



Nov 16th, 2023

Mr. Muhammad Qasim,  
CDA - Islamabad

**Subject: Offer Letter for Team Assistant**

Dear Muhammad Qasim,

This is with reference to your submission of your CV for the position of Team Assistant followed by your appearance in the interview conducted by CHIP Training & Consulting (Pvt.) Ltd.

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full-time position as Team Assistant at Islamabad as part of the Polio Third Party Personnel (PTPP) for Polio Eradication Initiative (PEI) in Pakistan.

Your contract will be valid for a period commencing on the first day of your work 16th Nov till Dec 31st, 2023. However, Your extension will be subject to satisfactory performance of work/tasks assigned to you and upholding professional ethics in the workplace environment.

The position is based in Islamabad and you shall be reporting directly to the first line supervisor Mr. Pervaiz and second line supervisor Dr Mohammed Soghaier 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;

- Gross salary including all allowances of PKR. 155,863/-per month subject to withholding tax.
- EOBI deductions will be made as per rules.
- The employee shall be provided with death and accidental insurance as well as EOBI benefits 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 regard 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

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

HR Department  
CHIP Training & Consulting

[Signature] \_\_\_\_\_  
Muhammad Qasim  
CNIC # 3740590455939  
Date; \_\_\_\_\_

**CHIP Training & Consulting (PVT) LTD.**  
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