



SHYAMOL YOUTH DEVELOPMENT COMPUTER TRAINING CENTER

Authorized By: (ATCBL) Govt. Reg. No: 169191,

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Location: Dhonpur, Meruakhola-3000, Bishwambarpur, Sunamganj, Bangladesh

Ref: atcbl/join/iT/2022

Date: 01-06-2022

Appointment Letter

Sir / Madam

Name : MD. NAYEEM AHAMAD, Father's Name: MD OMAR ALI, Present Address: MERUA KHOLA, MERUAKHOLA-3000, BISHWAMBARPUR, SUNAMGANJ, BANGLADESH. The authorities hereby inform you that, In view of your application and the tests taken You are invited to join the said company under The following conditions have been decided to appoint the post of "IT Support Technician". And the appointment letter will be effective from 17 July 2022.

1.Terms of your Employment.

1. The appointment letter will be effective from the date of joining the job.
2. Your apprenticeship period in the above-mentioned position is three months. If the quality of your work is satisfactory at this time, Your job in this organization will be permanent. During your apprenticeship, the authorities can terminate your employment without notice if they wish.

2. Wages and allowances

- ✓ Basic Salary 15000.00 BDT
- ✓ House Rent 2500.00 BDT
- ✓ Medical allowance 1000.00 BDT
- ✓ Conveyance 500.00 BDT
- ✓ Special Allowance 3000.00 BDT

In Total Monthly Salary : 22000.00 BDT, In word: Twenty Two Thousand TK Only.

3. The basic wage will increase by 5% every year.

4.Working hours and overtime.

1. Daily Working hours 8, Without Food and Rest Time.
2. Working hours of teenagers and workers 8, Without Food and Rest Time.
3. Overtime will be paid at double the basic rate.
4. Monthly wages and overtime wages will be paid by the 7th of each month.

5. holidays

1. There will be one weekend day every week
2. 11 festival holidays in a year full day wage

3. Casual leave 10 days full day wage
4. Annual sick leave full day wage
5. 1 day off for every 18 working days (

Applicable to those who have completed one year of employment)

3. Maternity leave 16 days with full pay
4. All holidays will be subject to prior approval.
5. 9 The cause of sudden or sudden illness must be reported to the authorities immediately. Otherwise, it will be considered absent.
6. Absence for more than 10 days without proper proof to the authorities will be considered misconduct under the Labor Law.

6. Deduction for absence

1. 30 times the basic wage for days of absence.

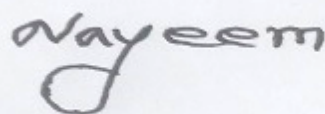
7. Other benefits

1. Two festival allowances will be given every year.
 2. Attendance bonuses will be paid if you are at work on time.
 3. If you want to resign from your job, you must send a letter to the authorities 1 month in advance.
 4. You must follow the rules and regulations prevailing in the organization.
 5. You will be responsible for any theft or damage to any of the organization's property due to your own negligence.
 6. If the authorities wish, they can transfer you to any location in the organization.
- 8.** If any of your terms and conditions of employment are not mentioned in this employment letter It will be regulated according to the Bangladesh Labor Act 2006 and the organization's own employment rules.

I, MD. NAYEEM AHAMAD, hereby pledge that, I understand the above conditions and will be vigilant in the areas of child labor, forced labor, harassment, sexual harassment, and discriminatory behavior. And I have voluntarily and knowingly agreed to the above and having received a copy of the letter of appointment, signed below.



Authorized Signature



Joiner Signature & Date