

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 HR Officer**

1. PERSONAL INFORMATION

1.1	Full Name	Saman Mughal
1.2	NIC No.	17321-6663940-6
1.3	Date of Birth	24-4-92
1.4	Father's Name	Anjam Mughal
	Marital Status	Married
1.5	Spouse or next of Kin	M. Shahzeb Khan
	No. of Children	
1.6	Permanent Address	P.O Hazar Khwani Muhalla Qandi Baig zai Pesh
1.7	Present Residential address	Same as above
1.8	Phone Numbers	03339158388
1.9	E-mail address	samanshahzebkhan@gmail.com

2. Bank Details

Account Title (Name of Ac Holder)	SAMAN MUGHAL
Account No.	00000017 2380 9901
Bank Name & Branch	PK 94 SCBL

3. QUALIFICATIONS

List your last two academic qualifications

Year	Institution	Cert. / Degree obtained	Main Subjects	Grade / Div.
2017	City University of Science & IT	MS-MS	HR	3.58
2015	City University of Science & IT	BBA (Hons)	HR	3.5

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	
4.2	Employer's Address	
4.3	Duration	
4.4	Your Last Job Title	
4.5	Main Duties	
4.6	Name & Title of your immediate boss	
4.7	Gross Monthly Pay	

5. PAST WORK EXPERIENCE

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

From/ To	Employer's Name & Address	Designation	Main Duties
10-2-22 to 23-5-22	LRH MTI	HR Officer	HR related
15-4-21 to 10-2-22	Public Health Association	HR Manager	?
1-12-20 to 31-3-21	Public Health Association	Communication Officer	
15-11-17 to 31-3-20	CTC	Project Associate	HR related

6. 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/sexual exploitation or abuse? If so, give full details.	No
6.3	If an offer is made to you, how soon can you join us?	As soon as possible
6.4	What are your salary and benefits expectation?	75000

7. PROFESSIONAL REFEREES

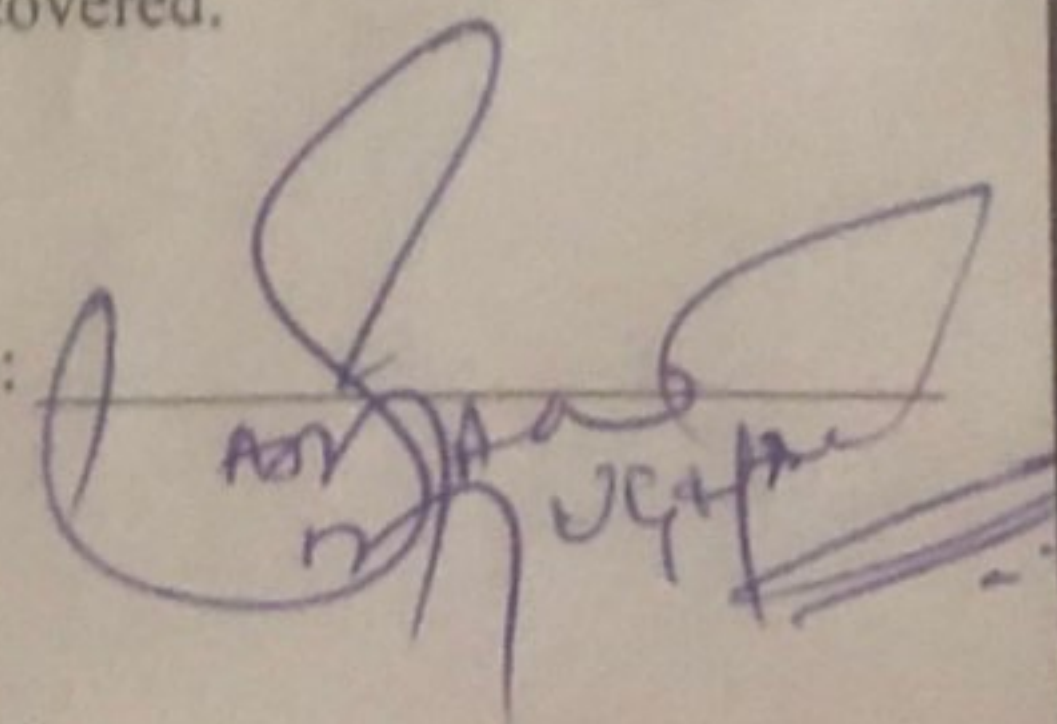
Give details of two referees (not related to you by blood or marriage or friend), who can vouch for your character and work experience
(Professional Reference Only)

