[CTC – HRO – PTPP – Personal File Management – 7.8.5-u-040] [Personal File Check List – Jan 2020]

	,		
	7		
CTC Focal Pe	rson	CTC HR Ass	sociate
Date		Date	



	CHIP Training 8	& Consulting (Pvt) Ltd	
	Human'Res	ource Department	
	Docume	ents Check List	
Designation			
Name of Employee	NAJMUL HAMEED	Focal Person for file management	
Area/ Site	SPL - ZAMAN	CNIC No	
Date of Joining	11-12-73	Resignation/ Termination Date	

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



CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	NATMUL HAMEED	
Position appointed to	Sefety wardan	
Department and/or Location of appointment	ZAMAN Filling Station - SPL	
CNIC#	352-3-0339690-7	
CNIC Expiry Date	2030	
Date of Joining	11-12-23	
Date and Ref. No. of appointment letter	11-12-23	
Supervisors Comments		
Supervisors Signature		



DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I NAJMUL	HAMEED	S/D/W/0	FATAR K	HAN	hold	ding
CNIC 952.930.	339690-2	Resident of	PANOORI PL	KAHNA	Nou,	UC
	, Tehsil	LAHORE.	District.	LAHORE.	Employee	for
the position of	PTPP Project, do her	LP.DOM With C	CHIP Training & Co			
	190-c 1410 - 50-casi	- A				

- 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
NAJMUL HAMEED	<i>B</i> • A	Degree	Private	No	Wo	No
						8

•		<u> </u>
Declaration:	I do hereby solemnly affirm and declare th	at the information provided above is true and
correct and not	hing has been concealed therein.	Ditat.

Date:

Signature



Disclosure of Relationship Form

(To be filled by Candidate)

I NASMUL HAMEED., S/D 35Je30.339490-7, Resident of A	WO FAJAR.	KHAN.	., F	Iolding (CNIC
UC 2/4	TehsilL.	HORE		, D	istrict
Sefty wardan	Candidate	for	the	position	of
Sefty wardan	with CHIP Training	g & Cons	ulting (I	vt.) Ltd. und	ler its
third party contract for PTPP project, d	lo 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.
- The following blood/close relations (as mentioned in article 01 above) are employed 3. within PTPP CTC or WHO as of the date mentioned below:

Name	Designation	Organization	Province/Distric t	UC	Relationship
NAJMUL HAMEED	Sefty wardan	CTC	LAHORE	264	NO

Declaration; I do hereby solemnly affirm and declare that the information provided above is Signature: 12 Hos true and correct and nothing has been concealed therein.

24-12-23

Date:



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

Name of Candidate as per CNIC:	NATH UL HAMEED				
S/D/W of;	FAJAR KI	FAJAR KHAN:			
CNIC NO:	35 2	The state of the s			
Position Applied:					
Permanent address as per CNIC:	House No:	villag	e		
	Street #:	บร์แลด			
	Mohallah:		WALI BASTI		
	Village:	PANDO	- to the state of		
	Sector/UC:	village			
	Town / Tehsil:	LAHORÉ			
	District	LAHORE			
Current Residential Address:	House No:	villag	ge		
(Kindly don't fill this section if permanent and	Street#	village			
residential addresses are same)	Mohallah:	village Hazari wali Basti PADOhi village			
	Village:	PADONI			
	Sector/UC	village			
	Town / Tehsil:	village LaHORE			
	District	To an all the LA	HORE		
Signature & Date:	Date of Form Fillin	g:	Signature of Applicant:		
W.	24-12-202	3	124bet		

