National University
of Computer & Emerging Sciences

Block-B, Faisal Town, Lahore, Pakistan
Tel: +92 42 111-128-128

No. Fall 2025/TA/CS/334

August 15 ,2025

Mr.Ali Jafar,

854-B Block B Faisal Town Lahore
Cell #. 3067024733

Subject: **APPOINTMENT AS TEACHING ASSISTANT - Fall 2025**

Dear Mr.Ali Jafar,

I am pleased to inform you of your appointment as Teaching Assistant for the course on **"Data Structures"** for section (BCS-3B), during Fall 2025 Semester.

You are expected to put in a maximum of 60 hours of assistance during the semester as detailed by the Course Instructor of the above course(s). Your maximum compensation shall be Rs.**250/-** per student, payable at the end of the semester.

You are required to announce office hours (2 hours per section per week) with the approval of your course instructor for the guidance of the students.

You are further required to meet the course Instructor at least once a week and follow his/her guidelines to make the course more beneficial for the students.

You are requested to submit a copy of the attached bill, duly endorsed by the Course Instructor for the payment of compensation at the end of the semester in the Account Section.

I hope your assistance in the above course shall be beneficial to the Course Instructor and the students.

Yours sincerely,

Dr. Summaira Sarfraz
Director

Copy to:
1) Accounts, for appropriate action.
2) CS Department for Personal File.

CamScanner