

**AGREEMENT**

**BETWEEN**

**CHIP Training & Consulting (Pvt.) Ltd.**

**AND**

**Muhammad Afzal**

**Address: House # 17/3, Street # 03, Affandi Colony, Sadaqabad, Rawalpindi.**

**CNIC: 3440216556683**

**Contact #: 03335291972**

This agreement relates to the Probation Contract for the post of Assistant Manager Finance in Islamabad.

**1. Employee**

Name: Muhammad Afzal

CNIC: 3440216556683

**2. Duration**

The employer offers the employee probationary employment contract for a period of three months with effect from October 04, 2024 to December 31, 2024. The contract may further be extended for three or six months, depending upon satisfactory performance in the probation period and continuity of the position.

**3. Remuneration/Salary**

The employee will receive Gross Salary of @ PKR 150,000/- per month, subject to withholding tax, at CTC Grade-05. In addition, the employee shall be entitled to following benefits:

- A Post-paid sim with a limit of @ PKR 2,000/- per month for official use.
- Death and disability insurance cover @ PKR 5,000,000/-

**4. Working Time/ Hours, Leave & Holidays**

**4.1** The working week has five days from Monday to Friday, at a total of forty (40) hours from 0900 to 1800 Hrs. inclusive of one-hour lunch/prayer break. However, the working hours and days mentioned above are not final and the employee will be expected to work beyond the standard working hours and on weekends as well to achieve the deliverables or whenever the job so requires.

**4.2** The employee shall be entitled to public holidays as well, however any additional partial or full day leave (s) shall be adjusted in salary payment, on monthly basis.

**5. Loyalty and Responsibilities**

**5.1** For the duration of the assignment period, the employee is not allowed to engage in any 2<sup>nd</sup> paid or gain full occupation.

**5.2** Even beyond the duration of engagement, the employee must observe strict confidentiality regarding matters which, by their nature or following special instruction, are to be treated as secrets or confidential.



- 5.3 The employee must ask for the employer's written consent if he/she wishes to publish, broadcast or otherwise publically disseminate information in connection with any official assignment.
6. **Termination**
- 6.1 If the employee will fully neglect to perform any of his/her duties under the assignment, the employer reserves the rights to terminate the contract of employee without giving any notice.
- 6.2 During probation, either party can terminate the agreement by giving two weeks' notice or two weeks' salary in lieu of the notice period. Violation of the notice clause shall be considered misconduct and shall be proceeded under the disciplinary framework.
- 6.3 The employer also reserves the right to terminate the contract of employee subject to the application of show cause and due process if it is found that the employee is involved in any "Misconduct" including but not limited to sexual exploitation, abuse and harassment - PRSEAH (Annex- B) etc.
7. **General**
- The employer shall not be made liable for any damage, lose, illness, injuries or death which may occur to or be caused by the employee during the course of the present assignment.
8. **Changes**
- Any modification to this assignment needs the consent of both parties and has to be conducted in writing.

Both parties hereby accept the aforementioned terms and conditions of "Probation Contract".

Agreed on: October 04, 2024.



Muhammad Afzal  
3440216556683



HR Department  
CHIP Training and Consulting