

3rd December, 2018

Mr. Atif ullah
Mohallah Malkan, Kharar khel, Kohat

Subject: Offer Letter for the Position of Office Boy – Peshawar

Dear Atif,

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

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full time position of "Office Boy" at Peshawar 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 December 3rd, 2018 to March 3rd, 2019 which itself subject to termination during any stage, by either party. Upon satisfactory performance in the probation period, your contract may further be extended further for six months or yearly basis depending upon your performance and continuity of the position.


During probation period your monthly Gross Salary including fuel shall be PKR. 14,000/- at CTC Grade 1. The salary shall be payable on accrual basis and subject to income tax deductions. In addition, you shall be entitled to following benefits:

- Death and disability insurance cover PKR 1,500,000/-.

If acceptable, please sign the copy of this letter scan and send it at saqibali@ctc.org.pk within one working day, so that formal agreement can be prepared. You shall be required to join on December 3rd 2018.

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

Regards


Saqib Ali Mumtaz
Manager Legal & Contract

I accept above offer

Mr. Atifullah
14301-2754926-1

CHIP TRAINING & CONSULTING (PVT) LTD.

CHIP House. Plot # 1, (Fayyaz Market), St # 9, G-8/2, Islamabad - Pakistan
Tel: +92 51 111 111 920. Fax: +92 51 228 00 81, Email: info@ctc.org.pk

www.ctc.org.pk