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| **CHIP Training & Consulting (Pvt) Ltd** |
| **Human Resource Department** |
| **Documents Check List** |
| **Designation** |  |
| **Name of Employee** |  | **Employee ID** |  |
| **Province** |  | **District** |  |
| **Union Council/ Area** |  | **CNIC No** |  |
| **Date of Joining** |  | **Resignation/ Termination Date** |  |

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| --- | --- | --- | --- |
| **S No:** | **Documents** | C:\Users\HP\Desktop\Tick 1.png**If Received ( )** | **Remarks (If Any)** |
| 1 | Job Application Form (Mandatory) |  |  |
| 2 | Passport Size Photographs (2) |  |  |
| 3 | CNIC |  |  |
| 4 | CV |  |  |
| 5 | Educational Certificates |  |  |
| 6 | Experience Certificates (If Any) |  |  |
| 7 | Assessment Sheet |  |  |
| 8 | Copy of Offer Letter |  |  |
| 9 | Office Copy of Contract (Mandatory) |  |  |
| 10 | Joining Report |  |  |
| 11 | Bank Account Maintenance Form |  |  |
| 12 | Affidavit |  |  |
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CTC Project Officer CTC HR Associate/ Officer Manager HRIS CTC

 Date Date Date