

January 21<sup>st</sup>, 2025



Mr. Syed Hamza Gilani,  
ICT – Islamabad

**Subject: Offer Letter for Data Assistant**

Dear Hamza,

This is with reference to your submission of CV for the position of Data Assistant, followed by your appearance in the test & interview conducted by CHIP Training & Consulting (Pvt.) Ltd.

We are pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a position as a Data Assistant in Islamabad as part of the Polio Third Party Personnel (PTPP) for the Polio Eradication Initiative (PEI) in Pakistan.

Your contract will be valid for a period commencing on the first day of your work. However, your extension will be subject to satisfactory performance of the work/tasks assigned to you and upholding professional ethics in the workplace environment.

The position is based in ICT - Islamabad and you shall be reporting directly with close coordination of the first-line supervisor – Technical Officer and second-line supervisor – National Team Lead, for all day-to-day/program activities. This letter should be considered a firm offer of employment with the following standard, non-negotiable terms of employment;

- (a) Gross salary including all allowances of PKR. 257,364/- per month, subject to withholding tax.
- (b) EOBI deductions will be made as per the rules.
- (c) The employee shall be provided with death and accidental insurance as per entitlement.

In case of acceptance of the above-specified terms and conditions, please send a signed copy of this offer letter by tomorrow at 12:00 noon, along with the expected date of your joining.

This offer letter is conditional and subject to the verification of the information furnished by you at the time of the interview with regard to your locality, education, and previous employment. CTC reserves the right to unilaterally revoke the offer letter if any information furnished by you is found incorrect or misleading.

The formal employment application form and employment contract will be sent to you upon acceptance of the offer letter.

Regards

I have read, understood, and agreed to the above terms and conditions and hereby accept the same.

HR Department  
CHIP Training & Consulting

Signature   
Syed Hamza Gilani  
61101-6257447-1  
Date; January 22<sup>nd</sup>, 2025