Requirements Document

CV Screening Software and HR Management System

Company Name

Al Rahim Textile Pvt. Ltd

Submitted By

NIMRA MEHBOOB - 17B-045-SE

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Organization Name

Usman Institute of Technology

Submitted To

SIR ZEESHAN SALEEM KHAN

August 18, 2020

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1 Document Control

1.1 Revision History

Version	Author	Comments	Date
0.1	AREEBA KALEEM NIMRA MEHBOOB AIMAN ALI	Initial Requirement Document Draft	August 18, 2020

1.2 Reference Documents

Document Title	Date	Owner
CV SCREENING SYSTEM	May 16, 2019	AREEBA KALEEM NIMRA MEHBOOB AIMAN ALI

1.3 Approval

Name	Designation and Department	Signature
SIR ZEESHAN SALEEM KHAN	Assistant Professor (Department of Computer Science) at Usman Institute of Technology	

2   Introduction

It is designed to manage large companies all HR related work to make them easier to save and retrieve data from the database. The people who work in this company or used to worked can easily resolve their issue through this system, HR will easily retrieve and save data in the database and their issues will be resolved. Even the salary issues will be handled by HR and using this system HR will easily work and handle such a huge amount of data.

2.1   Purpose

The purpose of this system is to help HR recruiters and HR managers to smoothly handle all HR activities such as managing all employee details and their issues with other related things like money, insurance benefits and also handle the outside candidate information to properly manage it. HR recruiters will handle all the activities regarding all these types of stuff and managers will approve candidates for the interview. The purpose of this document is to provide the necessary requirements that are implemented in the system. This includes all the interfaces, UML diagrams, controls and buttons, the stakeholders etc.

2.2   Scope

The scope of this document is to cover the different architectural aspects related to the system, identifying the stakeholders and their concerns, their views of the system. CV screening and HR management System uses MySQL database system and server to save and secure their data in the database. They use RDBMS to store multiple relational data. They use one centralized system for the company.

2.3   Acronyms, Abbreviations and Definitions

Abbreviations	Description
MySQL	My-Structured Query Language – It is an open source RDBMS which is used to create, modify and extract data.
RDBMS	Relational Database Management System – It stores data in a structured format, using rows and columns in the database.
CV	Curriculum Vitae – It is a detailed document in contrast to a resume, that highlights our professional and academic skills, history, achievements, goals, research work, publications etc.
SDLC	Software Development Life Cycle – It is a systematic process for building and ensuring the quality and correctness of a software.
RAD	Rapid Application Development – It prioritizes rapid prototype releases and iterations and is a form of agile software development.
ERD	Entity Relations Diagram – Shows the relationships of entities present in database.
HR	Human Resources – Set of people that make up the workforce of an organization, or industry. They are usually responsible for looking over various aspects of employment.
DFD	Data Flow Diagram – Shows the flow of data through a system or process.

2.4 Stakeholders

Business Actor	Type	Goal
HR RECRUITER	Human	The user would be able to perform the following actions: ● Manage all information of all types of employees. ● Looking for employee problems such as their benefits, salary issues, insurance etc. ● Take interview of the candidates. ● Download, check, select and finalized CV list and send it to the manager for approval. ● Manage timing for candidate and managers to take and give interview.
HR MANAGER	Human	The user would be able to perform the following actions: ● This user will also take interview of the candidates. ● Select and finalized CV of the candidates to take interview.
EMPLOYEE	Human	The user would be able to perform the following actions: ● This user will work for the company and resolve their issues through HR.
CANDIDATE FOR INTERVIEW	Human	The user would be able to perform the following actions: ● Send CV to company. ● Give interview for acquiring a job. ● Ask for benefits. ● If selected for job; contact HR recruiter for revolving credit, updating their information. ● To verify himself as an employee of this company. ● Consult timing from HR to take interview.
OTHER DEPARTMENT MANAGER	Human	The user would be able to perform the following actions: ● Consult timing from HR to take interview

2.5 Out of Scope

Out of scope situation occurs due to the following reasons:

- Lack of coordination between departments.
- Time coordination between the manager of other departments whether they are free to take interview or the candidate is free to give interview.
- As the communication between the company and recruiters is done through emails and text message so there might occur a lack of communication between them.

2.6 Assumptions

Assumption in our case would be that HR manually downloads the CV on his folder when it is forwarded by the candidate on their email. So, we assume that it should link through a portal in which all emails saved are belonged to the candidate accounts side.