(Ref	- حوالہ جات - حوالہ جات		aka se negariji ye.		The state
Give details of 3 references, not related to you by blood or marriage, who can vouch for your character and work experience			و بالمام وي		
who can vouch for your character and work experience	ب كرداراوركام كريس والف	ل إنتادل عير عد تنه عنه وه بله جوار	دي، بن کاش اپ سے کافو	ين(٣) والدجات	آپازم
<i>"</i> : 12 . " :	1 / Such	(Full Name)	عمل نام	پېلادواله	5.1
د کالار فیل و علح لالا	مالأولى والحسا	(Full Address)	للمل پيھ	First	
0305- 4.301279- 0308-4	1940 941	(Contact Number) (Nature of association with you)	رابط نمبر	Referee	
چې	31.7		اپ سے ساتھ کام ن		
INI TUK TILL	i, wit.	(Full Address)	مل نام	11.51	
(2) (18) 1, 8 1, 6 (1.4)	<i>V</i> ((Contact Number)	ممل پنة	وومرا توالد Second	5.2
0/03-4301749	in/		رابط مبر	Referee	
T-121 - 10 - 102	11.7	with you)	آپ كيماتهكام ك		
	1 112/2	(Full Name)	تملنام		
שנה אני לווצו	ماندول دا ا	(Full Address)	تكمل يبة	تيرا حواله استنط	5.3
0305-43012	79	(Contact Number)	دابطنم	Third Referee	
	and	(Nature of association نوعیت with you)	آپ کے ساتھ کام کی		
	عموی معلومات (tion				
(General Informa	رون جوات (non		August Michigan		
X	D	اكربان توتفصيل بتائين	روری یا بیاری تونبیں ہے	کیا آپ کوکوئی معن	6.1
77.4		serious ailment or disability? ال نبعي المراكز المنة تفصل بتاكيل		K 2 8 7.1	6.2
×	Have you ever been tries	رفیس پائے ،اگر ہاں و تفصیل بنا کی <u>d or convicted for nay crime? If</u> ایسی معلومات جواس فارم میں موجود کیے	so, give full details.	يارپ در ده	0.2
×	Give any other informati	الیم معلومات جواس فارم میس موجود مین on not covered by this form wh	ورخواست سے متعلق کوئی ich in your opinion is	پ کے خیال میں relevant	6.3
(-1010	to your application	كے لئے بلائميں،آپ كتے عرصہ ميں ا	i Sok to los	. I teli	6.4
Liv so		how soon can you join to us?		ارد المحادي	0.4
11/2 So	What are your salary and	کے بی؟ benefits expectations?	ەاوردىگرفوا ئدكى كىياامىدر	آپک ^ر تو قع تخوا	6.5
(Suitability to the Positi	عهده کی موزونیت (on	7			
iefly explain why you consider yourself suitable for the position you ha	ave applied for).	باده موزول تاب؟	کوں اس عبدہ کے لئے ز	ے کرخال ٹی آ	
. / .	1			, ,,,	7
ول- ميل رس ما كسيد	ا سے حرفا ہ	البرع ول	ركمه ميل	ررو.	
			1	!	
		- 6	12 -0,	برسا	
White the state of	درخواست گزارکا حلف:				
۔ بھی معلومات کے غلامونے کی صورت میں تا دیجی کا روائی کی ذمہ داری قبول کرتا رکرتی ہ	ق به د ایکمل در بدر م کم	ه علما نقد سعره دانق	ا بالاتارمول	. 3 (. (3	
infirm and certify that the information given above is true, correct and of the subsequently discovered.	complete to the best of my kn	owledge and beleif. I accept res	porsibility for any m	isstatement	<u>ال</u> العد
الماركة تخط (Candidate's Signature		74-12-202	<u>3</u>	(Date)	

(Qualification) 2_2

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

تمام تعلیی و کنیکی قابلیت کی اساو کی فہرست لکھیں (میٹرک سے شروع کریں)

گریزادیترن (Grade/Division)	ا بم مضائین (Major Subjects)	مرفیفیکیٹ رحاصل کردہؤگری (Certificate/ Degree Obtained)	ادارد (Institution)	ال (Year)
C	الكلش الردو	F-A	ور المرى 6.6	Joll

(Give details of your present employment. (If you are currently unemployed, give these details in respect of the last employment held by you).	ال بدوزگار بین ، تو گزشته ملازمت کی تفسیلات فرا بهم کریں	لرآپ نی الح
give most actinus in respect of the mer empty summer of grant	(Name of Employer)	3.1
ما نزولى دُالحالم كامر لو فقول والله لالور	(Employer's Address) يَرَيُّ مَمْلُ جِدُ	3.2
11-12-2023	(Date of Joining) تارخ تعیناتی	3.3
ليشير , ترزع بيلوز	(Your Last Job Title) آخری عبده	3.4
July win will - Site	(Main Duties) ابم ذمدداریال	3.5
سیروا توزی - دلیم طارق	(Name & Title of your اورعهدو الmmediate Boss)	3.6
34 بزار	(Gross Monthly (روپے میں) جوئی ماہانہ عبدہ (روپے میں)	3.7

