	Document #: CTC-HR&OPS-F-7.2&3-002	Revision Date: 00
	Title: Probation Letter	Revision # 00

March 5th, 2020

AGREEMENT

BETWEEN

CHIP Training & Consulting (Pvt.) Ltd.

AND

Name: Muhammad Rafique


CNIC No: 13302-9909784-9

Address: Tareira, Kalali Dakkhan Ghumanwa Tareira, Kalali Dakkhan Ghumanwa

Cell No.: +92- 333-5644838

This agreement relates to the Contract Appointment for the post of Office Assistant in CTC Office Islamabad.

1. **Appointee**
Name: Muhammad Rafique
CNIC: 13302-9909784-9
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 probationary period of three (03) months w.e.f March 1st, 2020 to May 1st, 2020 Upon satisfactory performance in the probation period the contract may further be extended for three or six months basis depending upon your performance and continuity of the position.
4. **Termination**
Either party can terminate the agreement by giving two-week notice or two week salary in lieu of notice period.
5. **Remuneration/Salary**
 - 5.1 The appointee will receive a monthly salary of PKR, 30,000/- per month, payable in arrears at CTC Grade 3.
 - 5.2 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.
 - 5.3 You'll be provided a post-paid telephone connection with a ceiling of PKR 2,000/- per month for official use.
 - 5.4 Annual performance bonus subject to your performance and availability of funds.
 - 5.5 Death and Disability insurance cover PKR 1,500,000/-
6. **Working Time/ Hours, Leave & Holidays**

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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.

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 neglect to perform any of his/her duties under the assignment, CTC reserve the rights to terminate this appointment without giving any notice.

8. General

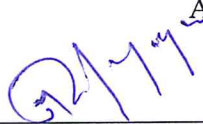
CTC, Islamabad shall not be made liable for any damage, lose, illness, injuries or death which may occur to or be caused by the appointee during the course of the present assignment.

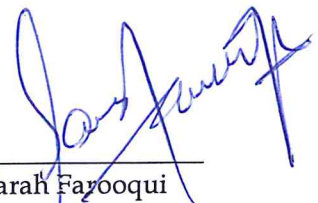
9. Changes

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: March 5th, 2020


 Muhammad Rafique
 Office Assistant-Islamabad


 Sarah Farooqui
 Director-CTC