3 Inbound Request

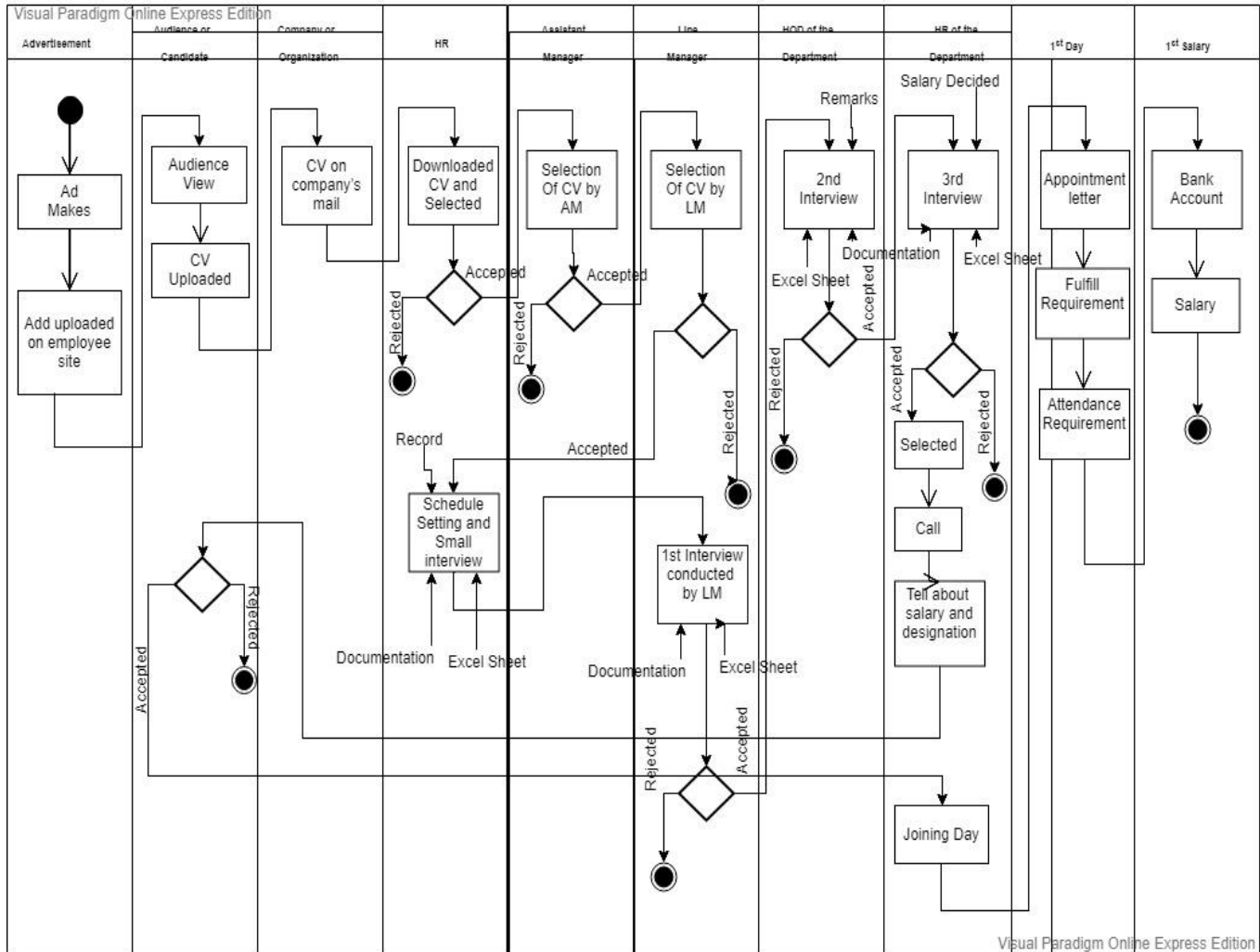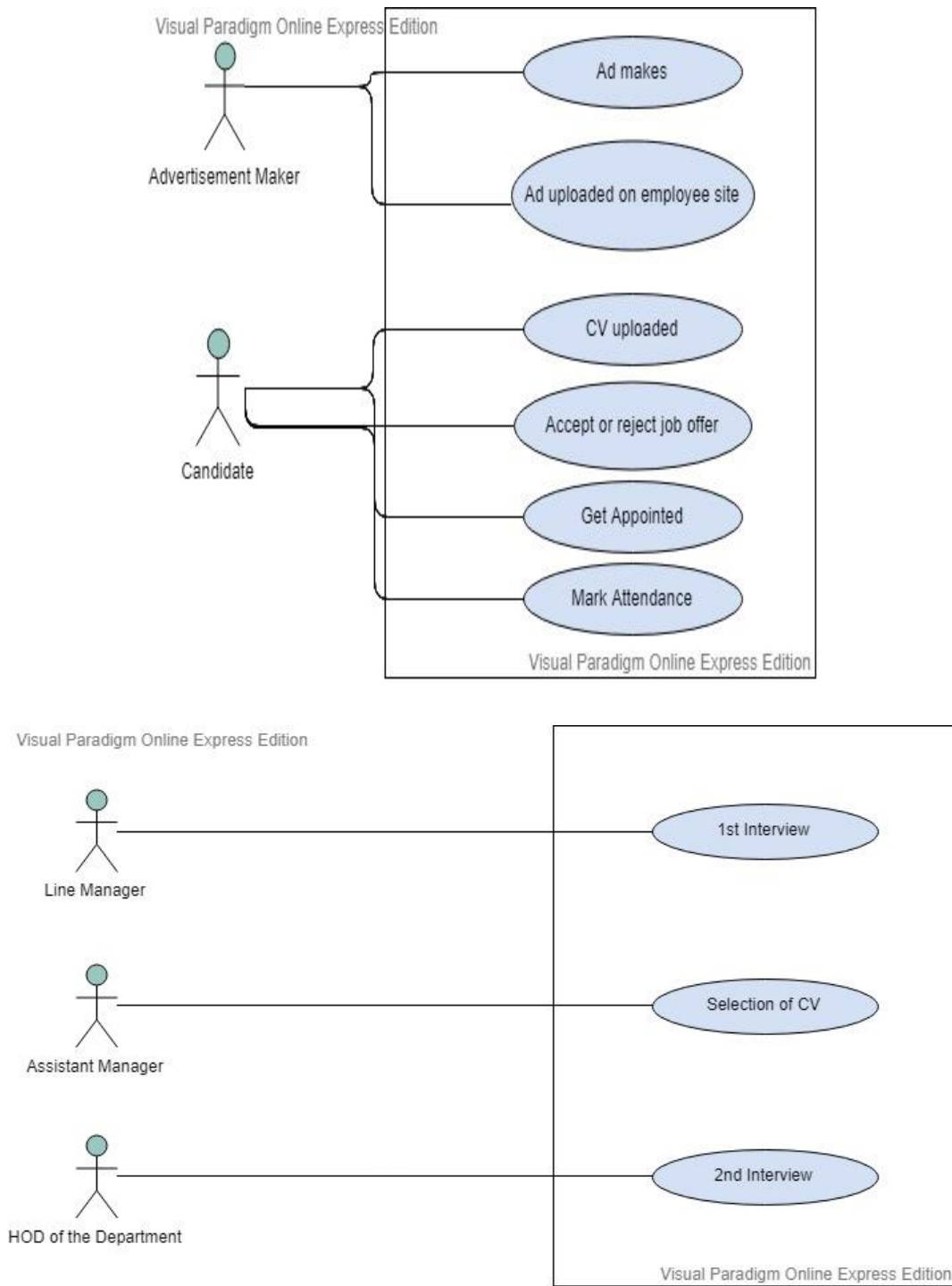## 3.1 Business Process

3.1.1 Process Model

Figure 1 – Process Model Diagram

In business process workflow we discuss the flow of hiring the candidate. The process is initiated by placing an advertisement on the local newspaper and on the employee's site. After viewing the advertisement, each applicant drops their CVs on the company's mail. Then the HR manager downloads all the CVs and selects the CVs which fulfill in their requirements. Then the selected CVs are rechecked by the Line Manager. If they are approved by him, then the HR manager calls the applicants for a brief interview. 3 interviews are conducted, respectively. In the 1st one, the line manager gives the remarks on the basis of their soft skills, attitude, etc. If the applicant clears the interview, they are called for the 2nd interview which is conducted by the HOD of the department, where they judge the skills of the candidate. The 3rd and last interview is conducted by the HR department, where the salary of the recruit is decided. If the candidate is selected, then the HR manager calls him to finalize the designation and salary. If the candidate accepts the job offer, then the HR manager informs them of the joining date, hands them the appointment letter and the bank account details of employee.