ist all the previous jobs held by you,	starting from the earliest).	. کی تفصیل ، آخری ملازمت ہے شروع کریں	آپ کی تمام سابقه لمازمتوں کی فبرسه
انم ذمداریال (Main duties performed by you)	عمده آ قرق مجدوجب طازمت چيوزی (Position held by you when you left this employer)	ا کیا اور پید (Employer's Name & Address)	و وراني پرمبيندسال ادن مبيندسال (From/To) (D/M/Y to D/M/Y)
dolo de,	المسليل الم	في الحيد - مايزولي الم	2020 1-

Application for Employment with CTC

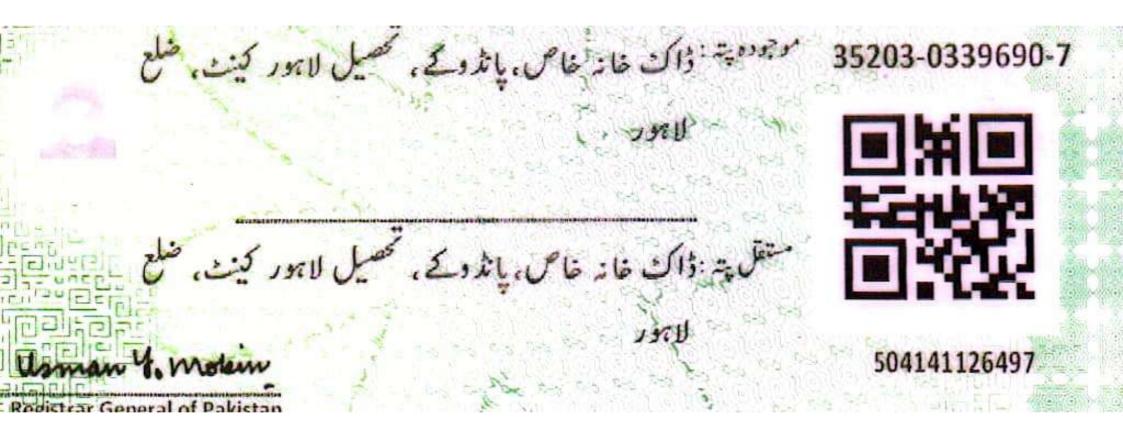
Instructions

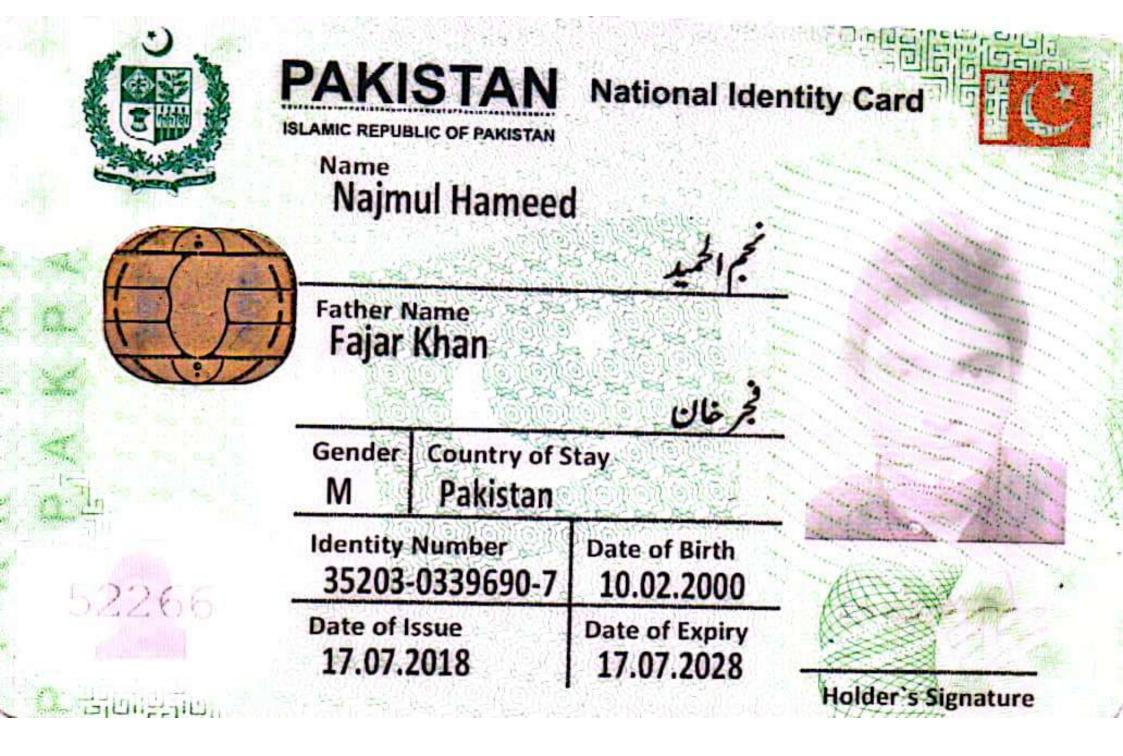
- Read the whole form carefully before starting to fill it in.
- This form should be completed in ink, in candidate's own handwriting.
- Attach copies (not originals) of all testimonials and certificates. A copy of CV and CNIC is mandatory.
- If space provided in the form for any particular information 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.

