

Annexure D: Application for Employment with CTC

Chip Training & Consulting (Pvt) Ltd
Application for Employment

Instructions:

Read the whole form carefully before starting to fill it in.
This form should be completed in ink, in candidate's own handwriting.
Attach copies (not originals) of all testimonials and certificates.
If space provided in the form for any particular information is inadequate,
Please attach additional sheets.
If any information given in this form is subsequently found to be incorrect, it will be
construed as a gross misconduct, liable to be punished by instant dismissal and other
disciplinary action as may be appropriate to the nature of misstatement.

Position applied for: **PROJECT OFFICER**

1. PERSONAL INFORMATION

1.1	Full Name	BILAL AHMED
1.2	NIC No.	54400-8049324-3
1.3	Date of Birth	04-587-1987
1.4	Father's Name	
	Marital Status	MARRIED
1.5	Spouse or next of Kin	ASMA KHAN
	No. of Children	1
1.6	Permanent Address	HOUSE NO 6-3/302 A ZONKI RAM ROAD QUETTA
1.7	Present Residential address	HOUSE NO 132-C CHILTAN HOUSING SCHEME QUETTA
1.8	Phone Numbers	0300-3887040
1.9	E-mail address	bilal.khurasan@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	BILAL AHMED
Account No.	12637900701103
Bank Name & Branch	HBL, QUETTA CANTT BRANCH

3. QUALIFICATIONS

List all your academic and technical qualifications, starting with the school certificate (Matriculation)

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2004	Grand Folks High School, Quetta	Matric	Science	First
2006	Imam-e-Jamia Public College, Quetta	HSSC	Computer Science	First
2010	BUIEMS	Bs Economics	Economics	3.61
2015	NUST	Ms Economics	Economics	3.04

4. PREVIOUS EMPLOYMENT

Give details of your present employment.

If you are currently unemployed, give these details in respect of the last employment held by you.

4.1	Name of the Employer	NUST
4.2	Employer's Address	NUST Balochistan Campus, Kach road, Quetta
4.3	Date of Joining	22-06-2019
4.4	Your Last Job Title	Program Coordinator
4.5	Main Duties	Program, planning, management & provide HR coordination on ongoing project of NUST at Quetta
4.6	Name & Title of your immediate boss	Lt Col Muhammad Hanif / Dy Director
4.7	Gross Monthly Pay	112,000

5. PAST WORK EXPERIENCE

List all the previous jobs held by you, starting from the earliest.

From/ To	Employer's Name & Address	
21-3-17	Directorate of Education	Shamsher Khan road Quetta
31-10-17		
12-07-16	SMAAS	Samarat Housing Scheme, Quetta
31-08-16		
01-08-10	CPD	Phase 2 Shabaz town Quetta
09-11		

5. REFEREES

Give details of three referees, not related to you by blood or marriage, who can vouch for your character and work experience

5.1	First Referee	Name	Mr. Allauddin Khulji
		Address	Arenal, Panchsheel Regional Office, Jinnah town, Quetta
		Contact Phone No.	0336-8380440
		Nature of association with you.	Professional
5.2	Second Referee	Name	Dr. Salauddin
		Address	HUST, Balochistan Campus, Kach road, Quetta
		Contact Phone No.	0333-7812238
		Nature of association with you.	Professional
5.3	Third Referee	Name	Dr. Wasim Khalig
		Address	HUST, Balochistan Campus, Kach road, Quetta
		Contact Phone No.	051-90856480
		Nature of association with you.	Professional

7. GENERAL INFORMATION

6.1	Do you suffer from any serious ailment, or disability? If so, give details.	No
6.2	Have you ever been tried or convicted for any crime? If so, give full details.	No
6.3	Give any other information not covered by this form which in your opinion is relevant to your application.	Nil
6.4	If an offer is made to you, how soon can you join us?	Immediate
6.5	What are your salary and benefits expectation?	Market Competitive

6. SUITABILITY TO THE POSITION

Briefly explain why you consider yourself suitable for the position you have applied for.

I am confident that all requisites of this job are matched with my skills & expertise. I have three & half years of experience as Program Coordinator at NUST Quetta campus. As Program Coordinator my core responsibilities were program planning, management & provide coordination on ongoing projects of NUST Baluchistan Campus (NBC). In addition, I was assigned responsibilities of HR related matters, including initiating demand for manpower, coordination with head quarters (HQ) on need & requirement of staff & faculty. Arrangement of seminar & conferences. I have more than two years of experience in NGOs, provide administrative, HR & logistic monitoring services.

8. DECLARATION BY THE APPLICANT

I confirm and certify that the information given above is true, correct and complete to the best of my knowledge and belief. I accept responsibility for any misstatement that may be subsequently discovered.

Date

23-07-2023

Candidate's
Full
Signature

