

February 15th, 2021

Mr. Zubair Hassan,
UC 70,
LAHORE - Punjab

Subject: Offer Letter for Union Council Communication Support Officer (UCCSO)

Dear Zubair Hassan,

This is with reference to your submission of CV for the position of Union Council Communication Support Officer (UCCSO) followed by your appearance in the test & 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 of Union Council Communication Support Officer (UCCSO) at UC UC 70 - LAHORE - Punjab for Communication Network (COMNet) for Polio Eradication Initiative (PEI) in Pakistan.

A three (3) month probationary period will apply to this role, which is subject to the satisfactory completion of the probation period from February 16th, 2021 to May 15th, 2021 and upholding of professional ethics at workplace environment. However, the validity of probation period beyond Feb 28th, 2021 is conditional upon the employer's contract of COMNet Project with its principals contractor UNICEF.

The position is based in UC UC 70 - LAHORE - Punjab and you shall be working under direct supervision of District Health Communication Support Officer (DHCSO) in close coordination with both of COMNet Officer and UNICEF Provincial team for all day to day/program activities.

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

- (a) Gross salary including all allowances of PKR. 52,920/- per month subject to withholding tax.
- (b) Mobile allowance of PKR.2,000/- direct payment to service provider.
- (c) EOBI benefits as per entitlement and deductions will be made as per rules.
- (d) The employee shall be provided with death and accidental insurance as per entitlement.

In case of acceptance of above specified terms and conditions, please send a signed copy of this offer letter by tomorrow 12:00 Noon to the undersigned at hr@ctc.org.pk.

The formal employment application form and employment contract will be sent to you upon acceptance of offer letter. You will be required to join your position by February 16th, 2021 upon fulfillment of these requirements.

Should you have any queries, please contact the CTC HR Dept.

Regards



HR Department
CHIP Training & Consulting

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

[Signature] _____
Zubair Hassan
CNIC # 3520283365335
Date; 16-2-2021

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

Subject: Resignation Letter

World Health Organization'

Lahore

With Regards,

I would like to resign my position as Union Council Polio Officer in UC 70 with WHO to leave 16-02-2021.

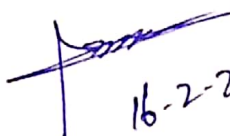
I would like to take this opportunity to say that making this decision has been difficult, as working at WHO has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with you and my other colleagues in WHO as UCPO.

However, I am excited about the new position I am undertaking and my decision is irrevocable as I am now legally bound by having signed a contract.

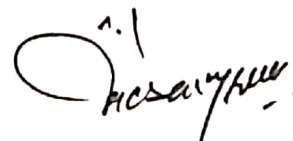
Sincerely,

Zubair Hassan

UCPO UC 70.


16-2-2021

Accepted & Forwarded



AC/WHO/LHR

17/02/2021.