

Ref. CTC 7.2.1 -Recruitment – IF/AF
[MS-Offer Letter -Oct08]

October 21, 2008

Mr. Majid Ali Shah
Flat Nr. 32, Floor Nr. 2
Naseem Arcade, I-9 Markaz
Islamabad

Re: **Offer Letter – Trainer cum Consultant**

Dear Majid,

I refer to your CV, employment application and the subsequent interview we had at our offices.

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full time position of "Trainer cum Consultant" initially with one year and two months contract November 1st, 2008 to December 31st 2009, renewable on yearly basis depending upon your performance. The position is based at CTC Head Office, Islamabad with frequent travelling to field areas and is governed by CTC Employee Service Rules (ESR).

The major responsibilities to be assigned under the proposed services shall be but not limited to:

- Responding RFPs and queries from clients by developing proposals and quotations.
- Develop material for training activities.
- Conduct training programmes as lead or co trainer (as required).
- Participate in implementation of consulting assignments.
- Report writing

Your monthly salary shall be Rupees Fifty Thousand and Twenty Five only (Rs. 50,025-) payable on accrual basis and subject to income tax deductions. In addition, you shall be entitled to following benefits:

- One basic pay per completed year as gratuity to be paid at the time of conclusion of employment with CTC.
- Annual performance bonus subject to your performance and completion of assignments.
- Accidental insurance of PKR 350,000-
- Outdoor medical reimbursement of PKR 20,000- per year for the family.

If acceptable, please sign the copy of this letter and return it to us within three working days, so that formal agreement can be prepared. You shall be required to join on November 1, 2008. Please contact our offices for any further clarification / information required.

With regards,

Muhammad Irfan Farid
Managing Director



I accept the above offer
Majid Ali Shah