

Application for Employment with CTC

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. A copy of CV and CNIC is mandatory.
- If space provided in the form for any particular information is inadequate, please attach additional sheets.
- If any information is given in this form is subsequently found to be incorrect, it will be constructed as a gross misconduct, liable to be punished by instant dismissal and other disciplinary action as may be appropriate to the nature of misstatement.



صرف دفتر استعمال کے لئے (سی آئی سی سٹاف کی جانب سے بھرا جائے گا) (For official use only to be filled by CTC Staff)

عہدہ کا نام جس کے لئے درخواست دی گئی: (Position applied for)
منتخب ہونے پر تصانیق تربیت کی متوقع تاریخ: (سال ہر مہینہ دن)
(Expected Date of Induction Training if selected)

1- ذاتی معلومات (Personal Information)	
محمد زاہد ولد محمد ریاض نذر 37302-8850662-3	1.1 مکمل نام (Full Name) 1.2 شناختی کارڈ کا نمبر (CNIC No.) 1.3 دیگر شناختی نمبر (شناختی کارڈ میسر نہ ہونے کی صورت میں) (Other Identification number if CNIC is not available)
18-07-2003	1.4 تاریخ پیدائش (سال ہر مہینہ دن) (Date of Birth (YYYY/MM/DD))
<input type="checkbox"/> تاریخ پیدائش معلوم نہیں (DOB not Mentioned) <input checked="" type="checkbox"/> دن ہر مہینہ سال مطلوب ہے (Day, Month, Year Available) صرف سال معلوم ہے (Only Year available)	1.4.1 تاریخ پیدائش کا جائزہ لیں (کسی ایک پر نشان لگائیں) (Check DOB) (Tick any One)
محمد ریاض نذر	1.5 والد شوہر پر خونی رشتہ دار کا نام (Father's/Husband Name/ Name of i.e. Next Kin)
باب	1.6 امیدوار کے ساتھ رشتہ (Relationship with Applicant)
عزیز منادی مندرہ	ازدواجی حیثیت (Marital Status)
مرد	صنف (Gender)
	1.7 قبیلہ (Tribe)
مغل	ذات (Ethnicity)
	زبان (Language)
اردو، پنجابی، سندھی، گجراتی، پنجاب، ضلع سرگودھا	1.8 مکمل پتہ (Permanent Address)
ضلع سرگودھا	(District and Union Council)
موجودہ پتہ	1.9 موجودہ پتہ (Present Address)
0324-7704652 (Residence) 0347-4754089 (Mobile)	2.0 رابطہ کی تفصیل (Contact Detail)
muhammadzahid03474754089@gmail.com (E-mail)	2.1 آخری تعلیمی سند (Last Qualification)
BS Civil Engineering Technology	

2- تعلیمی قابلیت (Qualification)

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

تمام تعلیمی و تکنیکی قابلیت کی اسناد کی فہرست لکھیں (میٹرک سے شروع کریں)

گریڈ/ڈویژن (Grade/Division)	اہم مضامین (Major Subjects)	سرٹیفکیٹ حاصل کردہ ڈگری (Certificate/ Degree Obtained)	ادارہ (Institution)	سال (Year)
1st Division, A Grade	BIO	بی بی سی	گورنمنٹ ہائی سکول، کھارپان	2018
1st Division A Grade	PHY, MATH, CHEM	FSC (100%)	صنایعی اسکول، کھارپان	2020
1st Division	Civil Engg. Technology	BS Civil Engg. Technology	پولیسٹی انجینئرنگ کالج، کھارپان	2020-24

3- موجودہ ملازمت (Present Employment)

(Give details of your present employment. (If you are currently unemployed, give these details in respect of the last employment held by you).)

اگر آپ فی الحال بے روزگار ہیں، توگزشتہ ملازمت کی تفصیلات فراہم کریں

3.1	آجر کا نام	(Name of Employer)	محمد زاہد
3.2	آجر کا مکمل پتہ	(Employer's Address)	صنعتی کالونی کھارپان
3.3	تاریخ تعلق	(Date of Joining)	23-12-23
3.4	آخری عہدہ	(Your Last Job Title)	/
3.5	اہم ذمہ داریاں	(Main Duties)	Safety of customers while fueling
3.6	مجازر آفیسر کا نام اور عہدہ	(Name & Title of your Immediate Boss)	ابراہیم حسین
3.7	مجموعی ماہانہ عہدہ (روپے میں)	(Gross Monthly Pay)	34 ہزار

4- سابقہ کام کا تجربہ (Past Work Experience)

