

PED/

\_\_\_\_\_2026

Mr. XYZ  
Address#,  
Cell#,  
**Karachi.**

**SUBJECT: PERFORMANCE BASED EMPLOYMENT CONTRACT FOR THE POST OF \_\_\_\_\_.**

1. PNSC is pleased to appoint you on performance based contract as \_\_\_\_\_ with effect from \_\_\_\_\_ for a period of \_\_\_\_\_ on the following terms and conditions.

2. In terms of PNSC (Service) Regulations, 2025, you will initially be on probation for a period of three months which may be extended for another three months. Upon satisfactory completion of the probationary period, your service will be continued as per the contract period. During the period of probation, either party may upon one week prior notice in writing and without assigning any reason, terminate the employment contract.

**WAGES:**

3. You will be paid a gross consolidated salary of **Rs.** \_\_\_\_\_ per month as per following break up:

Package Heads	Amount in Rupees
Basic Salary	
House Rent	
Conveyance Allowance	
Utility Allowance	
Medical Allowance	
Entertainment Allowance	

**Gross Monthly Salary: 000,000/-**

**GRATUITY:**

4. In terms of PNSC (Service) Regulations, 2025, your gratuity shall be calculated on 30 days basic pay upon every year satisfactory completion of contractual period of service, whereas six months of subsequent / last year will be qualified period for entitlement of one year Gratuity at the time of cessation of service, other than proven charges of misconduct.

Contd...P/2....

**MEDICAL FACILITY:**

5. In terms of PNSC (Service) Regulations, 2025, Medical facilities shall be provided for self and real parents. However in case of married employee, the facility will be extended to the spouse and dependent children only (where children mean Son(s) upto the age of 25 years (un-employed) and unmarried daughter(s).

**GROUP INSURANCE:**

6. Admissible as per Corporation "Group Term Insurance Scheme/policy".

**EARNED LEAVE:**

7. In terms of PNSC (Service) Regulations, 2025, you will be entitled for 48 days earned leave on full pay upon completion of each year of service, whereby leave encashment at the annual limit of 30 days in a financial year as a normal case provided the balance leave on full pay after encashment is not less than 15 days and the employee has not availed any earned leave during the financial year. In case an employees availed earned leave, his leave encashment shall be reduced by the number of days he remained on earned leave.

**CASUAL LEAVE:**

8. Admissible in terms of PNSC (Service) Regulations, 2025.

**DISCIPLINE:**

9. In terms of PNSC (Service) Regulations, 2025, any act prejudicial to good order or service discipline will constitute "MISCONDUCT" and unbecoming on part of the employee shall be proceeded for disciplinary action and/or dealt under the express provisions of applicable Regulations. Disciplinary matters shall be governed under applicable rules.

**JOB SPECIFICATIONS / KPIs:**

10. Please note that the Corporation reserves the right to change, modify or enhance the Job Specifications / KPIs, as it may deem necessary from time to time.

**PLACE OF WORK AND WORKING HOURS:**

11. Your place of posting will be the Corporation's Head Office or in any other wholly owned subsidiary company and / or at places other than Head Office. You must, however, be willing to travel on official business within Pakistan or abroad.

12. That you will observe the working hours as notified by the Management from time to time depending on the work requirement.

13. During your contractual employment with the Corporation, you undertake not to engage yourself in any business, full-time or part-time service, PNSC being the Employer expects that you perform your duties, diligently, honestly and with complete dedication without compromising the interest of the Corporation directly or indirectly.

Contd...P/3....

14. You may be called upon to serve in any department within the Corporation or any of its subsidiary company on the same terms and conditions at the sole direction of the Management.

15. In terms of PNSC (Service) Regulations, 2025, your employment contract may be terminated without assigning reason by either party upon giving a thirty days prior notice in writing, or payment of thirty days gross salary in lieu of the notice period.

16. The Management shall keep vigil on your performance during said contractual period of employment which shall determine your further retention on contract with the Corporation.

17. You shall conform to, and abide by, all Rules and Regulations of the Corporation and shall observe and faithfully carry out all instructions which may from time to time be given to you by your supervisor(s).

18. You shall report and be accountable to \_\_\_\_\_.

**CONFIDENTIALITY OF CORPORATION INFORMATION AND DATA:**

19. During your employment and subsequently without limit of time you may not, except in the proper course of your duties as an employee of the Corporation or thereafter divulge to any person, firm or company whomsoever, and shall use your best endeavors to prevent the unauthorized publication or disclosure of any trade secret or secrets or confidential information concerning the organization, business, clients or finances of the Corporation (or any subsidiary) or any of its dealings, transactions, marketing and sales strategies or affairs which may come to your knowledge during or in the course of your employment and you shall keep with complete secrecy of all confidential information entrusted to you and shall not use or attempt to use any such information in any manner which may injure or cause loss either directly or indirectly to the Corporation (or any subsidiary) or its business or its clients or may be likely to do so. For the avoidance of doubt, this provision shall not apply to information or knowledge that has become public other than by unauthorized disclosure.

20. You shall not during the continuance of this contract make, otherwise than for the benefit of the Corporation, any notes, memoranda or other documents of any nature relating to any matter within the scope of the business of the Corporation (or any subsidiary) or concerning any of its dealings or affairs whatsoever, nor shall, either during the continuance of this contract or afterwards, use or permit to be used, any such notes, memoranda or documents otherwise than for the benefit of the Corporation (or any subsidiary), it being the intention agreed by the parties to this contract that all such notes, memoranda or documents made by you are the property of the Corporation and shall be left at the Corporation's premises where you have been working upon the termination of your employment.

21. Upon the cessation of your employment, you are required to deliver to the Corporation all original and copy materials, equipment, documents and other property of any nature of belongings to the Corporation which is or has been in your possession, custody or power prior to the cessation of your employment, and neither you nor any person on your behalf may retain copies of any such documents or other copyable property.

22. Please indicate your acceptance to the above terms and conditions of your contractual employment by signing and returning the duplicate copy of this contract.

Contd...P/4...

**ENTIRE CONTRACT:**

23. This contract embodies the entire understanding of the parties and there are no promises, terms, conditions or obligations in oral or written form other than those contained in this contract.

24. We take this opportunity of wishing you a mutually rewarding relationship.

**IN WITNESS WHEREOF,** the parties have executed this contract as on the date first above written.

For & on behalf of the Corporation

**GENERAL MANAGER (LEGAL / HR)**

**ACCEPTANCE**

**(TO BE SIGNED AND RETURNED BY THE CANDIDATE)**

1. I, Wasif Abbas confirm that I fully understood the terms and conditions of this employment contract set out above and that these are acceptable to me in totality.
2. I declare that I shall abide by the terms and conditions of this employment contract. I hereby also accept that review of my salary / emoluments shall be linked with my performance / KPIs.
3. I shall adhere and comply with the rules, regulations and new policies issued by the Corporation from time to time.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_