

Mar 6th, 2023



Mr. Naveed Khan,
9. Bakhmal Ahmad Zai,
Lakki Marwat - KPK

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

Dear Naveed Khan,

This is with reference to your submission of CV for the position of Union Council Polio Officer (UCPO) 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 Polio Officer (UCPO) at UC 9. Bakhmal Ahmad Zai - Lakki Marwat - KPK as part of 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 till Mar 31st, 2023. 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 9. Bakhmal Ahmad Zai - Lakki Marwat - KPK 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;

- Gross salary including all allowances of PKR. 55,440/-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 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] _____

Naveed Khan

CNIC # 6110125624011

Date: 07-03-2023

CHIP Training & Consulting (PVT) LTD.

CHIP House Plot 1 (Fayyaz Market), Street 9, G-8-2, Islamabad - Pakistan
Tel: +92-51-111-111-920, Fax: +92-51-2280081, E mail: info@ctc.org.pk

www.ctc.org.pk