Affix a recent passport sized Colour photograph here

صرف دنتر کا استعمال کے لئے (ی ٹی سٹاف کی جانب ہے بعراجائے گا) (For official use only to be filled by CTC Staff) فتن بوف رتعيناتي تربيت كامتوقع تاريخ: (سال مبيدردن) (Expected Date of Induction Training if selected) 1_زاتی معلومات (Personal Information) ملنام (Full Name) ممل 1.1 شاختی کارڈ کانمبر (:CNIC No) 35203-0339690-7 1.2 دیگرشاختی نمبر (شاختی کارؤمیسر نه ہونے کی صورت میں) 1.3 35203-0339690-7 (Other Identification number if CNIC is not available) (Date of Birth تاريخ يدأش (سال مبيندرون) 10-07-2000 1.4 (YYYY/MM/DD) صرف سال معلوم ہے 🗆 تاریخ پیدائش معلوم نیں 🗌 ون بمبيد بسال معلوم ب (كى ايك برنشان لگائيں) تاريخ پيدائش كاجائزه ليس 1.4.1 (DOB not (Day, Month, (Tick any One) (Check DOB) (Only Year available) Mentioned) (Father's/Husband Name/ والدرشوم رخوني رشته داركانام 1.5 Name of i.e. Next Kin) (Relationship with Applicant) اميدواركي ماتحد شت 1.6 (Marital Status) ازدوا في ميثيت (Gender) 1.7 (Tribe) (Ethnicity) (Language) زبان (Permanent Address) 1.8 (District and Union Council) (Present Address) 2,039.90 1.9 (Residence) A (Mobile) fir (Contact Detail) 2.0 ال كل (E-mail) (Office) > آخري تغليمي سند (6)10 2.1 (Last Qualification)









Under Section 23-Pakistan Citizenship Rules

· APPENDIX-XIV

FORM 'P-1'

No. 100-3-2018-512 No. icsion trate: 0-3-2913

Issue Later [5-7.70]

The Pakistan Citizenship Act, 1951(II OF 1951) and the rules made there under or (vide rule 23)

CERTIFICATE OF DOMICILE

Whereas NAJMUL HAMEED		S/O FAJAR KHAN	
has applied for the grant of a certific respect to himself? herself the parti Section 17 of the said Act for the gr	cate of domicile under the culars setout below and ha	Pakistan Citizenship Act. 1951 (II of 1951),	affeging with 8 Jaid down ic
NAJMUL HAMEED		case.	
NOW. Therefore, in pursuance fith hereby grants to the said NAJSiU	ne powers conferred by the	said Act and the rules made there under, the	randeragoed e e titome ile
In Witness whereof, I have hereto s	: ubscribed my name this da	of <u>6-8-2018</u> and Domicile No is	
		Markar	
		for Deputy Commission .	
		Lahore	
	FULL PARTICULARS	RELATING TO THE APPLICANT	
Full Name NAJMUL HAN	MEED		
S/O FAJAR KHAN			
Address in Pakistan P/O KHAS			
Place of Domicile LAHORE			
(Domicite) Tehsil Model Tow		District Lahore Pro-	on autore last.
Date of Arrival in Place of Domic	ile 10-2-2000	D.o.B 10-2-2000	¥1
Married/Single/Widow/Widower	Single	CNIC 3520303396907	
Name of Wife or Husband	N/A		
Name of Children and their Ages	N/A		
Trade or Occupation	STUDENT		
Mark of Identification	NILI.	NO. 9	1
sof Hus			Julius Commence
Sabir Hussain		Markan	
Govt. High Scho		for Depart Commissioner	The same of the sa
D			



