

Ref. #: HRM - 862/ PEARL – Offer

August 25, 2021

**Mr. Md. Maruf Billah**

NID: 4200913798

Khilbaritek, Sahjadpur, Dhaka-1212

**SUBJECT:** OFFER OF EMPLOYMENT

**Reference:** Management decision based on selection process dated August 19, 2021.

**CARE Bangladesh**

RAOWA Complex

(Level 7-8)

VIP Road, Mohakhali

Dhaka 1206

Bangladesh

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Fax: +880-2-9889041

Email: bgd.info@care.org

Website: www.carebangladesh.org

**Dear Mr. Billah,**

We are pleased to inform you that you have been selected for the position of MIS Specialist under PEARL UNIT to be based out of CARE Bangladesh Dhaka Office. The duration of the contract will be up to 3 years from the date of your joining.

The Offer details are as follows:

<b>Designation:</b>	MIS Specialist under PEARL UNIT		
<b>Grade:</b>	D1		
<b>Gross Salary:</b>	Tk.	<b>96,648.00</b>	
<b>Breakdown:</b>	Basic	Tk.	60,106.00
	Housing	Tk.	24,042.00
	Medical	Tk.	10,000.00
	Transportation	Tk.	2,500.00

In addition to the above, you will be entitled to a Festival Bonus (equivalent to one gross salary, calculated on a pro-rata basis) and Provident Fund, Gratuity, etc. as per CARE Bangladesh's existing policy. All payments will be subject to appropriate Income Tax deduction as per government rules.

The above mentioned Offer details will be formalized after satisfactory fulfillment of the following:

- Submission of satisfactory references from current and two immediate past employer(s). The reference should be from your current & two immediate past Organization's Line Managers & HR Representative.
- Submission of Resignation Acceptance Letter and Release Order from your last employer.
- Our verification of all your Educational certificates (please submit original and photocopies of your certificates, original will be returned after verification).
- Our verification of all your Experience certificates (please submit original and photocopies of your certificates, original will be returned after verification).
- Our verification of your National ID card & TIN Certificate (please submit original and photocopies of your certificates, original will be returned after verification).

As this appointment is subject to the above administrative clearances, you are advised not to resign from your present employment or take any other action that may result in financial loss or personal inconvenience. Once HR receives all your administrative clearances, you will be contacted to sign the formal Work Contract.

We look forward to welcoming you to CARE Bangladesh.

Yours sincerely

*Israt Shaila*

Israt Shaila  
HR Coordinator  
Human Resources Development & Management



(Acceptance)  
Name: *MD Manuf Billah*  
Date: *28.08.2021*