

**CONTRACT OF EMPLOYMENT**

**MADE AND ENTERED INTO BY AND BETWEEN:**

**Solutions World** with address at: Peeli Kothi, doctor’s road, Housing colony, Shorkot City \_\_\_\_\_. here in represented by **Dr. Rizwan Siddiqui** duly authorized hereto (hereinafter referred to as the “EMPLOYER/TRAINER”) AND

Trainee Name: \_\_\_\_\_ with address at: \_\_\_\_\_

(here in after referred to as the “TRAINEE”) WHEREBY THE PARTIES AGREE AS FOLLOWS:

**1. APPOINTMENT**

The TRAINEE, who hereby accepts the appointment and is appointed as a “Content Writer” for the EMPLOYER/Trainer.

**2. DURATION**

**2.1** This agreement will become affective as from \_\_\_\_\_ (insert date) and it will continue for an indefinite period until it has been cancelled in terms hereof.

**2.2** The TRAINEE’s appointment (in the instance of new appointments) is subject to a “1 Year” probationary period during which period the EMPLOYER/TRAINER may terminate the services of the TRAINEE for any fair reason. One week’s written notice of termination of service to the TRAINEE, prior to the end of the probationary period will be given.

**3. THE TRAINEE’S DUTIES**

**3.1** The core of the TRAINEE’s duties towards the EMPLOYER/TRAINER is a duty to obey all lawful and reasonable order and to perform such work as she / he is directed to perform which falls within his / her vocational ability.

**3.2** Without limiting the aforesaid duties, the TRAINEE is obliged to strictly comply with the provision of this agreement, may not misappropriate the EMPLOYER’s/TRAINER’s property, keep all information entrusted to him / her confidential and have to adhere to the general Code of Conduct that governs all relations with co-Trainees, clients and stakeholders.

**3.3** The EMPLOYER/TRAINER undertake to draft a duty sheet in accordance with the post description and it will be filed on the TRAINEE’s personnel file.

**3.4** The trainee is supposed to do at least 200 product articles to get his/her first installment which will be =25,000/-PKR, while on daily basis minimum one product article is mandatory to continue this job/internship.

**4. WORK PLACE**

The trainee is directed to work physically in office (Solutions World) located in Shorkot City or is allowed to work from home.

**CERTIFICATE OF SERVICE**

is detailed in the Basic Conditions of Employment Act. **THUS DONE AND SIGNED** at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

EMPLOYER/TRAINER \_\_\_\_\_ (Signatures and Stamp)

TRAINEE \_\_\_\_\_ (Signature)

**As Witnesses:**

1. \_\_\_\_\_ (Admin)

2. \_\_\_\_\_ (Team Leader)