

Employment Agreement: (Contract Basis)

THIS AGREEMENT made as of the 1st day of January 2017 between **CHIP Training & Consulting (CTC)** (hereinafter referred to as employer), having its head office at Islamabad and **Mr. Muhammad Nadeem** (hereinafter referred to as Employee), Islamabad.

1. Position:

- 1.1 The employee will be designated as **Finance Associate** for CHIP Training & Consulting (CTC) at Head Office Islamabad.
- 1.2 For the purpose of the employment services the effective date of employment contract would be January 1st, 2017.
- 1.3 The employee shall be reporting to Assistant Manager Finance and for programme/day to day working and administratively your reporting line shall be as follows:
Designated Finance/Payroll Officers at CTC Head Office-Islamabad (All administrative, HR and financial reporting).
- 1.4 The employee will be based in Head Office Islamabad as per employer's policy and requirement and shall be required to travel extensively within assigned geographic area or to other areas if instructed. The employer reserves the right to alter your designation, duty station and job description from time to time. For all legal matters or disputes (if any), the legal proceeding can only be initiated in a court of law in Islamabad Capital Territory.

2. Salary:

- 2.1 The employee will be paid the following salary and benefits under the above position:
 - a) A monthly basic salary of PKR. 27,000 subject to withholding tax.
 - b) Telephone connection with a monthly limit of PKR 2,000- payable directly to the cellular company.
 - c) Daily subsistence allowance (DSA) for outstation visits as per company rules.
 - d) Annual performance bonus subject to your performance and availability of funds.
 - e) Death and Disability insurance cover PKR. 1,500,000/-.
- 2.2 The salary will be paid in arrears. The salary does not attract any additional cash benefits. Other than listed under 2.1.
- 2.3 While the employer will deduct due income tax and make all other legal deductions from any remuneration paid to the employee, it will essentially remain employee's responsibility to keep his/her tax affairs in order. By accepting this employment, Employee is categorically exonerating the employer from any responsibility for his/her tax affairs.

3. Contract Duration:

- 3.1 The Company offers you one year renewable contract starting from January 1st, 2017 to December 31st, 2017, which can be concluded by either party with one-month advance notice or salary in lieu of notice. The unspent leave cannot be adjusted against notice period.

4. General Terms of Employment:

- 4.1 The employee shall be required to work on a full time basis. The employee will be entitled to Twenty (20) working days paid leave per year (5 days per quarter) on account of annual/casual/medical etc. The leave cannot be encashed either yearly or at the end of employment. In addition to that, the employee will be entitled to gazzeted holidays declared by Government of Pakistan.
- 4.2 The employee will abide by the employer's Employee Service Rules for CTC Staff (ESR for CTC Staff) as well as other applicable administrative rules and regulations, procedures and principles of conducting business and policies and practices. These rules form an integral part of this agreement.

- 4.3 The employee will perform all the duties with utmost honesty, diligence and dedication. If at any time the employee feel there is a conflict of interest in any particular transaction, or event, he/she will immediately bring such conflict of interest to the notice of concerned staff member of the employer who shall in turn coordinate with the principal contractor. The employee shall then act in accordance with his/her directives on the issue in hand.
- 4.4 The employee will not (except in the ordinary course of the business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the employer's affairs or to any matter with which the employer may be concerned, unless he / she has previously applied to and obtained the written permission from the employer.
- 4.5 During the course of employment, the employee may come across or be a party to confidential information concerning any stakeholder engaged in CTC Projects. The employee shall not during the term of the employment disclose or allow the disclosure of any such confidential information, except in the proper conduct of employment.
- 4.6 This appointment is on contract basis and the employee shall not be termed as "worker" in terms of Workman's Compensation Act.
- 4.7 It is the responsibility of the employer to issue an identity card as well as visiting cards on a standardized format. The employee cannot get such cards printed and to be used on his/her own.
- 4.8 The employee shall not be allowed to apply for any COMNet position unless a) a period of one year has been elapsed since his/her departure from CTC or b) a prior approval has been sanctioned by the competent authority.

