



Muqaddas Firdous &lt;mgr.hrc@gift.edu.pk&gt;

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## Job Offer - Lecturer - Department of Business & Commerce - GIFT University

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Human Resource &lt;hr@gift.edu.pk&gt;

Tue, Nov 24, 2020 at 1:42 PM

To:

Cc: Muqaddas &lt;mgr.hrc@gift.edu.pk&gt;, HRAM Rusal Dar &lt;am.hrc@gift.edu.pk&gt;, Zain ul Abedin &lt;exe.hrc@gift.edu.pk&gt;

Dear

With reference to our last conversations, the following are the terms and conditions /our understanding of your working with GIFT University as a token of love.

Your total monthly pay package will be (...Only) per month. Your pay package will, however, be subject to local taxation in accordance with applicable laws.

- Title: Lecturer
- Reporting to: HOD
- Department: Business & Commerce
- Workload: 4 courses each semester & 8 Courses a year
- Nature: Faculty
- Contract Status: Permanent (1 Year Contract)
- Working Days: 5 Days (Monday to Friday)
- Benefits Includes: Health Insurance, Residence, EOBI & Paid Leaves.

Your date of joining will be **November 25, 2020**

You are requested to confirm your acceptance of the above & let us know the date of your joining for further necessary actions.

Kindly share the following documents at your earliest convenience

1. Copy of CNIC
2. Passport Size Picture x2
3. All educational HEC attested/equivalence copies of Degrees/Transcripts or professional/experience certificates
4. Bank Account HBL/BOP will be preferred.

Please do not hesitate to contact us, should you require any clarification.

We wish you success and a long term mutually beneficial and professional enriched relationship with GIFT University. Kindly Acknowledge once received.

**Regards,**  
**Human Resource Department,**  
**GIFT University, Gujranwala**  
[www.gift.edu.pk](http://www.gift.edu.pk)