NAJMUL HAMEED

Address: P/O, khas pandoki district Lahore

Mobile: +92-305-4301279

PERSONAL PROFILE

Father's Name:

Fajar Khan

C.N.I.C:

35203-0339690-7

Date of Birth:

10-02-2000

Domicile:

Lahore (Punjab)

Religion:

Islam

Nationality:

Pakistani

Gender:

Male

Marital Status:

Single

EDUCATION

DEGREE	OBTAIN MARKS	TOTAL MARKS		
Matric	624	1100	2014	BISE Lahore
FA	651	1100	2016	BISE Lahore

Experience

- ✓ 6 Month Working Experience as cashier
- ✓ Computer application, office professional marks total 100, has obtained 67 marks

Languages

- √ Urdu.
- ✓ Punjabi.
- ✓ English

REFERENCES

✓ References will be furnished on demand

LHR-11-CO13-004-17-25

Serial No: __P/ 622799



Government of the Punjab



PUNJAB VOCATIONAL TRAINING COUNCIL

	(Established under Act VIII of 1998)	AND PARTY					
Certified that	Najmul Hameed						
CNIC #	35203-0339690-7						
son / daughter of Mr	Fajar Khan						
student of	Vocational Training Institute Kahna Na	u					
has successfully com	hours programme of instruction of the struction of the st	ns and practical training Months) en placed in grade					
	CERTIFICATE						
in	Computer Application & Office Professional at Lahore on04 March 2019	trade					
During the courseIntroduction to CorInpage	e of this programme he / she acquired competer where windows 7	ncy in the following: MS Office 2007 Networking/Internet/Email					
Manager							

Examination & Certification



Chairman

Note: This certificate is issued without alteration or erasure (grades overleaf)

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

Roll Nó.	648682	
Result	PASS	



Serial No. 727524

Registration No. 50073-1106-2016

PROVISIONAL RESULT INTIMATION

INTERMEDIATE (PART I & II) ANNUAL EXAMINATION, 2018

GR	OUP HUMANI	TIES	
NAME	NAJMUL HAMEED	35203-0339690-7	
FATHER'S NAME	FAJAR KHAN	35201-9322827-8	
INSTITUTION	GOVT. DEGREE COLLEGE, MUSTAF	ABAD, DISTRICT KASUR	

Deta	il of Marks Obtained by	the	Candid	ate		W			
SUBJECTS	MAXIMUM MARKS			MARKS OBTAINED					
SUBJECTS	THEORY	PR	тот	TH-I	TH-II	тот	PR	TOTAL	STATUS
URDU	100+100=200	•	200	47	48	095		095	PASS
ENGLISH	100+100=200		200	39	33	072		072	PASS
ISLAMIC EDUCATION	50		050	42				042	PASS
PAKIS I'AN STUDIES	50		050		34	<u> </u>		.034	PASS
ISLAMIC STUDIES	100+100=200		200	70	50	120		120	PASS
EDUCATION	100+100=200	1011111	200	80	55	135		135	PASS
SOCIOLOGY	100+100=200	_	200	76	77	153		153	PASS
TOTAL MARKS:	110	00		MAR	KS O	BTAIN	IED:	651 G	RADE-C

The Candidate has passed and obtained marks: Six Hundred Fifty-One Only.

NOTE: (i)	This provisional result intimation is issued as a notice only, errors and omissions excepted. If a candidate finds any
	Board within 30 days after declaration of the particulars, he/she may contact the
	Board within 30 days after declaration of the result. Any entry appearing in it does not itself confer any right or privilege independently for the grant of proper certificate, which will be issued under the Rules/ Regulations.

