

**AGREEMENT**

**BETWEEN**

**CHIP Training & Consulting (Pvt.) Ltd.**  
**AND**

**Arif Naseer**  
**Address: Muhallah Kachi Abadi, Cristian Colony, Sector G-8/1, Islamabad**  
**CNIC: 61101-8559354-3**  
**Contact #: 0343-5799257**

This agreement relates to the Probation Contract for the post of Cleaner in Islamabad.

**1. Appointee**

Name: Arif Naseer  
CNIC: 61101-8559354-3

**2. Duration**

**2.1** The company offers you employment contract for a probationary period from 20<sup>th</sup> September 2023 to 20<sup>th</sup> December 2023. The contract may further be extended for three or six months' basis, depending upon your satisfactory performance in the probation period and continuity of the position.

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

**3. Remuneration/Salary**

The employee will receive Gross Salary of @ PKR 32,500/- per month at CTC Grade-01. In addition, you shall be entitled to following benefits:

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

**4. Working Time/ Hours, Leave & Holidays**

**4.1** 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. However, the working hours and days mentioned above are not final and the employee will be expected to work beyond the standard working hours and on weekends as well to achieve the deliverables or whenever the job so requires.

**4.2** The employee 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.

*[Signature]*

*[Signature]*



**5. Loyalty and Responsibilities**

- 5.1 For the duration of the assignment period, the employee is not allowed to engage in any 2<sup>nd</sup> paid or gain full occupation.
- 5.2 Even beyond the duration of engagement, the employee must observe strict confidentiality regarding matters which, by their nature or following special instruction, are to be treated as secrets or confidential.
- 5.3 The employee 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.
- 5.4 If the employee will fully neglect to perform any of his/her duties under the assignment, CTC reserve the rights to terminate the contract of employee without giving any notice.
- 5.5 The Employer also reserves the right to terminate the contract of employee subject to the application of show cause and due process if it is found that the employee is involved in any "Misconduct" including but not limited to sexual exploitation, abuse and harassment -PRSEAH (Annex- B) etc.

**6. 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.


**7. 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 "Probation Contract".

Agreed on: 20<sup>th</sup> September 2023.

  
\_\_\_\_\_  
Arif Naseer  
61101-8559354-3

  
\_\_\_\_\_  
HR Department  
CHIP Training and Consulting

