

REVISED EMPLOYMENT CONTRACT

Ref: PNY/EMP/4289

Respected Rahil Azhar,

We are pleased to revise your employment as **Web Developer/Lab Instructor** at PNY Trainings Institute, with effect from **April 01st, 2025**. Your salary, job location, working hours, and employment terms are outlined below:

Salary:	PKR 52,000/- per month
Job Location:	Arfa Tower
Working Hours:	5 hours per day, 5 days a week

1. Probation Period & Confirmation:

- 1.1** Your employment will be subject to a probation period of three (3) months, during which your performance will be assessed.
- 1.2** If your performance is found unsatisfactory, the company reserves the right to terminate your employment without any prior notice or severance benefits.
- 1.3** Upon satisfactory performance during probation period, this contract will be continued till its expiry.

2. Employment Tenure & Notice Period:

- 2.1** You are contractually bound to serve PNY Trainings for at least one (1) year from your date of joining.
- 2.2** If you intend to resign, you must serve a one-month written notice or pay one month's salary in lieu of notice.
- 2.3** If you leave without serving & fulfilling notice period, PNY Trainings reserves the right to forfeit all pending salary and any other benefits.

3. Salary & Taxation:

- 3.1** Your remuneration shall be subject to applicable tax deductions in accordance with the laws of Pakistan.
- 3.2** Salary shall be paid on the 15th of the following month (e.g., March's salary will be paid on April 15).
- 3.3** Any unauthorized absence without prior approval will result in salary deductions at the sole discretion of the Company.

Signature: _____

PNY Trainings
Authorized Representative

Signature: _____

Rahil Azhar
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4. Compliance with Company Policies:

- 4.1 Your employment shall be governed by the HR Manual and other Company policies, as amended from time to time.
- 4.2 Failure to comply with company policies, performance standards, or professional ethics may lead to disciplinary action, financial penalties, or termination.

5. Confidentiality & Non-Compete Clause:

- 5.1 You are strictly prohibited from disclosing, sharing, or misusing any confidential information of the Company, either during or after your employment.
- 5.2 You shall not use the Company's name (PNY Trainings) for any personal business ventures or associate yourself with any competitor training institutes in Pakistan during your employment.
- 5.3 You are bound to maintain strict confidentiality regarding your salary and related compensation details. Disclosure to colleagues or the public is prohibited and will be considered a policy violation, subject to disciplinary action.

6. Attendance & Disciplinary Actions:

- 6.1 Late arrivals without prior approval shall be subject to salary deductions or fines, as determined by management.
- 6.2 No any absent is allowed during probation and if found any it will be an unpaid leave.
- 6.3 Before availing any leave must inform management two weeks before.
- 6.4 Unauthorized absence of three (3) to five (5) consecutive days without prior notification to PNY Trainings management will be considered job abandonment, resulting in immediate termination without benefits.
- 6.5 You may be transferred to any PNY branch as deemed necessary by management.
- 6.6 It is mandatory to mark your **biometric attendance** for salary purpose. If you are outside the branch at the start or end of the day for official assignment then share your live location in the WhatsApp attendance group as proof. Also, review your attendance status daily which is shared by HR department in the WhatsApp attendance groups. In case of any discrepancy, immediately notify HR Department with valid proof for correction.

Signature: _____

PNY Trainings

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Signature: _____

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7. Termination & Legal Implications:

7.1 The Company reserves the right to terminate your employment without prior notice in case of:

- Any misconduct, including harassment, fraud, or unethical behavior.
- Any act (financial or non-financial) that damages the company's reputation.
- Violation of confidentiality, non-compete, or professional ethics clauses.

7.2 If terminated under Clause 7.1, the Company shall not be liable to pay any further remuneration or benefits.

7.3 The Company reserves the right to recover damages, impose penalties, and initiate legal proceedings if losses are incurred due to your actions.

7.4 You cannot challenge the Company's termination decision in any court of law, as management's decision shall be final and binding.

8. Return of Company Property:

8.1 Upon resignation or termination, you must return all company property including documents, equipment, any assets (Laptop, mobile, sim etc) and digital data within 48 hours or earlier.

8.2 Failure to return company property may result in salary deductions or legal action.

8.3 Final settlement will only be paid after 40 days from the last working day, STRICTLY contingent upon the satisfactory completion of the handing over process.

8.4 The sum of Rs. 10,000/- for an unreturned Arfa Entry card, and Rs. 5,000/- for an unreturned employee card, will be deducted from the final settlement.

9. Documentation Requirement:

9.1 For the purpose of this agreement, before receiving your first pay, you are required to submit:

- 1) One original Degree to HR office immediately. HR Office shall give you "Proof of submission of Degree" and shall return you your degree at the expiry of this contract upon the returning of this "Proof of submission".
- 2) Character Verification Certificate (issued by concerned Police Station)
- 3) Personal Guarantee from a known individual affirming your character
- 4) Copies of all educational documents and all experience certificates, CV & CNIC.

Signature: _____

PNY Trainings

Authorized Representative

Signature: _____

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PERSONAL DETAILS

Name	Rahil Azhar
Father name:	Azhar Maqbool
Personal Contact	0333-6436693
Email address	rahil.azhar10@gmail.com
Emergency contacts	0302-5312886 (Father)
Reference No	N/A
CNIC	35202-0663245-1
Last Complete Qualification	MBA
Current Address	House # 101 A TIP Sector Canal Gardens, Lahore.
Address on CNIC	House # 120, Street # 3 Mohalla Rehman Park # 3, Gulshan Ravi Lahore.

Acceptance Statement

I, acknowledge that I have read and understood the terms and conditions of this Employment Contract. I agree to abide by these terms.

By signing below, both parties confirm their mutual consent to this agreement.

Signature: _____

PNY Trainings

Authorized Representative

Signature: _____

Rahil Azhar

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Team Lead Recruitment

Human Resource Department

Dated: April 01, 2025