3.1.2   Use Case Identification

HR Manager

Download And Selection of CV

Schedule set for 1st interview and small interview

3rd Interview

Call selected candidate

Inform about salary and designation

Joining Day

Create Bank Account

Deposit Salary
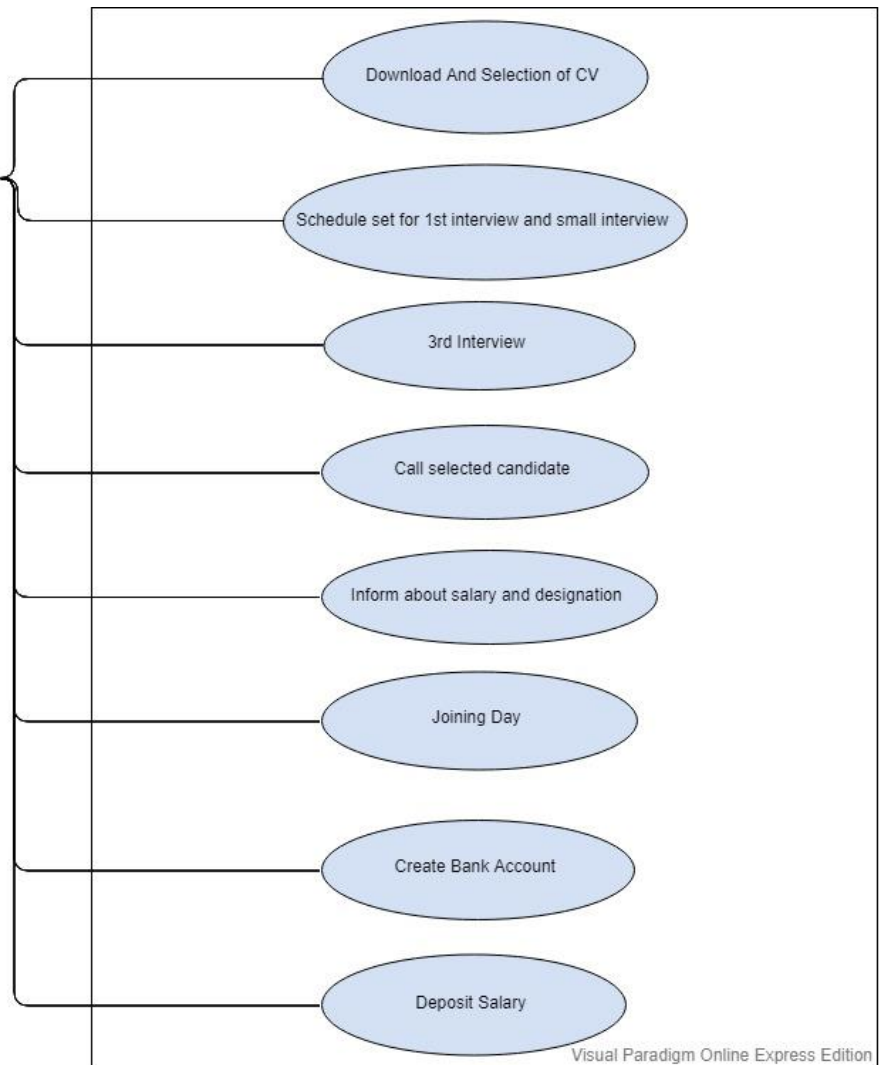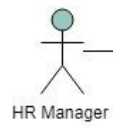
Figure 2 – User case diagrams

3.1.3 Class Diagram

Candidate

+Name
+Number
+ID

CV uploaded

+Path
+Content
+Date of Submission
+Date of Revision
+Date of Selection
+Purpose of selection
+Status

+Download()
+Check()

View

+Candidate
+Name
+CV
+Department

+Selected()

HR

Authorized User

Candidate

+Name
+Status
+ID
+Number
+Email

Interview Details

Remarks

+Update();
+Insert()
+View()
+Delete()

Interview

+Date
+Time
+Panel
+Status

+Display()
+Insert()
+Update()
+Delete()

Interview Type

+Number
1st Interview
2nd Interview
3rd Interview

+View Details();
+Update()
+Delete()

View Details

+Name
+Number
+Status
Insert()
Update()
Delete()

HR
Authorized User

Employee

+Name
+Number
+ID
+Salaray
+Marital Status
+Age
+Gender
+Insert();
+View();

Deductions

+Number
+Salary
+Subtract();

Salary

+Date
+Month
+Basic Salary
+No. of Absents
+No. of presents
+Sick leaves
+Casual Leave
+Earned Leave

Allowances

+Number
+Salary
+Add();

View

Name
+Salary
+Leaves
+Update();
+delete ();
+Insert();
View();