The Star (*) indicates that the candidate has passed the subject/s with concessional marks under Board Rule.

Candidate intending to apply for re-checking of his/her paper/s may apply Online within 15 days after declaration of the result.

A candidate intending to improve his/her grade or marks is allowed to appear in Subjects or Part-I or Part-II or both in current / prevalent syllabus with one examination opportunity within Two years of passing relevant examination in the same group/subjects in which he/she previously passed the examination. If the candidate qualified subject/s with concessional marks, he/she will also have to appear and qualify in those subject/s for ISSimprovement of marks/grade. In case a candidate fails to improve his/her marks/grade in any part or subject/s. She he/she has already passed his/her examination.

Govt. High Schberesult intimation is lost, the result intimation can be obtained by the candidate on payment of prescribed fee.

Pandoki Lahorp

Prepared by: Irfan Ali

Govt. High Schoo Checked by:

Dated: 12-09-2018 19:21 12/9/18 727 524-48 122384(1224)762616

CONTROLLER OF EXAMINATIONS

BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

Roll No. 299763

Result PASS

204073 Serial No.

Enrolment No. 30028-21117-2014

PROVISIONAL RESULT INTIMATION SECONDARY SCHOOL CERTIFICATE (ANNUAL) EXAMINATION, 2016

	GROUP	HUMANITIES		
NAME	NAJMUL HAMEED			
FATHER'S NAME	FAJAR KHAN		35201-4893311-9	
DATE OF BIRTH	10/02/2000			12.0
INSTITUTION/DIS	TRICT GOVT. HIGH	I SCHOOL, PANDOKI (LAHORE)		

De	tail of Marks Obtained by	the	Candid	ate					
SUBJECTS	MAXIMUM MARKS			MA	RKS O	BTAIN	ED		
SUBJECTS	THEORY	PR	тот	TH-I	TH-II	тот	PR	TOTAL	STATUS
URDU	75+75=150	-	150	31	40	071		071	PASS
ENGLISH	75+75=150		150	31	40	071		071	PASS
ISLAMIYAT	50+50=100	_	100	31	29	060		060	PASS
PAKISTAN STUDIES	50+50=100	_	100	38	41	079		079	PASS
GENERAL MATHEMATICS	75+75=150		150	30	29	059		059	PASS
GENERAL SCIENCE	75+75=150		150	51	25	076	_	076	PASS
PUNJABI	75+75=150	-	150	49	50	099		099	PASS
ADVANCED ISLAMIC STUDIES	75+75=150	in the second	150	60	49	109		109	PASS
TOTAL MARKS:	110	0-		MAR	KS O	BTAIN	IED:	624 G	RADE-C

The candidate has passed and obtained marks: Six Hundred Twenty-Four Only.

- NOTE: (i) This provisional result intimation is issued as a notice only. Errors and omissions excepted. If a candidate finds any discrepancy in the Result Intimation or desires correction in any of the particulars, he/she may contact the Board within 30 days after declaration of the result. Any entry appearing in it does not itself confer any right or privilege independently for the grant of proper certificate, which will be issued under the Rules/Resulations.
 - (ii) The Star (*) indicates that the candidate has passed the subject/s with concessional marks under Board Rule.
 - (iii) Candidate intending to apply for <u>re-checking</u> of his/her paper/s may apply Online <u>within 15 days after</u> declaration of the result.
 - (iv) A candidate intending to improve his/her grade or marks is allowed to appear in Subject/s or Part-I or both with one examination opportunity within Two year of passing relevant examination in the same group/subjects in current/prevalent syllabus. If the candidate qualified subject/s with concessional marks, he/she will also have to appear and qualify in those subject/s for improvement of marks/grade. In case a candidate fails to improve his/her marks/grade in any part or subject/s, his/her previous result will remain intact. A candidate may improve his/her marks in the concerned Board from where he/she has already passed his/her examination.
 - (v) If the result intimation is lost, the result intimation can be obtained by the candidate on payment of prescribed fee.

Prepared by	MUHAMMAD SHAMRAIZ	A3.
Checked by:		FDO: CH. MUDASSAR ALI
Dated:	20-07-2016	
Datos.	20:37 21/7/16	204 073-65 590772CONTROLLER OF EXAMINATIONS