7.1	First Referee	Name	Saima Abid
		Nature of association with you.	President / Supervisor
		Organization Name and Address	Public Health Association
		Phone Number	
		Email Address	saimabidda@gmail.com
7.2	Second Referee	Name	Shamsh Begum Askar Abbas
		Nature of association with you.	District supervisor
		Organization name and Address	Public Health Association
		Phone Number	
		Email Address	askarabbasm2@gmail.com

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: 3-10-23

Candidate's Signature:



Disclosure of Relationship / Kinship Form

(To be filled by Employee)

I Saman Mughal, S/D/W of M-Shahzeb Khan, holding CNIC:
17301-6663910-6 designated as Project HR Officer at (city/district & Province)
Peshawar with CHIP Training & Consulting (Pvt.) Ltd. (CTC),

do hereby declare as:

1. That none of my blood/close relations which may include inter alia parents, brother, sister, husband, wife, spouse, children, maternal and paternal uncle, aunt, niece, nephew, father/mother/sister-in-law or any other relationship which could come under the standard definition of "blood/close relations" is employed at CTC/Client's office
2. That, I shall be bound to declare - during my course of employment - if any of my above mentioned relationship is appointed at CTC/Client's office,
3. The following blood/close relation (as mentioned in the Article - 01 above) is employed in CTC.

Sr.No	Name	Designation	Organization	Dist./Province	Relation

Declaration: I do hereby solemnly affirm and declare that the information provided above is true, correct and nothing has been concealed therein.

Signature

[Handwritten Signature]

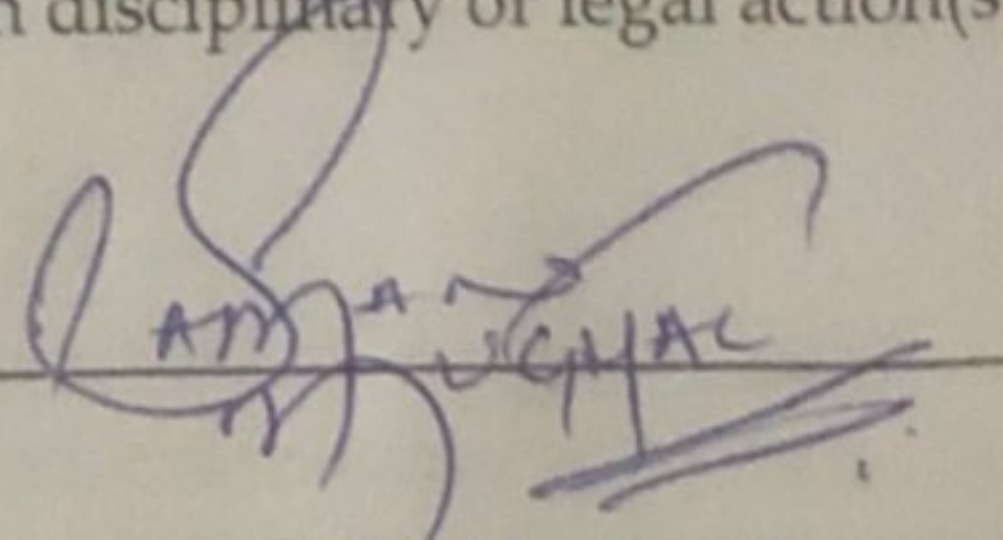
Annex-2

CTC PRSEAH Acknowledgement Form

Name of Employee/Consultant/ Vendor/ Enumerator: Saman Mughal
Position: Project HR Officer
Department: _____

I have received, read and I fully understand the CTC PRSEAH policy included in the CTC ESR manual.

I understand its contents and agree to comply with the guidelines set out in the subject policy and understand that failure to comply may result in disciplinary or legal action(s).

Date: 4-10-23 Signature: 

Please sign and return to HR Team. This document will be filed in the personal file.

AGREEMENT

BETWEEN

CHIP Training & Consulting (Pvt.) Ltd.

AND

Saman Mughal

Address: PO Hazar Khuwani, Muhallah Gandhi Baig Zai, Peshawar.

CNIC: 17301-6663910-6

Contact #: 0333-9158388

This agreement relates to the Probation Contract for the post of Project HR Officer in Peshawar.

1. Appointee

Name: Saman Mughal

CNIC: 17301-6663910-6

2. Duration

2.1 The company offers you employment contract for a probationary period from 03rd October 2023 to 03rd January 2024. The contract may further be extended for three or six months' basis, depending upon your satisfactory performance in the probation period and continuity of the position.

2.2 During probation either party can terminate the agreement by giving two-week notice or two-week salary in lieu of notice period.

