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	Title: Offer Letter	Revision # 00

March 1<sup>st</sup>, 2020

Mr. Muhammad Rafique.  
Address: Tareira, Kalali Dakkhan Ghumanwa  
Districit Haripur.

**Subject: Offer Letter for the Position of Office Assistant –Islamabad**

Dear Muhammad Rafique,

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 "Office Associate-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 March 1<sup>st</sup>, 2020 to May 31<sup>st</sup> 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 30,000/- at CTC Grade 3. 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 2,000- per month for official use.
- Death and disability insurance cover PKR 1,500,000/-

If acceptable, please sign the copy of this letter scan and send it at [sarah@ctc.org.pk](mailto:sarah@ctc.org.pk) within one working day, so that formal agreement can be prepared. You shall be required to join on March 1<sup>st</sup> 2020.

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

Regards

Sarah Farooqui  
Director- CTC

I accept above offer

Muhammad Rafique  
1330299097849