

AGREEMENT

BETWEEN

CHIP Training & Consulting (Pvt.) Ltd.
AND

Saman Mughal

Address: PO Hazar Khuwani, Muhallah Gandhi Baig Zai, Peshawar.

CNIC: 17301-6663910-6

Contact #: 0333-9158388

This agreement relates to the Probation Contract for the post of Project HR Officer in Peshawar.

1. Appointee

Name: Saman Mughal

CNIC: 17301-6663910-6

2. Duration

2.1 The company offers you employment contract for a probationary period from 03rd October 2023 to 03rd January 2024. 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 80,000/- per month at CTC Grade-4. In addition, you shall be entitled to following benefits:

- A Post-paid sim with a limit of PKR 2,000/- per month for official use.
- Death and disability Insurance cover @ PKR 3,000,000/-

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.

CHIP TRAINING & CONSULTING (PVT) LTD

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5. **Loyalty and Responsibilities**

5.1 For the duration of the assignment period, the employee is not allowed to engage in any 2nd 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, loss, 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: 03rd October 2023.


Saman Mughal
17301-6663910-6


HR Department
CHIP Training and Consulting