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

آپ کی تمام سابقہ ملازمتوں کی فہرست کی تفصیل، آخری ملازمت سے شروع کریں

اہم ذمہ داریاں (Main duties performed by you)	عہدہ آخری عہدہ جب ملازمت چھوڑی (Position held by you when you left this employer)	آجر کا نام اور پتہ (Employer's Name & Address)	دورانیہ دن - مہینہ - سال تا دن - مہینہ - سال (From/To) (D/M/Y to D/M/Y)
/	/	/	/
/	/	/	/

5-حوالہ جات (References)

آپ کم از کم تین (3) حوالہ جات دیں، جن کا تعلق آپ کے کسی خونی یا شادی سے جڑے رشتے سے نہ ہو، بلکہ جو آپ کے کردار اور کام کے تجربے سے واقف ہو۔
Give details of 3 references, not related to you by blood or marriage, who can vouch for your character and work experience.

پہلا حوالہ	5.1
پہلا حوالہ	5.1
Full Name	محمد علی
Full Address	طارق آباد، سرگودھا
Contact Number	0309-8032204
Nature of association with you	آپ کے ساتھ کام کی نوعیت دوست
دوسرا حوالہ	5.2
Full Name	محمد علی
Full Address	عصا کا بوی، جھادریاں
Contact Number	0311-6799354
Nature of association with you	آپ کے ساتھ کام کی نوعیت دوست
تیسرا حوالہ	5.3
Full Name	محمد علی
Full Address	نور سید لائٹ ٹاؤن، سرگودھا
Contact Number	0315-6031962
Nature of association with you	آپ کے ساتھ کام کی نوعیت دوست

6-عمومی معلومات (General Information)

6.1	کیا آپ کو کوئی معذوری یا بیماری تو نہیں ہے، اگر ہاں تو تفصیل بتائیں Do you suffer from any serious ailment or disability? If so, give details.	NO
6.2	کیا آپ کبھی کسی کام کے سلسلے میں مجرم قرار نہیں پائے، اگر ہاں تو تفصیل بتائیں Have you ever been tried or convicted for any crime? If so, give full details.	NO
6.3	آپ کے خیال میں درخواست سے متعلق کوئی ایسی معلومات جو اس فارم میں موجود نہیں آپ ہمیں بتا سکتے ہیں۔ Give any other information not covered by this form which in your opinion is relevant to your application.	NO
6.4	اگر ہم آپ کو پتے ادارے میں کام کرنے کے لئے بلائیں، آپ کتنے عرصہ میں ہمارے ساتھ کام کر سکتے ہیں؟ If an offer is made to you, how soon can you join to us?	UPTO contract
6.5	آپ کی متوقع تنخواہ اور دیگر فائدہ کی کیا امید رکھتے ہیں؟ What are your salary and benefits expectations?	At least 60 thousands and annual bonus

7-عہدہ کی موزونیت (Suitability to the Position)

آپ کے خیال میں آپ کیوں اس عہدہ کے لئے زیادہ موزوں ہیں؟
(Briefly explain why you consider yourself suitable for the position you have applied for)

Because I am in need of this job.

درخواست گزار کا حلف نامہ

میں تصدیق کرتا کرتی ہوں کہ اوپر دی گئی تمام معلومات میرے علم اور یقین کے عین مطابق ہیں، درست اور مکمل ہیں، بعد میں کسی بھی معلومات کے غلط ہونے کی صورت میں تادیبی کارروائی کی ذمہ داری قبول کرتا کرتی ہوں۔
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 be subsequently discovered.

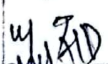

امیدوار کے دستخط
(Candidate's Signature)

31-12-23

تاریخ (Date)



CHIP Training & Consulting (Pvt). Ltd
Declaration Form of Candidate for Residential Address
(To be filled & signed by Candidate)

Name of Candidate as per CNIC:	MUHAMMAD ZAHID	
S/DAN of;	MUHAMMAD RIAZ NAZAR	
CNIC NO:	3 7 3 0 2 8 8 5 0 6 6 2 3	
Position Applied:	SAFETY WARDEN	
Permanent address as per CNIC:	House No:	295
	Street #:	01
	Mohallah:	Faisal colony
	Village:	JHAWARIAN
	Sector/UC:	JHAWARIAN
	Town /Tehsil:	SHAH PUR
	District	SARGODHA
	Current Residential Address: <i>(Kindly don't fill this section if permanent and residential addresses are same)</i>	House No:
Street#		01
Mohallah:		Faisal colony
Village:		JHAWARIAN
Sector/UC		JHAWARIAN
Town /Tehsil:		SHAH PUR
District		SAGODHA
Signature & Date:		Date of Form Filling:
 31-12-23	31-12-23	

