

30th May 2022

Muhammad Akber Zaib,
Assistant Supervisor,
CNIC: 36302-9307632-9,
Multan.

Subject: Offer Letter for the Position of Assistant Supervisor

Dear Muhammad Akber Zaib,

Reference to your submission of CV and subsequent interview against subject position.

I am pleased to inform you that CHIP Training & Consulting (CTC) has decided to offer you a full time position of **Assistant Supervisor (Grade - 4)** - Multan with required travelling to field areas as governed by CTC Employee Service Rules (ESR).

A three-month Probationary Period will apply to this role, which itself subject to termination during any stage, by either party. Upon satisfactory performance in the probation period, the contract may further be extended for three or six month depending upon your performance and continuity of the position.

During probation period your monthly Gross Salary shall be @ **PKR 65,000/-**, at CTC Grade - 4. The salary shall be payable on accrual basis and subject to income tax deductions. In addition, you shall be entitled to following benefit:

- Fuel Charges. On actual (Maximum Limit **Rs. 20,000/-**)
- Vehicle Allowance @**Rs. 25,000/-** per month.
- Communication Allowance @**PKR 1,000/-** per month.
- Death and disability Insurance cover @ **PKR 1,500,000/-**.

If acceptable, please sign the copy of this letter, scan and send it at hrassociate@ctc.org.pk within one working day, so that formal agreement can be prepared.

Please contact undersigned for any further clarification/information in this regard.

Regards,

I accept above offer

HR Department
Muhammad Arshad



Muhammad Akber Zaib
36302-9307632-9