Output Device
+Authorized user

Figure 3 - Class Diagrams

3.1.4 State Diagram
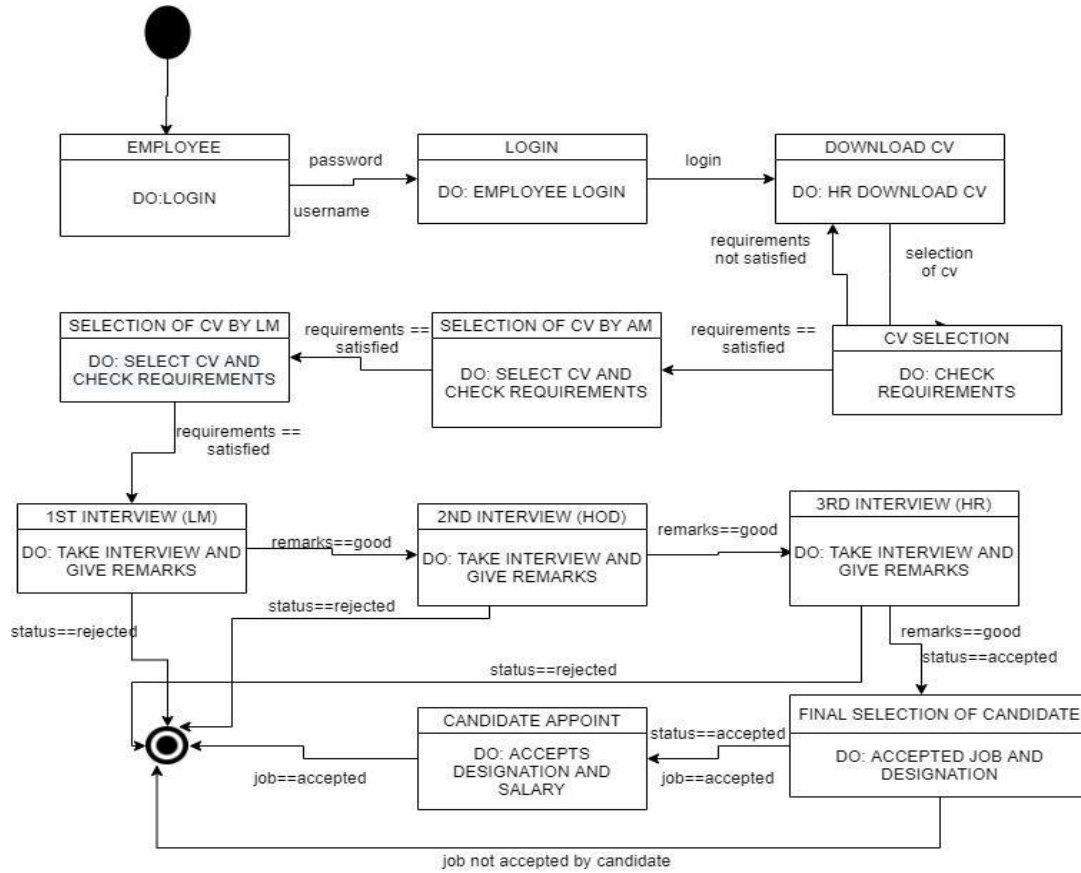
Figure 4 –State Diagram

3.1.5 Activity Diagram