Disclosure of Relationship Form

(To be filled by Candidate)

I M. ZAHID..... S/D/W/O M RIAZ NAZAR Holding CNIC
3730288506623, Resident of Faisal colony street 01..... Jhawarian
 UC Jhawarian..... Tehsil Shahpur..... District
Sargodha..... Candidate for the position of
safety warden..... with CHIP Training & Consulting (Pvt.) Ltd. under its
 third party contract for PTPP project, do hereby declare as under:

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, brother/father/mother/sister-law or any other relationship which could come into the standard definition of "blood/close relation" is employed under PTPP project in the same district or PTPP or CTC offices in the same province where I am candidate for this position.
2. That, if selected for this position, I shall be bound to declare - during the course of my employment - any of my above said relationship if the same joins PTPP, CTC or/and WHO to CTC at the earliest.
3. The following blood/close relations (as mentioned in article 01 above) are employed within PTPP CTC or WHO as of the date mentioned below:

Name	Designation	Organization	Province/District	UC	Relationship

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

Signature:

M. ZAHID

Date: 31-12-23



DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I M. Zahid S/D/A/W/O M. Riaz Nazir, holding CNIC 3730288506623 Resident of Faisal colony street 2 Jhawanan UC Jhawanan, Tehsil shahpur, District Sargodha. Employee for the position of safety warden. With CHIP Training & Consulting (Pvt) Ltd under its third party contract for PTPP Project, do hereby declare as under:

1. That, I have not enrolled myself in any program in any college/university which comes under the category of regular studies and that currently I am not taking any regular classes.
2. That, I am not employed by any government department or private organizations neither have I any private business registered in my name nor am active partner in family business.
3. I shall be bound to declare - during the course of my employment - any of the above mentioned scenarios.
4. If found making a false or misleading statement when applying for this position with the company, I will be liable to instant dismissal, without benefits, on discovery of such falsehood or misrepresentation.

The following are the details of my regular studies or dual job, if any:

Name	Regular Student Of	Department/ Institute Name	Working as employee with (Govt/Private)	Department/ Organization name	Private business, if any	Any other part time job

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

Signature

M. Zahid

Date: 31-12-23



Bank Account Information	
Name of Employee	Muhammad Zahid
Designation	Safety warden
Union Council / Area	Jhawarian
District / Agency	Sargodha
Contact No.	0347-4754089
CNIC No.	37302-8850662-3

Bank Account Title	Current
Bank Name	HLB
Bank Address	Jhawarian
Bank Branch Code	428, Jhawarian (956F + 2WX)
Bank Account Number (With IBAN)	0004287915421403

I will be responsible for the results occurring due to any mistake/error in the above information and there will be no liability on Chip Training and Consulting Pvt. Ltd for any dues/funds payable to me.

Employee Signature
(Mandatory)



Employee Fingerprint Impression
(Mandatory)

Dated: 31-12-23

Note:

Employee will provide the bank account maintenance certificate with this letter for next salary processing.

CHIP Training & Consulting (Pvt) Ltd			
Human Resource Department			
Documents Check List			
Designation		Safety Warden	
Name of Employee	M Zahid	Focal Person for file management	
Area/ Site	A1 - Ghaees Sargodha	CNIC No	37302-8850662-3
Date of Joining	23-12-23	Resignation/ Termination Date	

S No:	Documents	If Received (✓)	Remarks (If Any)
1	Academic Credentials (verified by HEC)	✓	
2	Experience Certificates		
3	Resume	✓	
4	Employment Form		
5	Kinship Form		
6	Physical Verification Form		
7	Education and Dual Job Verification form		
8	Bank Detail Form	✓	
9	Contract Letter In Hard Copy		
10	Security Clearance Form (If Applicable)		
11	Copy Of CNIC	✓	
12	Passport size Photograph	✓	
13	Sops Acknowledgement Form		
14	Joining Form		

CTC Focal Person

Date

CTC HR Associate

Date



CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	M Zahid s/o M Riaz Nazam
Position appointed to	Safety warden
Department and/or Location of appointment	Al-Ghadees Petrol pump, Sargodha
CNIC#	37302-8850662-3
CNIC Expiry Date	19-08-2031
Date of Joining	23-12-23
Date and Ref. No. of appointment letter	23-12-23
Supervisors Comments	
Supervisors Signature	