3. Remuneration/Salary

The employee will receive Gross Salary of @ PKR 80,000/- per month at CTC Grade-4. In addition, you shall be entitled to following benefits:

- A Post-paid sim with a limit of PKR 2,000/- per month for official use.
- Death and disability Insurance cover @ PKR 3,000,000/-

4. Working Time/ Hours, Leave & Holidays

4.1 The working week has five days from Monday to Friday, at a total of forty (40) hours from 0900 to 1800 Hrs. inclusive of one-hour lunch/prayer break. However, the working hours and days mentioned above are not final and the employee will be expected to work beyond the standard working hours and on weekends as well to achieve the deliverables or whenever the job so requires.

4.2 The employee shall be entitled to public holidays as well, however any additional partial or full day leave (s) shall be adjusted in salary payment, on monthly basis.

5. Loyalty and Responsibilities

- 5.1 For the duration of the assignment period, the employee is not allowed to engage in any 2nd paid or gain full occupation.
- 5.2 Even beyond the duration of engagement, the employee must observe strict confidentiality regarding matters which, by their nature or following special instruction, are to be treated as secrets or confidential.
- 5.3 The employee must ask for the employer's written consent if he/she wishes to publish, broadcast or otherwise publically disseminate information in connection with any official assignment.
- 5.4 If the employee will fully neglect to perform any of his/her duties under the assignment, CTC reserve the rights to terminate the contract of employee without giving any notice.
- 5.5 The Employer also reserves the right to terminate the contract of employee subject to the application of show cause and due process if it is found that the employee is involved in any "Misconduct" including but not limited to sexual exploitation, abuse and harassment -PRSEAH (Annex- B) etc.

6. General

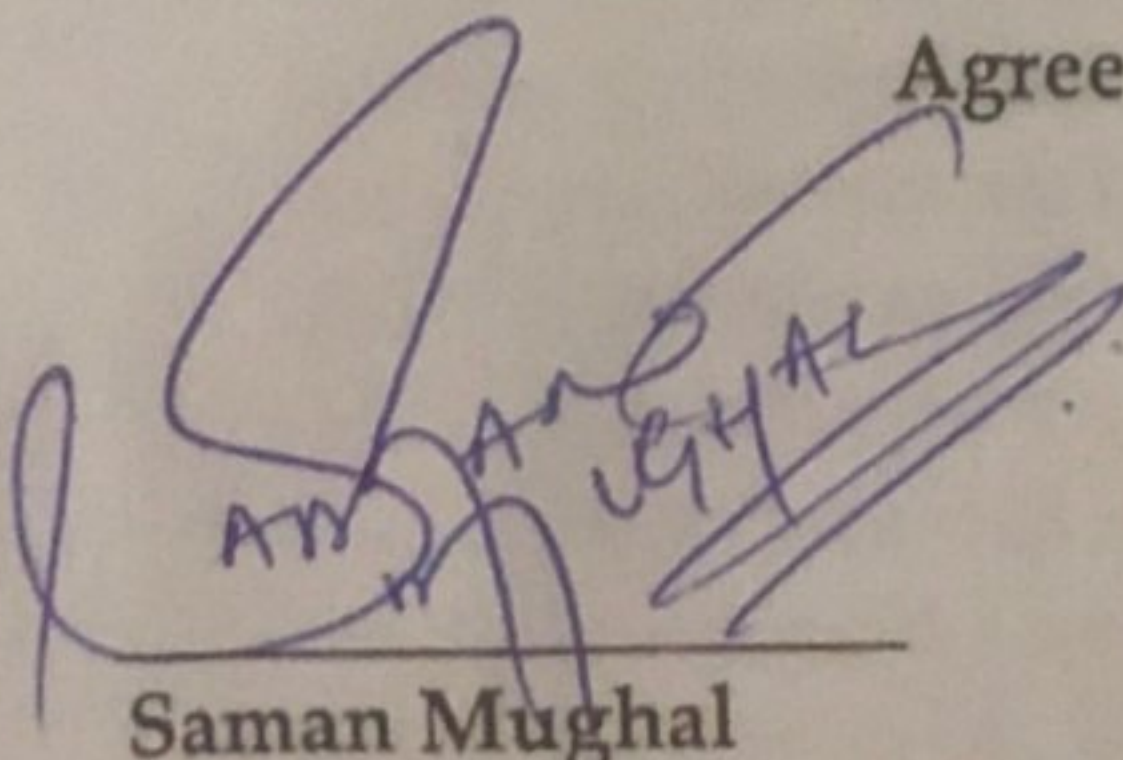
CTC, Islamabad shall not be made liable for any damage, lose, illness, injuries or death which may occur to or be caused by the appointee during the course of the present assignment.

7. Changes

Any modification to this assignment needs the consent of both parties and has to be conducted in writing.

Both parties hereby accept the aforementioned terms and conditions of "Probation Contract".

Agreed on: 03rd October 2023.



Saman Mughal
17301-6663910-6

HR Department
CHIP Training and Consulting