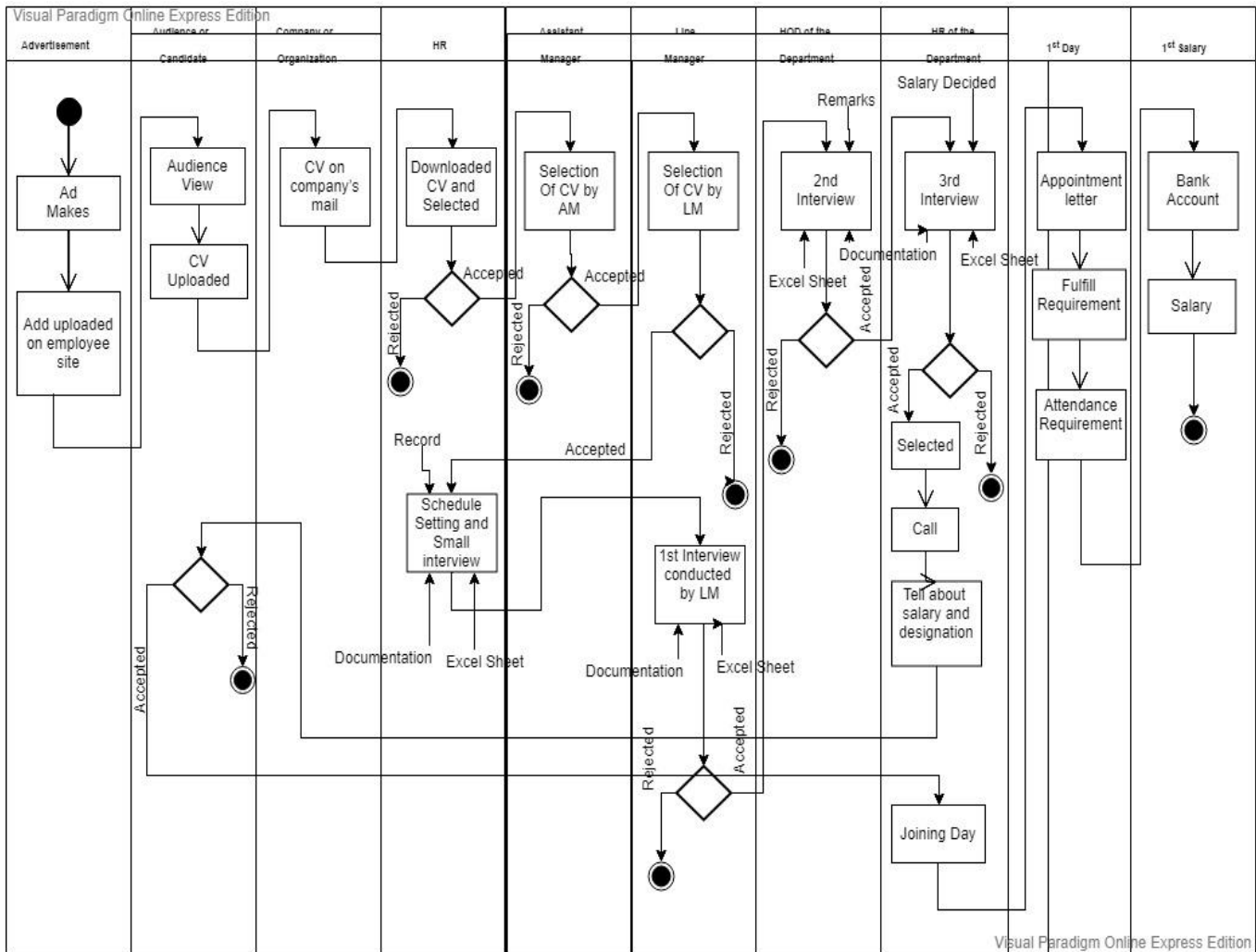
Figure 5 – Activity Diagram

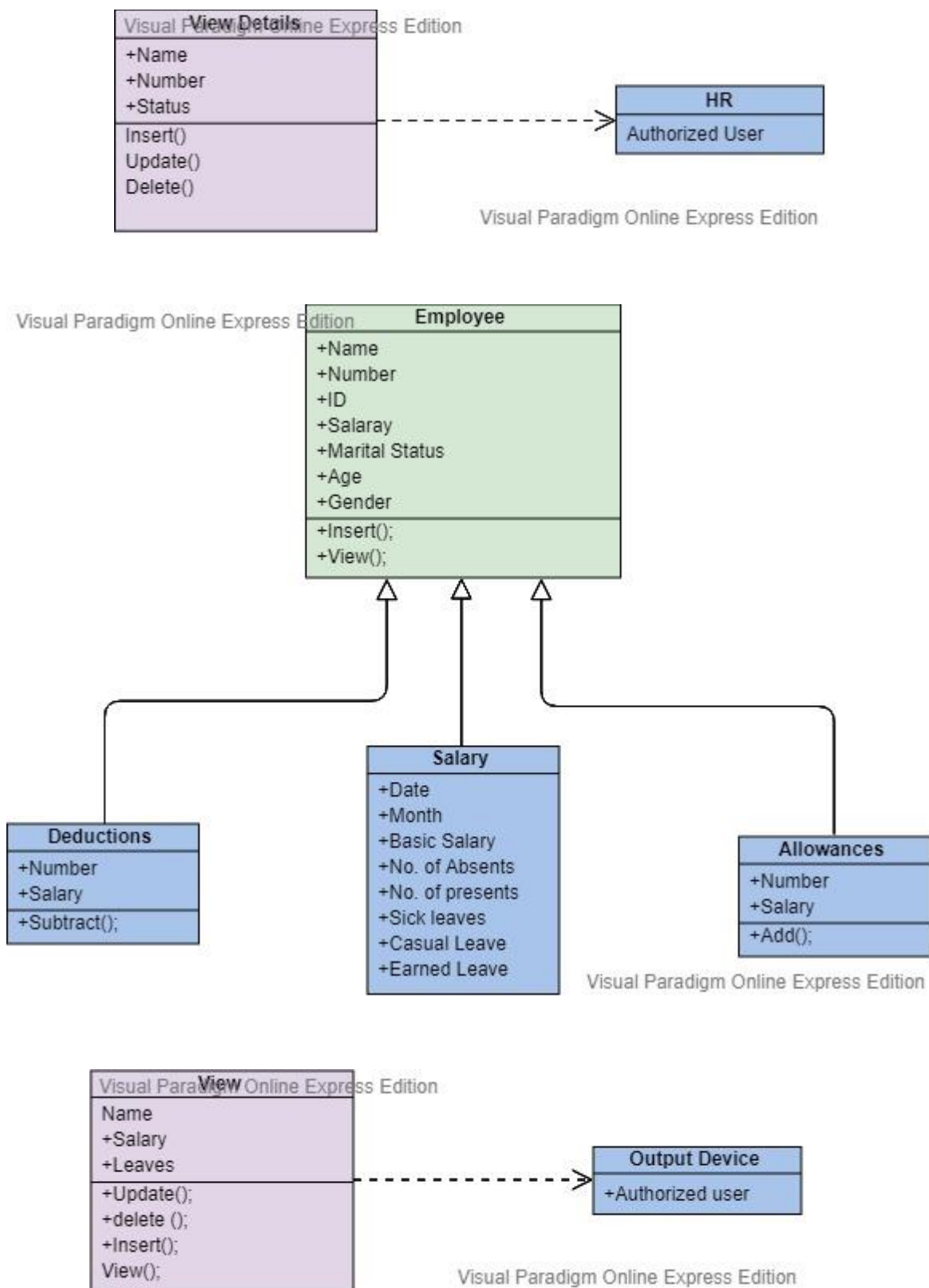## 3.1.6 Data flow diagram
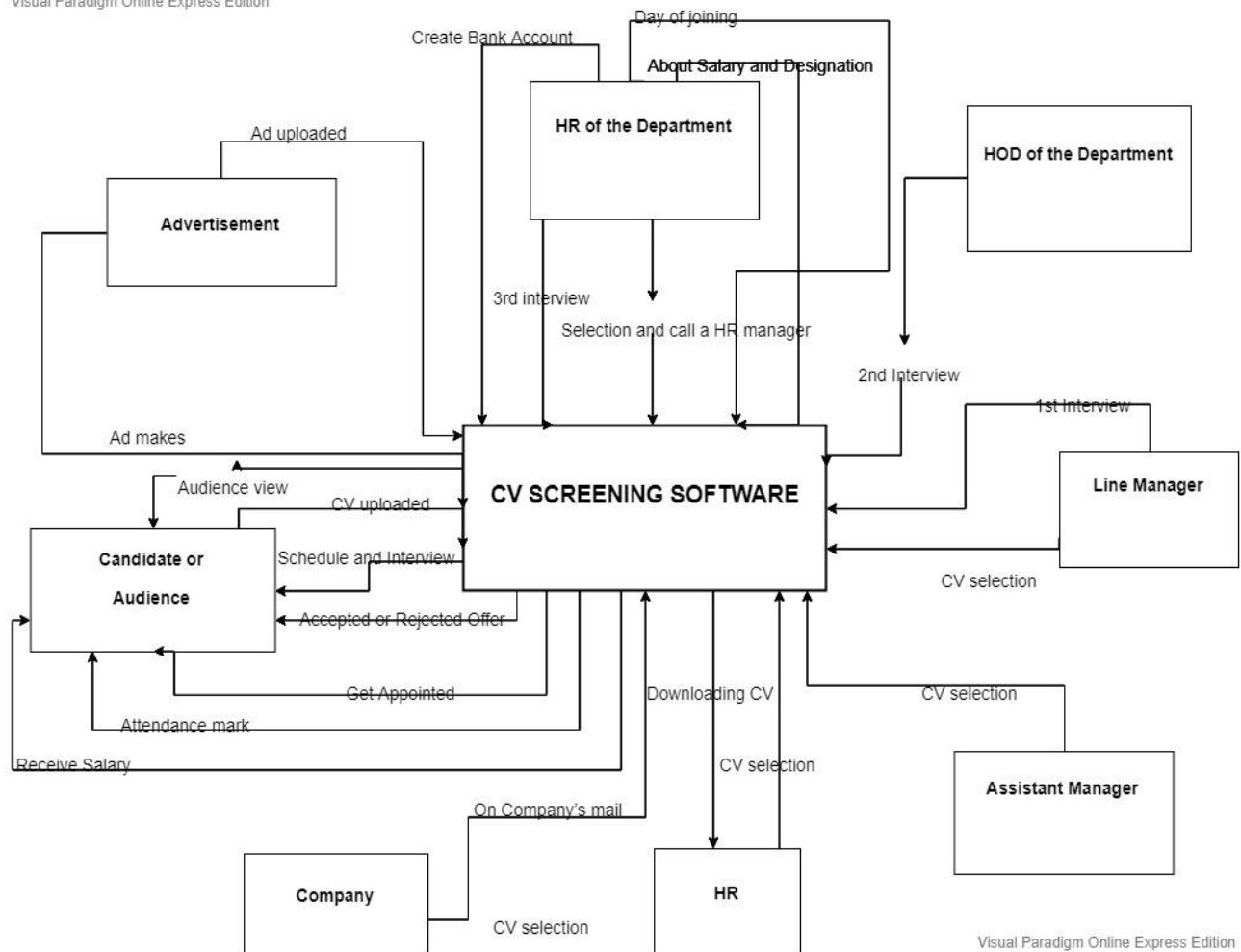
Figure 6 - DFD

