



Plug ORange

Name: Muhammad Qaim Mehdi

POR/HT/T512/2020

Employee Code: SM-512

November 04, 2019

Mobile Number: 0334-1859707

Karachi

Dear Mr Qaim,

We are pleased to appoint you in Grade SM-I as (Business Development officer) in management program of Plug ORange at Karachi, Pakistan w.e.f. November 15, 2020 on the following terms and conditions.

In this position, PLUG ORANGE is offering to start you at a pay rate of PKR 65,000/- per month.

1. Additionally, you are entitled to other benefits and allowances as per HR policies.
2. You are initially appointed on probation for a period of three months, which may be extended at the discretion of the management. During this period your services may be terminated at the sole discretion of the management without assigning any reason and without any notice or compensation in lieu thereof.
3. You have to make plans, strategies and work as team with different employees to make group sales for OEE and Autocratic.
4. Your services are liable to be transferred to a similar or equivalent position in any company of Plug ORange in Pakistan.
5. You undertake to abide by all the rules, regulations and policies of the Company and amendments made therein from time to time.
6. You shall be required to attend to your duties regularly and punctually and not to absent yourself from duty without leave or absence approved by the management well in advance.
7. 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 responsibilities.
8. Your emoluments are personal and confidential matter between you and the Company, and 1 to be discussed or disclosed to anyone.



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10. You will be required to keep Company's allocated properties in your custody in perfect condition any damage, loss or misappropriation in such property shall be made good by you.
 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 Group's unit.
 13. The tax liability, if any, shall be your exclusive responsibility, and you will 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.
 15. Confirmation letter will be issued only after verification of all original documents.
- If the aforesaid terms and conditions of employment are accepted by you, please sign the duplicate of this letter as token of your acceptance and return the same to us.
16. You have to establish and maintain our clients records and collaborate with if required.

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

Kind Regards,

Nida UI Haq
(Sr. Assistant - HR)
hr@plugorange.com
+923341859707



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Acceptance

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

Signature: _____

Name: _____

Date: _____