB/HRM/01(07)/2012/762

Date: 12 th May 2012.

Md. Obaidur Rahaman
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Section-12, Mirpur-Dhaka
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Subject: Appointment to the Post of Lecturer of Electronic Engineering in the Department of Electrical and Electronic Engineering.

Dear Mr. Obaidur Rahaman

I have much pleasure in offering you appointment to the post of Lecturer of Computer Engineering Under the Faculty of Computer Science & Engineering in the European University of Bangladesh with effect from 12 th May, 2012. Your terms and conditions of employment are as follows:

1. Duties and Responsibilities

1.1 Under the direct supervision of the Head of the Department of Computer Science & Engineering you will be responsible for making significant contributions to the teaching effort in your discipline. You will also be required to perform duties as directed and as applicable to the needs of University. This is a full-time position and precludes work for any organization other than EUB. Your responsibilities include, but are not limited to, the following:

- preparing and delivering of lectures and seminars;
- assist in setting laboratory, preparing laboratory manual and conducting laboratory works where applicable;
- participating in curriculum and course review;
- facilitating students' learning providing formal and informal academic support;
- initiating and developing of course materials;
- conducting exam , marking exam papers and tabulating results.
- providing formal and informal academic support for facilitating students' learning;
- conduct of research;
- initiate extra curricula activities;
- participating in department and university administration and governance;
- course administration and support;
- assist in students administration in respect of admission and registration.

1.2 You will assist the University Management in promoting academic programs, fostering collaborative programs with sister organisations and its images externally.

1.3 Your workload (teaching and counselling) will be determined by the University. **FourtyTwo hours(42)** in a week. You will be required to perform any other duties as may be assigned to you



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time to time by the Head of the Department and/or University Management and abide by the rules, procedures, laws, by-laws and statutes of the University.

- 1.4 You will have to stay minimum 7 (seven) hours in the University in all working days except holidays.
2. Your appointment will be effective from when you commence. Please note that you shall have to continue to this position minimum one(1) year period.
3. You shall have to submit a joining report to the Registrar on the day of commencing your duties along with your all original academic certificates for checking.
4. You will be paid a gross salary scale of Tk 20,000.00 (Taka Twenty Thousand) per month. Income Tax will be paid by you.
5. All other terms and conditions of your employment such as, leave holidays, travelling allowance etc. will be regulated by the Service Rules of European University of Bangladesh.
6. In case of your resignation from the post you shall have to give a minimum of two months notice to complete your teaching and other academic commitments. Such separation will be effective from the end of the semester during which separation notice is served or two months from the date of resignation whichever is later or you shall have to surrender two months pay in lieu of that.
7. You shall have to sign in bond prior to your joining & abide by the code of conduct of the University.
8. The University authority reserves the right to terminate your service any time giving you one month's notice or one month's salary in lieu of that in case of unsatisfactory performance and/or disciplinary ground.
9. In case of any breach of contract from your side the University authority is entitled to take legal action against you as per rule of the country.
10. Your all Original Certificate to be kept at EUB prior your joining.

Should you accept this offer, please contact the Office of the Registrar to agree on a date for commencing duties. This offer remains open to you for a period of one (1) week from the date of issuance of this letter.

If there are any matters relating to this offer of appointment, which require clarification, please do not hesitate to contact the undersigned.

Yours sincerely,

Md. Mohiuddin Ph.D.

Registrar
EUB

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