	Document #: CTC-HR&OPS-F-7.2&3-001	Revision Date: 00
	Title: Offer Letter	Revision # 00

July 2nd, 2020

Mr. Muhammad Arshad
Address: House No.551- Main Ubaid Road, Sector VIP,
Airport Employees Cooperative Housing Society RWP.

Subject: Offer Letter for the Position of Finance Manager -Islamabad

Dear Muhammad Arshad,

Reference to your submission of CV and subsequent interview, we had against subject position in Islamabad.

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full time position of "Finance Manager-Islamabad" with required travelling to field areas as governed by CTC Employee Service Rules (ESR).

A three-month Probationary Period will apply to this role. The appointment is subject to the satisfactory completion of the Probationary Period from July 1st, 2020 to September 30th 2020, which itself subject to termination during any stage, by either party. Upon satisfactory performance in the probation period, the contract may further be extended further for three or six month depending upon your performance and continuity of the position.

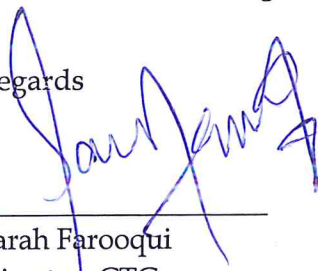
During probation period your monthly Gross Salary including fuel shall be PKR 160,000 /- at CTC Grade 6. The salary shall be payable on accrual basis and subject to income tax deductions. In addition, you shall be entitled to following benefit:

- You'll be provided a post-paid telephone connection with a ceiling, of PKR 2,500- per month for official use.
- Death and disability insurance cover PKR 2,500,000/-

If acceptable, please sign the copy of this letter scan and send it at hassanrazpk40@gmail.com within one working day, so that formal agreement can be prepared. You shall be required to join on July 1st 2020.

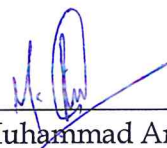
Please contact undersigned for any further clarification/information in this regard.

Regards



Sarah Farooqui
Director- CTC

I accept above offer



Name: Muhammad Arshad
38401-0362252-1