

Our Reference : UMP.02.01/12.23/2/5 (29)
Date : 10 May 2019

ASSOC. PROF. DR. RAVI KUMAR SHARMA
Department of Mechanical Engineering
Manipal University Jaipur
Rajasthan, India

Dear Sir,

APPOINTMENT AS VISITING SENIOR LECTURER AT UNIVERSITI MALAYSIA PAHANG

We refer to the above matter.

2. It is our pleasure to inform you that the university has agreed to appoint you as below :

Position : **Visiting Senior Lecturer**
Length of employment : **One (1) month** (effective from 18 June 2019 until 5 July 2019)
Faculty : **Faculty of Mechanical & Manufacturing Engineering**

3. During your service, you will be reported to the Dean of the Faculty. However, you are subject to be transferred or secondment to any faculty, centre, division, department or section in the university when required in the course of performing your duties.

4. This appointment does not involve any expenses by the university.

5. Therefore, if you accept this offer of appointment, you are required to complete the Letter of Employment Acceptance (BTJ.L1) and Personal Information Form (BBD.L4) and email to onie@ump.edu.my. Conditions of service as Guest Professor are as in Appendix A.

6. Pleased be informed that, this appointment is valid for one (1) month.

7. We believe that your expertise and experience will help bring this university to the highest level of achievement.

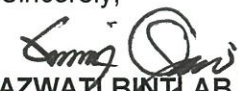
8. If the University does not receive any response from you within one (1) month from the date of this letter, it will be deemed that you are not accepting this offer.

We look forward to seeing you at Universiti Malaysia Pahang.

Thank you.

“BERKHIDMAT UNTUK NEGARA”
“Communitising Technology”

Yours Sincerely,



(LILY AZWATI BINTI AB LATIP)
Senior Executive
Human Resource Division
for Registrar / Chief Operating Officer

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- c.c : 1. Dean, Faculty of Mechanical & Manufacturing Engineering
 2. Busar / Chief Finance Officer, Universiti Malaysia Pahang
 3. Service & Remuneration Unit

1.	Duration of Appointment	Minimum of one (1) month but not exceeding One (1) year, and renewable based on performance. The appointment is on a FULL TIME basis, subject to the teaching and learning timetable set out by the Faculty/Centre/Institute <i>(Please refer to the appointment letter for the actual tenure)</i>
2.	Duration of Duties	In accordance to the duration of duties currently in force for the university's academic staff.
3.	Allowance	There would be no payment of allowance / expenses involve under this appointment.
4.	Accommodation Opportunity	Accommodation at the University's Guesthouse for the dates required by the Faculty/Centre/Institute.
5.	Medical Benefit	Provided at the University Health Centre or university's panel clinics.
6.	Flight Ticket	Return Economy Class flight ticket for the dates required by the Faculty/Centre/Institute for the said officer only.
7.	Privileges	<ul style="list-style-type: none"> i. Using the title of a Visiting Associate Professor while serving the university. ii. Using the facilities provided by the university such as : <ul style="list-style-type: none"> a. Library b. Telephone, fax machine and electronic mail c. Laboratories, computers, office facilities as approved/determined by the Dean. d. University's fund for any publication with the university as the publisher.
8.	Job Specifications	<ul style="list-style-type: none"> i. To conduct lecturer/seminar/workshop in the specified field of expertise to university staff and students. ii. Visiting Lecturer who appointed for more than one (1) semester is required to carry out research work in the specified field of studies. iii. To provide consultancy services in the procurement of new equipment required to enhance the specified field of studies. iv. To assist in getting accreditation from professional bodies for programmes which are yet to be accredited. v. To establish a joint cooperation with the organization where the Visiting Lecturer was employed at.
9.	Leave	Allocated annual leave in accordance to position held
10.	Termination of Appointment	Either party (<i>University or Visiting Lecturer</i>) may terminate the appointment by giving written notice the Vice-Chancellor