

AGREEMENT

BETWEEN

CHIP Training & Consulting (Pvt) Ltd
AND

Mr. Muhammad Nadeem
CNIC # 16101-8809727-5
Ghazi baba, P.O Kahoti Barmol,
Tehsil & Distt. Mardan
Cell #: 0345-5173846

This agreement relates to the Contract Appointment for the post of Finance Associate in CTC Head Office Islamabad.

1. **Appointee**
Mr. Muhammad Nadeem
CNIC: 16101-8809727-5
2. **Tasks and functions**
The tasks and functions to be performed by the appointee are stated as per list of assignments attached as Annex-I.
3. **Duration**
The company offers you contract appointment for a period of three (03) months from August 21st, 2015 to Nov 20th, 2015.
4. **Termination**
Either party can terminate the agreement by giving two week notice or two week salary in lieu of notice.
5. **Remuneration/Salary**
 - 5.1 The appointee will receive a monthly salary of Rs.25, 000- per month, payable in arrears at CTC Grade 2.
 - 5.2 You'll be provided a postpaid telephone connection name of CHIP Training & Consulting with a ceiling of PKR 1,000- per month for official use.
 - 5.3 No other allowance/ benefits would be admissible except reimbursement of actual travel/ boarding lodging expenses incurred for any official visits authorized by the line Managers and Managing Director of CTC.
6. **Working Time/ Hours, Leave & Holidays**
 - 6.1 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.

CHIP TRAINING & CONSULTING (PVT) LTD.

CHIP House, Plot # 1 (Fayyaz Market), St. 9, G-8/2, Islamabad - Pakistan
Tel: +92 51 111 111 920, Fax: +92 51 228 00 81, Email: info@ctc.org.pk

www.ctc.org.pk

6.2 The appointee 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.

7. Loyalty and Responsibilities

7.1 For the duration of the assignment period, the appointee is not allowed to engage in any 2nd paid or gain full occupation.

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

7.3 The appointee must ask for the employer's written consent if he wishes to publish, broadcast or otherwise publically disseminate information in connection with any official assignment.

7.4 If the appointee will fully neglects to perform any of her duties under the assignment, CTC reserve the rights to terminate this appointment without giving any notice.

8. General

CTC, Islamabad shall not be made liable for any damage, lose, illness, injuries or death which may occur to or be caused by the appointee during the course of the present assignment.

9. 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 "Contract Appointment".

Agreed on August 26, 2015


The Employee
Managing Director, CTC