

Dec 15th, 2022



Ms. Muhammad Zahid Hayat,
G-5,
CDA - Islamabad

Subject: Offer Letter for Union Council Polio Officer (UCPO)

Dear Muhammad Zahid Hayat,

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full-time position of Union Council Polio Officer (UCPO) at UC G-5 - CDA - Islamabad as part of Polio Third Party Personnel (PTP) for Polio Eradication Initiative (PEI) in Pakistan.

Your contract will be valid for a period commencing on the first day of your work till Dec 31st, 2022. However, Your extension will be subject to satisfactory performance of work/tasks assigned to you and upholding of professional ethics at the workplace environment.

The position is based in UC G-5 - CDA - Islamabad and you shall be reporting directly to the concerned Immunization officer (IO) with close coordination of both the WHO Area coordinator and Provincial WHO team for all day to day/program activities.

This letter should be considered as a firm offer of employment with the following standard, non-negotiable terms of employment.

- (a) Gross salary including all allowances of PKR 55,440/- per month subject to withholding tax.
- (b) EOBI deductions will be made as per rules.
- (c) The employee shall be provided with death and accidental insurance as per entitlement.

In case of acceptance of the above-specified terms and conditions, please send a signed copy of this offer letter by tomorrow 12:00 Noon along with the expected date of your joining.

This offer letter is conditional and subject to the verification of the information furnished by you at the time of the interview with regards to your locality, Education and previous employment. CTC reserves the right to unilaterally revoke the offer letter if any information furnished by you is found incorrect or misleading.

The formal employment application form and employment contract will be sent to you upon acceptance of the offer letter. You are requested to provide your residence certificate within a month after you commence employment.

Regards

HR Department
CHIP Training &
Consulting

I have read, understood and agreed with the above terms and conditions and hereby accept the same.

[Signature]

Muhammad Zahid Hayat

CNIC # 3740658108025

Date: 16-12-2022

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