3.1.7 ERD
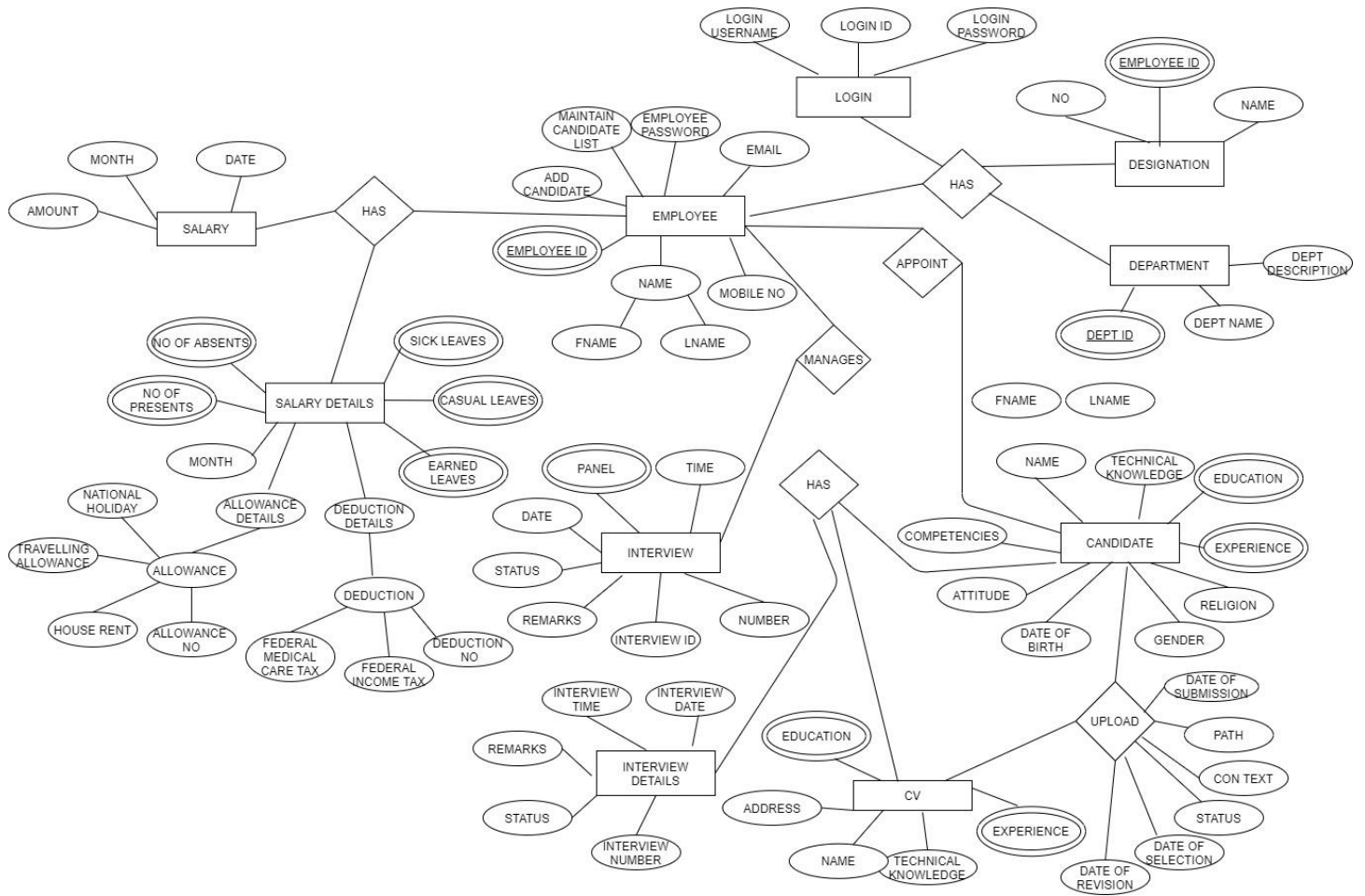
Figure 7 – ERD

3.1.8 Overview

No.	Description	Actor	Other Details
1.	This user will be able to perform the following actions: • Hiring Candidates • Appointing Candidates • Calling for Interview • Select candidate by their CV	HR	HR is the person who uses this software. HR is able to login to the system and maintain details of the candidates applying for the job, i.e. their interview details, status etc.
2.	This user will be able to perform the following actions: • Apply for job • Send their CV to HR or job portal consisting of their basic details.	CANDIDATE	The candidates can only upload their cv on the company portal and receive updates regarding the date of interview or if they have been called or not.
3.	This user will be able to perform the following actions: • Conduct interviews of candidates and give them remarks.	LINE MANAGER	The line manager is an employee that is a part of panel who takes interviews of candidates and gives remarks based on their interview's performance.
4.	This user will be able to perform the following actions: • Conduct interviews of candidates and give them remarks.	ASSISTANT MANAGER	The Assistant manager is an employee that is a part of panel who takes interviews of candidates and gives remarks based on the candidate's interview performance.
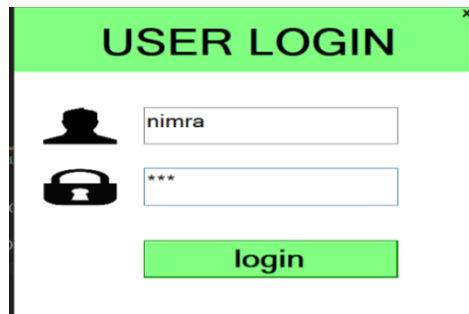
3.1.9 Objective

The objective of this module is to manage and recruit people feasibly and store data in an organized manner. The main goal is to help the HR departmental employees.

3.1.10 User Interface Description
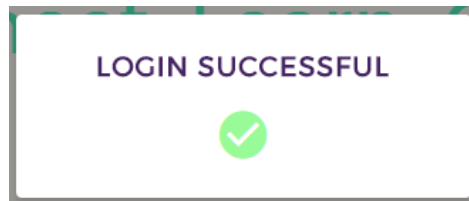
3.1.10.1 Pickup Advice
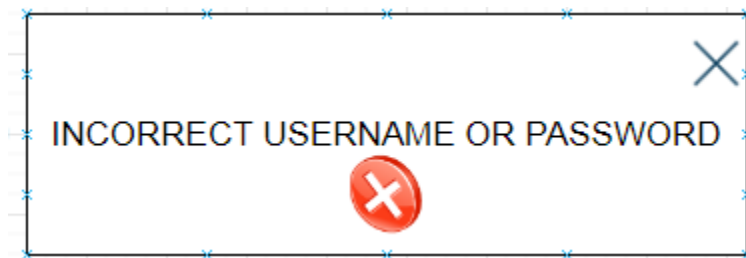
Figure 8 – Screen 1

Figure 9 – Screen 1

Figure 10 – Screen 1

Figure 11– Screen 2

Figure 12 – Screen 3

Figure 13 – Screen 4

Figure 14 – Screen 5

Figure 15 – Screen 6

Figure 16 – Screen 7

Figure 17 – Screen 8

Figure 18 – Screen 9

Figure 19 – Screen 10

3.1.10.1.2 Screen Details

LOGIN:

This screen requires two pieces of information to go to the next screen one. The 1st one is the username and the 2nd one is the password. If the username or password is incorrect then we are not able to proceed to the next screen. This screen is only available to the HR of the department who hires the candidates for the job. It only accepts the login of HR or the employee who hired the candidate. There is no signup means no one has access to see the details of the candidate without the permission of the hiring department. If the username or password is incorrect the message box pops up and shows the message that "username or password is incorrect" and if the username and password is correct the message box shows the message "login successful".

DASHBOARD:

In this screen we have different options of details which we can see or handle on another screen by selecting the specific task from this screen. It contains the following option which we can choose from the dropdown box. The following are:

- Upload CV
- Job Offering Candidates
- Finalize Candidate List
- Interview Details
- Candidate Details

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We have a button of "exit" on this screen for closing the software app. Two more options are available here to "close" the dashboard and to "go back" from this screen.

UPLOAD CV:

In this screen the employee or HR uploads the CV of the candidate and searches the respective fields by search using keywords. They also prioritize CV's from this process.

FINALIZE CANDIDATES:

This screen consists of the list of candidates who are finalized for the job. The user or the employee or HR manager can only view the details in this screen and will not be able to edit. This screen only contains the details of those candidates who are able for the designations or fulfill the criteria for the job.

JOB OFFERING CANDIDATES:

This screen contains the name of those candidates who are applying for the job and are applicable for the job. On this screen we have three buttons that add, update, delete. We can add new candidates to this list by clicking on the add button. We can update the existing candidate details by clicking on the update button.

INTERVIEW DETAILS:

In this screen we add the candidate details such as the candidate name, interview ID, interview date, interview time, interview no. we can go to the panel details screen from this screen and also check the interview status of the candidate. If the manager wishes to logout from this screen, they can otherwise they can proceed.

PANEL DETAILS:

In this screen we can save the details of the panel regarding the interviewer of candidates. The fields that this screen contains are:

- Number of Panels
- Panel 1 Name
- Panel 1 Designation
- Panel 2 Name
- Panel 2 Designation
- Panel 3 Name
- Panel 3 Designation
- Final Decision

Number of panels that how many panels are going to take the interview of the candidate, name of the panel and their designations, whether the HR manager can exit/logout from the screen. The HR can go to the panel remarks screen.

INTERVIEW STATUS:

On this screen we can save the interview details of the candidate. This screen contains the following fields:

- Interview ID
- Interview Number
- Panel Remarks
- Hiring Status

This screen has a hiring status field in which the HR can save the status of each candidate whether they are hired or if the status of the candidate is pending.

CANDIDATE DETAILS:

In this screen we add the details of the candidate such as:

- Candidate Name
- Gender
- Religion
- Interview ID
- Interview Number
- Interview Status

From this screen we can go to the interview details screen we can select the gender from the dropdown and also select other fields selecting from dropdown.

3.1.10.1.3 Screen Fields

1. **LOGIN:**

No.	Field	Type	Condition*	Validation	Description
LOGIN – Screen					
LOGIN – Section					
1.	Username	Text Field	C	Editable	In this field users are allowed to insert their username for login and we can edit this field. This field is compulsory for login.
2.	Password	Text Field	C	Editable	This field is for writing a password against the required username in the login screen. And this field is compulsory for login.
Search Results – Section					
3.	Login	Button	M	Clickable	After input the username and password we can click this button for the login
Details – Popup					
4.	Login and password	Message box	M	Read Only	When we click the login button this message box shows that login is successful if the username and password is correct if not it will show the message of incorrect username or password.

