

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Hina				
Position	HR Associate				
Date of Interview	15-Sept-2021				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2	2	
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	2	B.com
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5	3	
Job Competence Assessment	Competence assessment through scenario-based questions taken from ToRs	Ask 5 scenario-based questions relevant to the position, (2 marks each * 5 questions)	10	7	
Job Knowledge	Knowledge of the position and ToRs s/he has applied for	Ask three questions on the job position and ToRs (2 marks each*3 questions)	6	4	
Computer Proficiency	Competence assessment through scenario-based questions taken from ToRs	Ask 3 scenario-based questions relevant to the position, (2 marks each * 3 questions)	6	3	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	3	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	6	
Total Score			50		
Overall Remarks	Suitable candidate has HR Associate experience of 5 to 6 yrs				
Interviewer's Signature	maile nizam				
Interviewer's Name					

35 K and after probation 40 K.

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:

HR. Project Officer / Associate

1. PERSONAL INFORMATION

1.1	Full Name	HINA QURESHI
1.2	NIC No.	42501-8626044-8
1.3	Date of Birth	28-05-1989
1.4	Father's Name	M. ZAFAR Ali QURESHI
1.5	Marital Status	MARRIED
	Spouse or next of Kin	M. QASIM
	No. of Children	NIL
1.6	Permanent Address	H-272 Dakhali, Sham, Dhok Mustaqeem Peshawar Road, Rawalpindi
1.7	Present Residential address	H-272 Dakhali, Sham, Dhok Mustaqeem Peshawar Road, Rawalpindi
1.8	Phone Numbers	0332-7992259
1.9	E-mail address	hinagureshi402@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	
Account No.	
Bank Name & 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 1999	BOARD OF SECONDARY EDUCATION KARACHI	Matriculation in Science	Physics, Maths, Biology Chemistry	A-1
2006 2001	BOARD OF INTERMEDIATE EDUCATION KARACHI	Intermediate in Science	Physics, Biology, Chemistry	1st
2009 2006	University of Karachi	Bachelor in Commerce	Commerce	1st
2011	University of Karachi	Master in Commerce	Commerce	1st

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	Ayesha Trading Company
4.2	Employer's Address	Westridge, Rawalpindi
4.3	Date of Joining	1st Nov 2017
4.4	Your Last Job Title	HR Associate
4.5	Main Duties	Drafting, Hiring employees, e-mail correspondence Keeping and maintaining record
4.6	Name & Title of your immediate boss	Faisal Salem, Head of Company
4.7	Gross Monthly Pay	25,000 plus incentives

5. PAST WORK EXPERIENCE

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

From/ To	Employer's Name & Address		
2012 to 2017	PAKISTAN STEEL Mills		
2017 to 2020	AYESHA TRADING COMPANY		

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	FAISAL SALEEM
		Address	
		Contact Phone No.	0300-8566517
		Nature of association with you.	LAST EMPLOYER.
5.2	Second Referee	Name	HINA CHOUDHRY
		Address	
		Contact Phone No.	0333-3872767
		Nature of association with you.	COLLEAGUE FROM FIRST JOB
5.3	Third Referee	Name	M. RIZWAN
		Address	
		Contact Phone No.	0345 2903300
		Nature of association with you.	UNIVERSITY FELLOW

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.	
6.4	If an offer is made to you, how soon can you join us?	IMMEDIATELY
6.5	What are your salary and benefits expectation?	40,000 plus transport and health facility

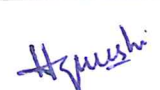
6. SUITABILITY TO THE POSITION

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

I have already experience of HR but in different department like at first I was in education related field and then in distribution company. So, I already have experience of HR. I can manage and understand the work quickly and easily. Most importantly, I want to do this job because I want to learn more and want to be expert in this field.

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 15-09-2022.	Candidate's Full Signature 
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Question Paper

Note: Please mention your name on the paper.

Question 1: What Major Challenges Did You Face During Your Last Role? How Did You Manage Them?
(10 marks)

1. In my last job, Accountant of company left job without any prior notice, it was difficult to arrange another accountant in such short span of time. So, I offered my services to company as accountant by learning Quickbook for that period. By doing this, I was able to save time and also reduce cost to company for that time.
2. Another task was that in my first job, my head asked me to arrange a seminar on optics within two days. It was very short period, so I divided task in different team and was able to arrange Seminar successfully.

Question 2: Draft a letter to CTC HR Manager Quetta for the post of Project Associate advertised in daily Mashriq dated April 2022; provide information regarding qualification, relevant experience and computer skill (10 marks)

HR Manager

CTC Quetta.

Given below is the information regarding
~~It is requested to kindly advertise the~~
post of Project Associate in Daily Mashriq.

QUALIFICATION:

Masters in Management Science, Social Science
or any related field.

EXPERIENCE:

Must have an experience of about 2 to 3
years in related field.

COMPUTER SKILLS:

Must have +
Diploma in MS Office especially MS Excel
would be preferred.