



## EMPLOYMENT CONTRACT

THIS CONTRACT is made on this 1<sup>st</sup> day of January, 2024.

### Between

**Institute of Social and Policy Sciences (I-SAPS)** having its head office in Islamabad Pakistan, (hereinafter referred to as “I-SAPS”) of the one part;

### And

**Mr. Zulfiqar Ahmed, CNIC No. 13101-9430174-7** as individual, presently residing at Mansehra (hereinafter called the Employee) of the second part.

**WHEREAS** the I-SAPS is desirous of appointing the employee and the employee is willing to accept the appointment on the terms hereinafter contained:

- 1. Contract Period:** This contract shall commence from **1<sup>st</sup> day of January, 2024** and shall expire on **31<sup>st</sup> December, 2024**. This contract can be extended/ renewed for further period and on such terms and conditions as may be mutually agreed upon.
- 2. Designation:** The I-SAPS has appointed the Employee as “**District Coordinator – Mansehra**” and the Employee hereby accepts the appointment from the date of commencement of this contract.
- 3. Salary:** The Employee shall receive the following monthly salary and allowances during the contract period:

Gross Salary	Rs. 61,000/-
<b>Total</b>	<b>Rs. 61,000/-</b> (Inclusive of Income Tax)

The salary referred above may be paid to the Employee on or before the 7<sup>th</sup> day of every month in the Employee’s Bank account as per policy of the I-SAPS. With-holding tax shall be deducted at prevailing rates.

- 4. Other Benefits:** The employee shall be entitled to receive benefits and allowances, such as, group life insurance, medical insurance, Employee Old Age Benefits (EOBI).
- 5. Undertaking:** The employee will discharge his/her duties and responsibilities efficiently and diligently to the entire satisfaction of the I-SAPS Management. He/she will fully respect the Intellectual Property Rights and that all research products evolved during the length of the project / Programme or stay with I-SAPS will be the sole property of I-SAPS and will not be communicated to any unauthorized persons without explicit written permission of I-SAPS management.
- 6. Leave:** The Employee shall be entitled to avail leave as per service rules (Leave Policy) of the I-SAPS. The excess leave shall be treated as leave without pay for which proportionate pay will be deducted from the salary of the Employee and the Employee hereby authorizes the I-SAPS to make such deductions.



- 7. Income Tax:** The income Tax Liability, if any, shall be exclusive responsibility of the Employee, and the Employee hereby authorizes the I-SAPS to make any Income Tax withholding required by the law or local regulations of the Government of Pakistan.
- 8. Conduct:** Employee shall be bound by the rules of conduct and terms of employment as may be framed and clauses of this offer shall be subject to relevant provision of the rules formulated, from time to time by the I-SAPS Management. In any other matter not specifically covered in this contract, the decision of the I-SAPS Management shall be final and binding. In case the Employee is found guilty of any act of negligence insubordination, misconduct or being absent repeatedly or committing a breach of the terms of this contract, the employee shall be liable to disciplinary action in accordance with the I-SAPS's prevailing policies/ procedure, which may result in termination of service.
- 9. Other Employment:** Employee shall not engage himself/ herself in any employment or long-term, short-term consulting or any other part time work or advisory service with any other individual or organizations without prior written permission of the I-SAPS Management.
- 10. Working Hours:** The working hours of the Employee shall be scheduled by the I-SAPS and shall be subject to change. However, minimum working hours are forty hours per week inclusive of legitimate leave.
- 11. Place of Duty:** The place of duty for Employee shall be at Mansehra, provided that the I-SAPS shall have the right to move the Employee from time to time or any time to any other place or location in Pakistan. The Employee may also be required to travel within and outside Pakistan on I-SAPS business at the cost of I-SAPS.
- 12. Confidentiality of Data and Information:** Any information and data divulged to the Employee by the I-SAPS or acquired in connection with or as a result of service rendered shall be treated as confidential. Without limiting the generality of the foregoing, the Employee recognizes that, unless and until published, all acquired data and information, all business plan, all property acquisition plan and strategies, and all application methods heretofore or hereafter used or developed by the I-SAPS are and shall be trade secret of the I-SAPS. During or after the terms of contract, the Employee shall not use any such information, data, plan, or trade secrets, nor shall he disclose the same to any person without proper authorization of the I-SAPS Management.
- 13. Safe Custody and Disposal of Documents:** All memoranda, notes, records, or other documents made or composed by the Employee, or made available to him/her during the engagement by the I-SAPS shall remain the property of the I-SAPS and will not be removed from the I-SAPS's premises, server, shared drives or any other IT platform without authorization. All copies and original documents and drawings shall be delivered to the I-SAPS on termination of this contract or at any time as required by the I-SAPS Management.
- 14. Terms of Official Interaction:** The Employee will make no representations, warranties, or commitments binding the I-SAPS without explicit written authorization of the I-SAPS.
- 15. Probation Period:** The Employee shall be on probation for the first three (03) months of employment (subject to change, based on performance) under this contract unless exempted otherwise. During probation period, I-SAPS may terminate this contract at any time and without any notice or reason.



16. **TERMINATION OF SERVICES:** Either party can terminate this contract with a prior notice of one month or payment in lieu thereof. Resignation of the Employee shall be accepted with the condition that he/ she shall complete his/ her assignment given to him/ her by the I-SAPS.

17. **Indemnity:** The Employee shall indemnify I-SAPS in full against any property, equipment damage, expense, liability, loss, claim or proceedings arising under statute or at common law through any breach by the employee or its obligations under this agreement or its negligence or otherwise resulting from any action or lack of action on the part of the employee.

18. **Force Majeure** In the event that either party is unable to perform its obligations under the terms of this agreement because of acts of God, strikes, equipment or transmission failure, damage or other causes reasonably beyond its control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

19. **Submission of the Documents:** This offer is subject to production of copy of certificates, degrees and testimonials, CNIC, for record purpose by the Employee.

20. **Alteration:** Any alteration or amendment in this contract shall be made in writing with mutual consent of both the parties.

21. **Interpretation of Contract:** The contract shall in all respects be interpreted in accordance with the law of Pakistan.

Signature: \_\_\_\_\_

**Rashid Dar**

Human Resource Manager

Date: January 01, 2024

**I-SAPS**

Institute of Social & Policy Sciences

Signature: \_\_\_\_\_

**Mr. Zulfiqar Ahmed**

Employee

Date: 05-01-2024