

May 18th, 2023



Mr. Muhammad Almas Khan Khattak,
Pahari Katti Khel,
Nowshera - KPK

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

Dear Muhammad Almas Khan Khattak,

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 Pahari Katti Khel - Nowshera - 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 Jun 30th, 2023. However, Your extension will be subject to satisfactory performance of work/tasks assigned to you and upholding of professional ethics in the workplace environment.

The position is based in UC Pahari Katti Khel - Nowshera - KPK. You shall be reporting directly to the concerned Immunization Officer with close coordination with 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. 65,000/-per month subject to withholding tax.
- The employee shall be entitled to EOBI benefits. A contribution shall be deducted from the salary on a monthly basis and deposited to EOBI along with the employer's contribution as per the 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 (if required).

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 Almas Khan Khattak

CNIC # 1720168146137

Date: 19-05-2023

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