

# TRAINING & CONSULTING

## Employment Agreement: (Contract Basis)

THIS AGREEMENT made as of the 07<sup>th</sup> February 2024 at Islamabad between CHIP Training & Consulting (CTC) (hereinafter referred to as employer), having its head office at Islamabad and Summer Marqus having CNIC # 4230152269377 and Resident of Karachi (hereinafter referred to as Employee).

WHEREAS, The Employer agrees to employ Employee, and Employee accepts employment with the Employer, on and subject to the terms and conditions set forth in this Employment Agreement.  
THEREFORE, in consideration of the agreements contained in this Employment Agreement, the parties, intending to be legally bound, agree as follows:

### 1 Position:

- 1.1 The employee will be designated as Accounts & Admin Officer at CTC Grade-4 - for CHIP Training & Consulting (CTC). Employee shall be responsible for performing the duties as described in Appendix A attached hereto and made a part hereof.
- 1.2 Employee agrees that he will serve the Company faithfully and to the best of his ability during the term of employment, under the direction of the Board of Directors of the Company.
- 1.3 The employee shall be reporting to Assistant Manager Finance, Admin & Logistics Officer and Senior Manager- Projects at Islamabad.
- 1.4 The employee will be based in Karachi as per employer's policy and requirement and shall be required to travel extensively within assigned geographic area or to other areas if instructed.

### 2

#### 2.1 Working Hours and Leaves

- 2.1 The Employee shall be required to work on a full-time basis five days a week. 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.
- 2.2 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.
- 2.3 The leave cannot be en-cashed either yearly or at the end of employment.  
The employee will be entitled to Gazette holidays declared by Government of Pakistan.

### 3

#### Salary

- 3.1 The employee will be paid the following salary and benefits subject to withholding tax.
  - a) A monthly Gross Salary of @ PKR 80,000/- subject to withholding tax per month.
  - b) A Post-paid sim with a limit of PKR 2,000/- per month for official use.
  - c) Death and disability Insurance cover @ PKR 3,000,000/-
  - d) EOBI Benefits.
- 3.2 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.

### 4

#### Term

- 4.1 The Employer will employ the Employee pursuant to this Employment Agreement effective as of 07<sup>th</sup> February 2024 to 07<sup>th</sup> May 2024.
- 4.2 The employment of employee will be at-will, meaning that employment may be terminated by either party at any time in accordance with the provisions of Article 5.

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