Other Requirements:

- 5.1 The employee is required to submit the following documents (where applicable) to the employer within five working days after signing of this agreement:
- a) Copy of national identity card and NTN.
 - b) A passport size photograph
 - c) Copy of national identity card of spouse or any other person whom you wish to name as beneficiary entitled to claim your dues from the employer in the unfortunate event of your death or disablement.
 - d) Copies of all academic, technical or other certificates and testimonials.
 - e) Copy of release letter, or employment certificate, issued by the last employer.
- 5.2 This employment letter contains the entire agreement between the employee and the employer and supersedes all prior arrangements and understandings whether written or oral with respect to the subject matter hereof.
- 5.3 This agreement will be construed in accordance with and be governed by the laws of Pakistan and shall be subject to exclusive jurisdiction of Courts/tribunals in Islamabad Capital Territory.

Yours truly,

Sarah Farooqui
Senior Manager

The Employee has set his hand as of the date first above written

Signature

Mr. Muhammad Nadeem

CNIC:

16101-8829727-5

Employment Agreement: (Contract Basis)

THIS AGREEMENT made as of the 1st Jan, 2018 between **CHIP Training & Consulting (CTC)** (hereinafter referred to as employer), having its head office at Islamabad and **Mr. Muhammad Nadeem** (hereinafter referred to as Employee), Islamabad.

1. **Position:**
 - 1.1 The employee will be designated as **Finance Officer** for CHIP Training & Consulting (CTC) at Head Office Islamabad.
 - 1.2 For the purpose of the employment services the effective date of employment contract would be 1st Jan, 2018.
 - 1.3 The employee shall be reporting to CFO/Senior Manager at Head Office and for day to day administratively working your reporting line shall be with Senior Manager at Head Office-Islamabad. (All administrative, HR and financial reporting).
 - 1.4 The employee will be based in Head Office Islamabad as per employer's policy and requirement and shall be required to travel extensively within assigned geographic area or to other areas if instructed. The employer reserves the right to alter your designation, duty station and job description from time to time. For all legal matters or disputes (if any), the legal proceeding can only be initiated in a court of law in Islamabad Capital Territory.
2. **Salary:**
 - 2.1 The employee will be paid the following salary and benefits under the above position:
 - a) A monthly basic salary of PKR 40,000/- subject to withholding tax.
 - b) Telephone connection with a monthly limit of PKR 2,000/- payable directly to the cellular company.
 - c) Daily subsistence allowance (DSA) for outstation visits as per company rules.
 - d) Annual performance bonus subject to your performance and availability of funds.
 - e) Death and Disability insurance cover PKR. 1,500,000/-.

THIS AGREEMENT The salary will be paid in arrears. The salary does not attract any additional cash benefits. Other than listed under employee, 2.1, its head office at Islamabad. (hereinafter referred to as Employee), Islamabad.

- 2.3 While the employer will deduct due income tax and make all other legal deductions from any remuneration paid to the employee, it will essentially remain employee's responsibility to keep his/her tax affairs in order. By accepting this employment, Employee is categorically exonerating the employer from any responsibility for his/her tax affairs.
- 1.1 **Moreover, it is the responsibility of the employee to obtain his NTN number and file tax returns as required by the law of the land.**
- 1.2 The employee shall be reporting to day administratively
- 1.3 **Contract Duration** reporting line shall all administrative, HR and
- 3.1 The contract will be valid till June 30th, 2018 and may further be extended for another six months or one year depending on continuity of position as per instruction of employer's principal contractor and satisfactory
- 1.4 Performance and maintaining of high moral and ethical standards. requirement and shall be
4. **Termination** alter your designation. The employer reserves
- 4.1 During the course of employment, either party shall be required to give notice period of one month or salary in lieu of notice period. The salary will not be disbursed if prior notice period is not served by the employee. For all legal matters or
- 4.2 The notice clause doesn't apply in case if the contract is expired and either party is not willing to extend it further.
- 4.3 The employer also reserves the right to terminate the contract of employee if it is found that during the course of employment, the employee is salary
- a) Continuing/ holding another job concurrently (whether paid or unpaid).
- b) Undertaking any Academic Program or trainings etc. on a regular basis.
- c) Involved in political activities, platform, or has affiliation with any political party.
- d) Not performing satisfactorily or involved in any "Misconduct"

The salary will be paid in arrears. Other than listed under

- 2.3 While the employer will deduct due income tax and make all other legal deductions from any remuneration paid to the employee, it will essentially remain employee's responsibility to keep his/her tax affairs in order. By accepting this employment, Employee is categorically exonerating the employer from any responsibility for his/her tax affairs.

