

March 02, 2016

Re: Appointment Letter (Fixed Term)–Mr. Muhammad Nadeem

Dear Nadeem,

We are pleased to offer you employment with CHIP Training & Consulting (Pvt.) Ltd., CTC(hereinafter referred to as the Company) as follows, retrospectively w.e.f January 01, 2016:

1. Position and Date

- 1.1 You will be designated as **Finance Associate** in accordance with CTC's job grades and pay scales and attached job description.
- 1.2 For the purpose of your employment services the effective date of your employment would be January 01, 2016.
- 1.3 You shall report to the Finance Officer Mr. Jamshed Ahmad(hereinafter referred to as your Superior Officer) of the Company with close coordination on routine matters and the Managing Director for specific assignments.
- 1.4 You will be based at CTC Head Office in Islamabad, however the job requires extensive outstation visits including over the weekends.
- 1.5 The Company reserves the right to alter your designation, duty station and job description from time to time.

2. Remuneration & Contract Duration

- 2.1 The Company offers you a six months renewable contract starting from January 01, 2016 to June 30, 2016, 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.
- 2.2 You will be paid a basic salary of PKR 25,000/-per month, payable in arrears under Grade 2 of CTC Job Grades and Pay scales.
- 2.3 You shall also be entitled for the following benefits:
 - 2.3.1 You'll be provided a post-paid telephone connection with a ceiling of PKR 2,000/- per month for official use.
 - 2.3.2 Daily subsistence allowance (DSA) for outstation visits as per company rules.
 - 2.3.3 Annual performance bonus subject to your performance and availability of funds.
 - 2.3.4 Contributory Provident fund. (Applicable after completion of one year of service with CTC)
 - 2.3.5 Accidental Medical expenses up to maximum of PKR 500,000/- and death insurance cover PKR 1,500,000/-
- 2.4 While the Company will deduct due income tax and make all other legal deductions from any remuneration paid to you, it will essentially remain your own responsibility to keep your tax affairs in order. By accepting this employment, you are categorically exonerating the Company from any responsibility for your tax affairs.
3. **General Terms of Employment**
 - 3.1 You are to work on full time basis. You will be entitled to Twenty (20) working days paid leave per year on account of annual/casual/medical etc. The leave cannot be en-cashed either yearly or at the end of employment. In addition you will be entitled to gazetted holidays declared by Government of Pakistan.
 - 3.2 You will abide by the Company's Employee Service Rules, all administrative rules and regulations, procedures and principles of conducting business and policies and practices.

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

- 3.3 You will perform all your duties with utmost honesty, diligence and dedication. If at any time you feel there is a conflict of interest in any particular transaction, or event, you will immediately bring such conflict of interest to the notice of your Superior Officer and then act in accordance with his directives on the issue.
- 3.4 During the course of your employment you may come across or be a party to confidential information concerning the Company. You shall not during the term of the employment disclose or allow the disclosure of any such confidential information, except in the proper conduct of your employment. After the end of your employment with the company, you shall not disclose or use any of Company's trade secrets or any other information that is of sufficiently high degree of confidentiality to amount to a trade secret.
- 3.5 Your appointment is on contract basis and you shall not be termed as "worker" in terms of Workman's Compensation Act.
4. **Other Conditional ties:**
- 4.1 You are required to submit the following documents to the Company either prior to or within seven days of joining the service:
- a. Copy of your national identity card.
 - b. Copy of national identity card of your spouse or any other person whom you wish to name as beneficiary entitled to claim your dues from the Company in the unfortunate event of your death or disablement.
 - c. Copies of all your academic, technical or other certificates and testimonials.
 - d. Copy of release letter, or employment certificate, issued by your last employer.
 - e. Copy of your NTN card.
- 4.2 This letter of appointment contains the entire agreement between you and the Company and supersedes all prior arrangements and understandings whether written or oral with respect to the subject matter hereof.
- 4.3 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 in Islamabad.

If this offer is acceptable to you, please sign a copy and return the same within three days of the date of this offer, failing which we will assume that you are not interested and the offer shall lapse.

We welcome you to our Company and wish you all the best in all your endeavors.

Regards,

Senior Manager
CHIP Training & Consulting (Pvt) Ltd.

ACCEPTANCE

I accept this offer

Name: Muhammad Nadeem

CNIC: 16101-8809727-5

Signature

Date

21-03-2016