2. DASHBOARD

No.	Field	Type	Condition*	Validation	Description
	DASHBOARD – Screen				
	Select – Section				
1.	Choose	Combo Box	M	Selectable	In this interface we can select the multiple options from the choose field. And able to go to the different screens.
	Search Results – Section				
2.	Exit	Button	M	Clickable	By clicking this we can exit from the application.
3.	Back	Button	M	Clickable	By clicking on the back button, we go to the screen where we were on previously.

3. UPLOAD CV/CV CHECKER

No.	Field	Type	Condition*	Validation	Description
	UPLOAD CV – Screen				
	Search Filters – Section				
1.	Candidate Details	Text Field	M	Editable	In this space we can load the cv text to search the desired keyword.
	Search Results – Section				
2.	Search keywords	Button	M	Clickable	This button is held when we add some keyword in the given space and find them in the CV text.
3.	Exit	Button	M	Clickable	By clicking this we can exit from the application.

4. JOB OFFERING CANDIDATES:

No.	Field	Type	Condition*	Validation	Description
	JOB OFFERING CANDIDATES – Screen				
	Operations Filer– Section				
1.	Candidate list	Text Field	M	Editable	This is the list of those candidates who are applying for the job and they are eligible for the job. We can edit this list according to our requirements.
	Search Results – Section				
2.	Exit	Button	M	Clickable	By clicking this we can exit from the application.
3.	Add	Button	M	Clickable	By this button we can add new entries in the database.
4.	Edit	Button	M	Clickable	We can edit the details of the existing candidate by clicking on this button.
5.	Delete	Button	M	Clickable	We can delete entries which are not needed by clicking on delete button.
	Details – Popup				
6.	Added	Message box	M	Read only	When we add new details, the popup shows that information added if it is added to the database.
	Edited	Message box	M	Read only	If we edited any existing details, the pop-up shows that the information is edited.
	Deleted	Message box	M	Read only	If we are going to delete any enter the pop-up message shows that this entry is deleted.

5. FINALIZE CANDIDATE LIST:

No.	Field	Type	Condition*	Validation	Description
	FINALIZE CANDIDATE– Screen				
	Search Results – Section				
1.	Exit	Button	M	Clickable	By clicking this we can exit from the application.
2.	Back	Button	M	Clickable	By clicking on the back button, we go to the screen where we were on previously.
	Details Grid – Section				
3.	Candidate Details	Grid	M	Read Only	We can only see the details of those candidates who are finalize for the job.

6. INTERVIEW DETAILS:

No.	Field	Type	Condition*	Validation	Description
	INTERVIEW DETAILS– Screen				
	DETAILS ADDING– Section				
1.	Candidate Name	Text Field	M	Editable	In this field we can able to enter the name of the candidate who is called for the interview.
2.	Interview Id	Text Field	M	Editable	In this field we can add the id of the interview which are assign to the candidate.
3.	Interview Date	Calendar Input	M	Selectable	In this field we can choose the interview date from the calendar which is schedule for the candidate.
4.	Interview Time	Time Input	M	Selectable	In this field we can input the time of interview that is scheduled for the specific candidate.
5.	Interview Number	Combo box	M	Selectable	In this field we can choose the interview no that are taken from the candidates we are not assigning them manually it is selected by the HR.

Search Results – Section

No.	Field	Type	Condition*	Validation	Description
6.	logout	button	M	Clickable	This button is for the exit from that app.
7.	Panel details	button	M	Clickable	By clicking this button, we can go to the panel details screen.
8.	Interview Status	Button	M	Clickable	By clicking this button, we can go to the interview status screen.
9.	Exit	Button	M	Clickable	By clicking this we can exit from the application.
10.	Back	Button	M	Clickable	By clicking on the back button, we go to the screen where we were on previously.

7. **CANDIDATE DETAILS:**

No.	Field	Type	Condition*	Validation	Description
CANDIDATE DETAILS– Screen					
ADDING DETAILS– Section					
1.	Candidate Name	Text Field	M	Editable	In this field we add the candidate name who is selecting for the job.
2.	Gender	Combo Box	M	Selectable	In this field we add the gender of the candidate who is selecting for the job.
3.	Religion	Combo Box	M	Selectable	In this field we add the religion from which religion he or she belongs to the candidate who is selecting for the job.
4.	Interview Id	Text Field	M	Editable	In this field we add the interview id of the candidate who is selecting for the job.
5.	Interview Number	Combo Box	M	Selectable	In this field we add the interview no of the candidate who is selecting for the job.
6.	Interview Status	Combo Box	M	Selectable	In this field we add the interview status of the candidate who is selecting for the job.
Search Results – Section					

No.	Field	Type	Condition*	Validation	Description
7.	Logout	Button	M	Clickable	This button is for the exit from that app.
8.	View panel	Button	M	Clickable	By clicking this button, we can go to the view panel screen.
9.	View interview details	Button	M	Clickable	By clicking this button, we can go to the view interview details screen.
10.	Back	Button	M	Clickable	By clicking on the back button, we go to the screen where we were on previously.
11.	Exit	Button	M	Clickable	By clicking this we can exit from the application.

8. PANEL DETAILS:

No.	Field	Type	Condition*	Validation	Description
Panel details– Screen					
Add details– Section					
1.	No of panels	Combo Box	M	Selectable	By clicking this field we can select the no of panels which are going to take the interview of the candidate.
2.	Panel 1 name	Text Field	M	Editable	This field contains the name of the member 1 of the panel.
3.	Panel 1 designation	Text Field	M	Editable	This field contains the designation of the panel member 1.
4.	Panel 2 name	Text Field	M	Editable	This field contains the name of the member 2 of the panel.
5.	Panel 2 designation	Text Field	M	Editable	This field contains the designation of panel member 2.
6.	Panel 3 name	Text Field	M	Editable	This field contains the name of the member 3 of the panel.

No.	Field	Type	Condition*	Validation	Description
7.	Panel 3 designation	Text Field	M	Editable	This field contains the designation of the panel member 3.
Search Results – Section					
8.	Logout	Button	M	Clickable	This button is for the exit from that app.
9.	Remarks	Button	M	Clickable	By clicking this button, we can go to the interview remarks screen.
10.	Back	Button	M	Clickable	By clicking on the back button, we go to the screen where we were on previously.
11.	Exit	Button	M	Clickable	By clicking this we can exit from the application.

9. PANEL REMARKS:

No.	Field	Type	Condition*	Validation	Description
Panel Remarks– Screen					
Add details– Section					
1.	PANEL 1 REMARKS	Combo Box	M	Selectable	We can select the remarks of the panel 1 given to the following candidate.
2.	PANEL 2 REMARKS	Combo Box	M	Selectable	We can select the remarks of the panel 2 given to the following candidate.
3.	PANEL 3 REMARKS	Combo Box	M	Selectable	We can select the remarks of the panel 3 given to the following candidate.
4.	FINAL DECISION	Combo Box	M	Selectable	In this field we can select the final decision against the specific candidate.
Search Results – Section					
5.	Logout	Button	M	Clickable	This button is for the exit from that app.

No.	Field	Type	Condition*	Validation	Description
6.	Back	Button	M	Clickable	By clicking on the back button, we go to the screen where we were on previously.
7.	Exit	Button	M	Clickable	By clicking this we can exit from the application.

