

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 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.



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

..... (Position applied for) (مہندہ کام جس کے لئے درخواست دی گئی)

..... (Expected Date of Induction Training if selected) (منتخب ہونے پر قیوداتی تربیت کی متوقع تاریخ) (سال میں دو دن)

1۔ ذاتی معلومات (Personal Information)

Kashif Khan	(Full Name) مکمل نام	1.1
42201-0633699-3	(CNIC No.) شناختی کارڈ نمبر	1.2
	(Other Identification number if CNIC is not available) دیگر شناختی نمبر (شناختی کارڈ میسر نہ ہونے کی صورت میں)	1.3
29-12-1980	(Date of Birth) تاریخ پیدائش (سال میں دو دن) (YYYY/MM/DD)	1.4
<input type="checkbox"/> Birth year mentioned (DOB not mentioned) <input type="checkbox"/> Only year available (DOB not mentioned) <input type="checkbox"/> Day, Month, Year Available (DOB mentioned)	(Tick any One) جنس پیدائش کا جائزہ لیں (Check DOB)	1.4.1
(FATHER) Mansoob Ahmed	(Father's/Husband Name/ Name of i.e. Next Kin) والد شوہر یا خونی رشتہ دار کا نام	1.5
FATHER	(Relationship with Applicant) امیدوار کے ساتھ رشتہ	1.6
Married	(Marital Status) ازدواجی حیثیت	1.7
Male	(Gender) صنف	
Sindh	(Tribe) قبیلہ	
Yousuf Zai phattan	(Ethnicity) ذات	
Urdu	(Language) زبان	1.8
1/287 Shah Faisal colony No.1	(Permanent Address) مکمل پتہ	
Sindh Karachi (Korangi)	(District and Union Council) ضلع یا یونین کونسل	
1/287 Shah Faisal colony No.1	(Present Address) موجودہ پتہ	1.9
(Residence) 0346-3169125 (E-mail) 001239@gmail.com (Mobile) KashifPK19 (Office)	(Contact Detail) رابطہ کی تفصیل	2.0
Matric	(Last Qualification) آخری تعلیمی سند	2.1

2- تعلیمی قابلیت (Qualification)

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

تمام تعلیمی و فنی قابلیت کی اسناد کی فہرست لکھیں (بیک سے شروع کریں)

گریڈ/ڈویژن (Grade/Division)	اہم مضامین (Major Subjects)	سرٹیفکیٹ حاصل کردہ گریڈ (Certificate/ Degree Obtained)	ادارہ (Institution)	سال (Year)
"D"	English - Math urdu - Bio - Phisic Pakistan studies Islamiyat - Chemistry	Matric	Regulus	1997

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).

آپ کی حالیہ ملازمت کے بارے میں تفصیلات فراہم کریں

Kashif Khan	(Name of Employer)	آجر کا نام	3.1
1/207 Shah Faisal colony No-1	(Employer's Address)	آجر کا مکمل پتہ	3.2
09-June-2022	(Date of Joining)	تاریخ تہینائی	3.3
Safty Worden	(Your Last Job Title)	آخری عہدہ	3.4
Bike standing	(Main Duties)	اہم ذمہ داریاں	3.5
Sir Barkat Ali	(Name & Title of your Immediate Boss)	مجازاً آفیسر کا نام اور عہدہ	3.6
34000/-	(Gross Monthly Pay)	مجموعی ماہانہ عہدہ (روپے میں)	3.7

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)
Supervisor in Plant	2021	Filter plant in PIA Airport - (5 Years)	2011
		Supervisor in IBL Company - 2 Years	2006
		Machine operator in security printing Press 5 Years	2001

5-حوالہ جات (References)

Give details of 3 references, not related to you by blood or marriage, who can vouch for your character and work experience.

آپ کے مزید حوالہ جات (3) حوالہ جات دیں جن کا تعلق آپ کے کسی فوری یا شادی سے جڑے دوست سے نہ ہو، بلکہ آپ کے کارکنوں کے آ رہے ہوں۔

Kashif Khan 1/287 Shah Faisal Colony NO-1 0346-3169125	(Full Name)	کاشف خان	5.1
	(Full Address)	کاشف خان	First Referee
	(Contact Number)	0346-3169125	
	(Nature of association with you)	آپ کے ساتھ کام کی نوعیت	
	(Full Name)	کاشف خان	5.2
	(Full Address)	کاشف خان	Second Referee
	(Contact Number)	0346-3169125	
	(Nature of association with you)	آپ کے ساتھ کام کی نوعیت	
	(Full Name)	کاشف خان	5.3
	(Full Address)	کاشف خان	Third Referee
	(Contact Number)	0346-3169125	
	(Nature of association with you)	آپ کے ساتھ کام کی نوعیت	

