

## **EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made BETWEEN the Employing Company  
M/s \_\_\_\_\_

\_\_\_\_\_  
(hereinafter called "**The Employer**")

**AND**

Mr. \_\_\_\_\_ holder of Passport

No. : \_\_\_\_\_ (hereinafter called "**The Employee**")

**Employee's job title / position :** \_\_\_\_\_

**Working Location :**

Any location within the region of \_\_\_\_\_ as preferred by the Employer at the  
Employing Country.

**Salary Scale (on monthly basis) :**

Basic :  
General Allowance :  
Medical :  
Educational Allowance:

**Duration of Contract :**

The period of the contract is for \_\_\_\_\_ years from the date of arrival at the  
Region of the Employing Country and shall be renewed automatically for a further  
period by mutual written agreement between the Employer & the Employee.

**THE FOLLOWING TERMS AND CONDITIONS OF THIS EMPLOYMENT  
AGREEMENT HAVE TO BE AGREED UPON BY THE EMPLOYEE.**

**Agreement subject to the following :**

- Passing the Medical examination prescribed by the Employer / Employing Company.
- Obtaining approvals from Appropriate Government Authorities wherever applicable.
- On receipt of original academic and experience certificates wherever applicable in case of NOC not produced from previous Employer. The same will be returned at the time of terminating the Agreement.
- On receipt of satisfactory report from your previous employer.

**Mobilization Expenses :**

Air Ticket from the Country of Origin of the Employee to the Employer's Country shall be borne by the Employer / Employee and the expenses of the transfer from the Airport to the work site will also be borne by the Employer.

**Effective date of Employment :**

Employment in the company shall be effective from the date of reporting to duty.

**Working Schedule :**

Normal Working Days – Saturday to Thursday

Rest / Day Off – Friday

Working Hours – 8 hours per day and overtime wherever applicable.

**Probation :**

First three months of the agreement period shall be considered as probationary period.

**Confirmation :**

After successful completion of three months, the employee will be confirmed in the service of the Employing Company.

During the period of employment with the Company, the Employee will not engage himself directly or indirectly in any activity or job or employment or assignment outside this employment and the Employee shall devote his full time and attention in the interest of the Company.

The Employee shall be dismissed without getting any notice period from the Employer or any compensation if he did any of the incidents against the Labour Law applicable in the Employing Country and in particular if he absented himself from work without legal reason for more than 20 days within one year or more than ten consecutive days.

**Accommodation :**

The Employee will be provided with free furnished living accommodation according to the status of the Employee.

**Transportation :**

The Employer will provide free transport to and fro working site to the Employee.

**Leave :**

- Annual leave after completion of two years of service as per the Country Labour Law.
- Return air ticket to the country of origin (In case of non completion of two years of qualified service envisaged under the agreement, the Employer will be under no obligations to bear the air ticket to the Employee.
- Sick leave as per the Country Labour Law.

**Medical :**

Employer shall provide the medical treatment whenever necessary for the Employee as per the Country Labour Law and every Employee will be covered under free medical insurance as per the Labour Law of the country.

**Disputes :**

Any dispute arising in connection with the employment, which cannot be settled amicably, shall be referred to the Federal Civil Courts in the Employment Country.

**Termination :**

Either party may terminate this agreement after completion of probation period by giving the other party a written notice of one month.

No amendment or alterations to the terms and conditions of the Agreement shall be valid unless mutually agreed in writing and signed by both the Employer and the Employee.

Any terms and conditions not specifically covered under the agreement, the internal rules and regulation of the Employing Company shall be governed.

\_\_\_\_\_  
**Name of the Signatory in the  
Employing Company**

**Designation**

**Signature**

**Company Seal**

**Date :**  
**Place :**

\_\_\_\_\_  
**Name of the Employee**

**Signature of the Employee**

**Date :**  
**Place :**