

AGREEMENT

BETWEEN

CHIP Training & Consulting (Pvt.) Ltd.
AND

Fazal Faheem

Address: Moh behram Khel, PO Nizampur, ghju Khel, District Nowshehra- KPK.

CNIC: 172014-102041-5

Contact #: 0302-1594754

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

1. Appointee

Name Fazal Faheem

CNIC: 172014-102041-5

2. Duration

The company offers you contract appointment for a probationary period from 1st April 2023 to 31st June 2023. 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.

3. Termination

During probation either party can terminate the agreement by giving two-week notice or two-week salary in lieu of notice period.

4. Remuneration/Salary

4.1 The appointee will receive Gross Salary of @ PKR 28,000/- per month at CTC Grade-1.

In addition, you shall be entitled to following benefits:

- Death and disability Insurance cover @ PKR 1,000,000/-

4.2 Annual performance bonus subject to your performance and availability of funds.

5. Working Time/ Hours, Leave & Holidays

5.1 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.

5.2 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.

6. **Loyalty and Responsibilities**

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

6.2 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.

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

6.4 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.

7. **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.

8. **Changes**

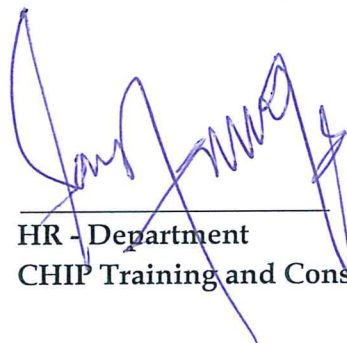
Any modification to this assignment needs the consent of both parties and has to be conducted in writing.

Both parties hereby accept the aforementioned terms and conditions of "Contract Appointment".

Agreed on: 1st April 2023



Fazal Faheem
172014-102041-5



HR - Department
CHIP Training and Consulting

