

Employment Agreement: (Contract Basis)

THIS AGREEMENT made as of the 10th January 2023 between **CHIP Training & Consulting (CTC)** (hereinafter referred to as employer), having its head office at Islamabad and **Hina Qureshi** (hereinafter referred to as Employee).

1. Position:

1.1 The employee will be designated as **HR/ Project Associate** at **CTC Grade-3** - for **CHIP Training & Consulting (CTC)**.

1.2 For the purpose of the employment services, the effective date of employment contract would be **4th January 2023**.

1.3 The employee shall be reporting to **Senior Manager- Projects** and for day to day administrative working.

1.4 The employee will be based in **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 Gross Salary of @ **PKR 45,000/-** subject to withholding tax per month.
- b) 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. 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.

3. Contract Duration

3.1 The contract will be valid till **4th July 2023** 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

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.

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

- 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**"



5. 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 en-cashed 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 feels 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 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.
- 5.8 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.
- 5.9 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.
- 5.10 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,



HR Department

Muhammad Arshad

CHIP Training & Consulting



Signature

Hina Qureshi

CNIC: 4250186260448