

AGREEMENT

BETWEEN
CHIP Training and Consulting (CTC),

AND

Muhammad Nadeem
Mob: 0345-5173846
Flat # 6, Block # 86-B, I & T Center, G-10/1, Islamabad,
CNIC: 16101-8809727-5

1. Assignment

The present agreement relates to providing services as a Data Entry Operator (DEO) in "Identification & Mapping of Potential Candidates assignment" for CTC. Under this agreement the DEO shall be responsible to carry out the following major tasks during the course of Assignment:

1. Enter the data as per guidance and instructions provided, ensure precision and accuracy of the data entered according to the requirements.
2. Manage computer and telephone set provided and ensure that no intentional damage to hardware or software is incurred while using it.
3. Ensure that work performance is in accordance above minimum benchmarks so that targets can be met.
4. Ensure that functioning in CTC premises does not create problems for others to work efficiently and avoid un-necessary intrusion in the work of others so that work goes on smoothly.
5. Reach the office in time so that unnecessary delays in data entry can be avoided
6. Inform and Coordinate with DSC Coordinator directly for issues pertaining to data entry and / or work place related issues.
7. Other tasks related to DSC functioning as directed from CTC Head office.

2. Period of Contract:

This contract is initially for one month starting from May 4, 2015 (Monday-Saturday) and can be extended/discontinued depending upon performance and/or situation of project.

3. Fees & Payment

The DEO shall be paid at the rate of Rs. 15,000 PKR per month.

4. Assignment Prohibited & Termination

The DEO cannot assign or sub-grant any part of the activities without prior written consent of CTC. Where such prior written consent is given, it shall not relieve the DEO of any of its responsibilities under this agreement. CTC shall have the right to terminate this agreement in the event that the DEO is unable to fulfill its obligations under the terms and conditions of this agreement for whatever reason.

5. Taxation and Miscellaneous

Withholding tax as per income tax rules will be deducted and deposited in Government Treasury. Copy of challan will be sent to above-mentioned address accordingly while no separate certificate will be issued. CTC shall not be made liable for any damage, loss, illness, injuries or death, which may occur to or be caused by the DEO during the course of the present assignment.


For Data Entry Operator


For CTC