10. INTERVIEW STATUS:

No.	Field	Type	Condition*	Validation	Description
Panel Remarks– Screen					
Add details– Section					
1.	INTERVIEW ID	TEXT FIELD	M	EDITABLE	This field contains the id which Is unique for every candidate.
2.	INTERVIEW NO	Combo Box	M	Selectable	This field contains the interview no that are not manually given by the HR.
3.	PANEL REMARKS	Combo Box	M	Selectable	This contains the final decision that is taken against the candidate by all the panels.
4.	HIRING STATUS	Combo Box	M	Selectable	This field contains the hiring details of the candidate that the candidate is hired or not.
Search Results – Section					
5.	Logout	Button	M	Clickable	This button is for the exit from that app.
6.	Back	Button	M	Clickable	By clicking on the back button, we go to the screen where we were on previously.
7.	Exit	Button	M	Clickable	By clicking this we can exit from the application.

* Condition:

    Where   *Mandatory = M,*   *Optional = O,*   *Conditional = C*

3.1.10.1.4 Screen Actions

Action	System Response
Delete	This button would delete the information of the candidate from the database by clicking on the delete button.
Edit	This button edited the existing details of the candidate by clicking on edit button
Add	This button adds the new entry in the database.

3.1.10.1.5 Notifications

3.1.10.1.5.1 Email Alerts

Notification	Email
Subject	CV
Body	Company name/ Department name
Sent To	HR

3.1.10.1.5.2 SMS Alerts

Notification	Message
Textual Body	About job
Sent To	HR

3.1.10.1.6 Configurations

Parameter	Source	Description
N/A	N/A	N/A

4 Appendix A – Supporting Documents

4.1 Sample Print Advice Format

Find in attached pdf: CV Screening System

4.2 Sample Barcode Format

S.No	Name Of Candidates	Contact Details	Email Address	Designation	Interviewed By Human Resources yes | no	Scheduled on	Evaluation	Interviewed By Line Manager yes | no	Scheduled on	Evaluation	Interviewed By Director Finance yes | no	Scheduled on	Evaluation
						Interviews Held for Finance							
1	Anis ul Hassan	34531852956	sjaf12@gmail.com	Sr. Executive	yes	6/20/2019	Above Average	yes	6/20/2019	Rejected	N/A	N/A	N/A
2	Mirza	3448201716	owais.mirza65@hotmail.com	Sr. Executive	yes	6/20/2019	Rejected	N/A	N/A	N/A	N/A	N/A	N/A
3	Haris Naeem	3472080331	haris_naeem@hotmail.com	Sr. Executive	yes	6/20/2019	Rejected	N/A	N/A	N/A	N/A	N/A	N/A
4	Qunain Rasool	3155392429	qunain.cma@gmail.com	Sr. Executive	yes	6/20/2019	Above Average	yes	6/20/2019	Rejected	N/A	N/A	N/A
5	Dilawer Shah	3022405713	dilawershah786@gmail.com	Sr. Executive	yes	6/21/2019	Above Average	yes	6/21/2019	Rejected	N/A	N/A	N/A

June 30, 2018

EXPERIENCE CERTIFICATE

This is to certify that Mr. /Ms. _____ was employed with Al Rahim Textile Industries in the _____ Development department from MM/DD/YYYY till MM/DD/YYYY on a full time basis in the capacity of _____.

During his tenure, Mr. / Ms. _____ performed his/her assigned duties in a professional manner and with responsibility.

We found him/her to be hardworking, loyal and a dedicated employee whose dedication in taking initiative and contribution towards achieving organizational goals and objectives has proven helpful in the advancement of our Company.

We wish him success in all his future endeavors.

Sincerely,

For Al Rahim Textile Industries

_____
Human Resources Department

Mr. Ms._____,
  S/O. _____,
  _____,
Karachi.

LETTER OF APPOINTMENT

Dear Mr. / Ms._____,

We are pleased to appoint you as _____ with effect from MM/DD/YYYY on the following terms and conditions:

1. Your monthly gross salary is Rs. **XXXXX (_____only).**

2. Additionally, you will be entitled to other benefits and allowances as per company policies.

3. You are initially appointed on probation for a period of three months, which may be extended to six months at the discretion of the management. During this period your services may be terminated without assigning any reason and without any notice or compensation in lieu thereof. Similarly you may also resign during the probationary period without giving any notice to the company.

4. After successful completion of the probationary period, your employment will be confirmed in writing as a regular employee of the company. Please note that in the event of termination of your services due to misconduct, of which the company shall be the sole judge, no notice or salary in lieu of notice shall be payable by the company.

5. Your services are liable to be transferred to a similar or equivalent position in any company of Al Rahim Group.

6. You undertake to abide by all the rules, regulations and policies of the company and amendments made therein from time to time.

7. You shall be required to attend your duties regularly & punctually. It is solely your responsibility to inform your immediate supervisor in case of any planned or unplanned absence.

8. You agree to perform, observe and conform to such duties and instructions as may be communicated or assigned to you by the company at its sole discretion or which form part of your job description or responsibility.

9. Your emoluments are personal and confidential matter between you and the company and not to be discussed or disclosed to anyone.

10. You will be responsible for the safe custody and return in good order, of all Company property, which may be in your use, custody, care or charge during the employment with the Company. The Company shall have the right to deduct the money according to the value of all such things from your dues and take such other actions as it deems proper in the event of your failure to account for such property to the Company's satisfaction.

11. You will not discuss directly or indirectly with any person organization, agency or authority and shall not pass any information which you may acquire during the tenure of your service concerning the business, property, enterprise and undertakings of the company including its business, trade matters and secrets etc. unless required under the law to do so.

12. You shall employ yourself efficiently, diligently and to the best of your ability and shall devote your whole time to the duties of the company, and shall not engage yourself directly or indirectly in any trade, business or occupation whilst in the employment of the organization or any of its Group's businesses.

13. The tax liability, if any, shall be your exclusive responsibility, and you hereby authorize the company to deduct income tax or any other tax from your salary as may be required by the law or local regulations.

14. You will keep us informed of any changes in your residential address or family status. Your last mentioned address on our record shall be treated as final for all official and legal purposes.

If the aforesaid terms and conditions of employment are acceptable to you, please sign the duplicate of this letter as token of your acceptance and return the same to us.

We welcome and wish you long and prosperous association with the company.

Faisal Saya
Chairman,
Al Rahim Textile Industries.

Acceptance

I affirm that the aforesaid terms and conditions of employment have been read and understood by me and I agree to abide by them.

Signature　　:　_____

Name　　　　:　_____

June 12, 2018

Mr. / Ms. _____
_____
Al Rahim Textile Industries,
Karachi, Pakistan

Subject: <u>Employment Confirmation</u>

Dear Mr. /Ms. _____,

This refers to your appointment dated MM/DD/YYYY with Al Rahim Textile Industries. I am pleased to inform that you have successfully completed the probationary period and your employment is hereby confirmed effective MM/DD/YYYY.

I would like to take this opportunity to offer you my congratulations and wish you a continuing and rewarding association with Al Rahim Textile Industries. We are confident that together we will make things happen.

_____
Human Resource Department