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

- 3.1 The contract will be valid till June 30th, 2018 and may further be extended for another six months or one year depending on continuity of position as per instruction of employer's principal contractor and satisfactory performance and maintaining of high moral and ethical standards.
4. **Termination** alter your designation. The employer reserves the right to terminate the contract of employee if it is found that during the course of employment, the employee is salary

General Terms of Employment:

- 5.1 The employee shall be required to work on a full time basis. The employee will be entitled to Twenty (20) working days paid leave per year (5 days per quarter) on account of annual/casual/medical etc. The leave cannot be encashed either yearly or at the end of employment. In addition to that, the employee will be entitled to gazzeted holidays declared by Government of Pakistan.
- 5.2 The employee will abide by the employer's Employee Service Rules for CTC Staff (ESR for CTC Staff) as well as other applicable administrative rules and regulations, procedures and principles of conducting business and policies and practices. These rules form an integral part of this agreement.
- 5.3 The employee will perform all the duties with utmost honesty, diligence and dedication. If at any time the employee feel there is a conflict of interest in any particular transaction, or event, he/she will immediately bring such conflict of interest to the notice of concerned staff member of the employer who shall in turn coordinate with the principal contractor. The employee shall then act in accordance with his/her directives on the issue in hand.
- 5.4 The employee will not (except in the ordinary course of the business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the employer's affairs or to any matter with which the employer may be concerned, unless he / she has previously applied to and obtained the written permission from the employer.
- 5.5 During the course of employment, the employee may come across or be a party to confidential information concerning any stakeholder engaged in CTC Projects. The employee shall not during the term of the employment disclose or allow the disclosure of any such confidential information, except in the proper conduct of employment.
- 5.6 This appointment is on contract basis and the employee shall not be termed as "worker" in terms of Workman's Compensation Act.
- 5.7 The employee shall be required to
- 5.8 It is the responsibility of the employer to issue an identity card as well as visiting cards on a standardized format. The employee cannot get such cards printed and to be used on his/her own.
- 5.9 The employee shall not be allowed to apply for any COMNet position unless a) a period of one year has been elapsed since his/her departure from CTC or b) a prior approval has been sanctioned by the competent authority.
6. Other Requirements:
- 6.1 The employee is required to submit the following documents (where applicable) to the employer within five working days after signing of this agreement:
- 6.2 a) Copy of national identity card and NTN.
- 6.3 b) A passport size photograph.
- 6.4 c) Copy of national identity card of spouse or any other person whom you wish to name as beneficiary entitled to claim your dues from the employer in the unfortunate event of your death or disablement.
- 6.5 d) Copies of all academic, technical or other certificates and testimonials.
- 6.6 e) Copy of release letter, or employment certificate, issued by the last employer.
- 6.7 This employment letter contains the entire agreement between the employee and the employer and supersedes all prior arrangements and understandings whether written or oral with respect to the subject matter hereof.
- 6.8 During the course of employment
- 6.9 This agreement will be construed in accordance with and be governed by the laws of Pakistan and shall be subject to exclusive jurisdiction of Courts/tribunals in Islamabad Capital Territory.

Yours truly,

Compensation Act

5.7 The responsibility of the employee

5.8 The employee cannot get such card

5.9 The employee shall not be allowed

5.10 The employee shall not be allowed

6. Other Requirements:

6.1 The employee is required to submit

6.2 a) Copy of national identity card and NTN.

6.3 b) A passport size photograph.

6.4 c) Copy of national identity card of spouse or any other person whom you wish to name as beneficiary entitled to claim your dues from the employer in the unfortunate event of your death or disablement.

6.5 d) Copies of all academic, technical or other certificates and testimonials.

6.6 e) Copy of release letter, or employment certificate, issued by the last employer.

6.7 This employment letter contains the entire agreement between the employee and the employer and supersedes all prior arrangements and understandings whether written or oral with respect to the subject matter hereof.

6.8 During the course of employment

6.9 This agreement will be construed in accordance with and be governed by the laws of Pakistan and shall be subject to exclusive jurisdiction of Courts/tribunals in Islamabad Capital Territory.

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The Employee has set his hand as of the date first above written has been

Signature

Mr. Muhammad Nadeem

CNIC: 16101-8809727-5

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any time the employee

early date of conflict

with the principal

claim your dues from the employer in the unfortunate event of your death or disablement.

at the time of your death or disablement.

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