6-عمومی معلومات (General Information)

NO	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.
NA	6.3	آپ کے خیال میں درخواست سے متعلق کوئی ایسی معلومات جو اس فارم میں موجود نہیں آپ میں بتائے سکتی ہیں۔ Give any other information not covered by this form which in your opinion is relevant to your application.
are long time	6.4	اگر ہم آپ کو اپنے 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?
- 45000/-	6.5	آپ کی متوقع تنخواہ اور دیگر فوائد کی کیا امید کر سکتے ہیں؟ What are your salary and benefits expectations?

7-عہدہ کی موزونیت (Suitability to the Position)

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

آپ کے خیال میں آپ کیوں اس عہدہ کے لئے زیادہ موزوں ہیں؟

I should be compensated based on my education and my experience.

درخواست گزار کا حلف نامہ

میں تصدیق کرتی ہوں کہ اوپر دی گئی تمام معلومات میرے علم اور یقین کے ضمن مطابق سچی، درست اور مکمل ہیں، اور میں کسی بھی معلومات کے غلط ہونے کی صورت میں تادیبی کارروائی کی ذمہ داری قبول کرتا کرتی ہوں۔
I certify 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)

23-12-2023

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:	Kashif Khan	
S/D/W of;	Mansoor Ahmed	
CNIC NO:	4 2 2 0 1 0 6 3 3 6 9 9 3	
Position Applied:		
Permanent address as per CNIC:	House No:	1/287
	Street #:	NO-1
	Mohallah:	Shah Faisal
	Village:	/
	Sector/UC:	03
	Town /Tehsil:	Shah Faisal town
	District	Korangi
	Current Residential Address: <small>(Kindly don't fill this section if permanent and residential addresses are same)</small>	House No:
Street#		NO-1
Mohallah:		Shah Faisal
Village:		/
Sector/UC		03
Town /Tehsil:		Shah Faisal town
District		Korangi
Signature & Date:		Date of Form Filling:
	23-12-2023	



Disclosure of Relationship Form

(To be filled by Candidate)

I Kashif Khan, S/D/W/O Mansoor Ahmed Holding CNIC
42201-0633699-3 Resident of 1/287 Shah Faisal colony No-1 Karachi
UC 03 Tehsil Shah Faisal (Sindh) District
Korangi Karachi 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:

Date: 23/12/2023



DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I Kashif Khan S/D/W/O Mansoor Ahmed holding
CNIC 42201-06336993 Resident of 1/287 Shah Pousal No-1 UC
Q.3 Tehsil Shah Pousal District Karachi 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

Date: 23-12-23



Bank Account Information

Name of Employee	Kashif Khan
Designation	Safty Warden
Union Council / Area	Korangi Karachi
District / Agency	Korangi
Contact No.	0311-1813615
CNIC No.	42201-0633699-3

Bank Account Title	Kashif Khan
Bank Name	MCB BANIX
Bank Address	Shah faisal 03 NO
Bank Branch Code	PK73MUEB1446428531006041
Bank Account Number (With IBAN)	1446428531006041-PK73MUEB

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.

Kashif Khan

Employee Signature
(Mandatory)

Employee Thumb Impression
(Mandatory)

Dated: 23-12-2023

Note:

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



[CTC - HRO - PTPP - Recruitment & Selection - 7.8.5-c-037]
[Field Joining Form - Jan 2020]

CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	Kashif Khan
Position appointed to	Safety Worden
Department and/or Location of appointment	ERBS.Shell
CNIC#	49201-0633699-3
CNIC Expiry Date	09/11/2030
Date of Joining	09/06/2022
Date and Ref. No. of appointment letter	
Supervisors Comments	
Supervisors Signature	

APPENDIX XIV
FORM P-1

18/11/98

The provisions of the Pakistan Citizenship Act (I) of 1951 and rule made thereunder (vide Rule 23)

CERTIFICATE OF DOMICILE

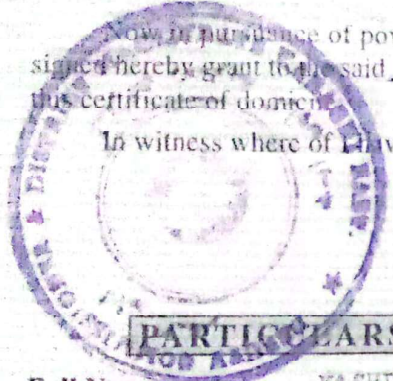
Whereas KASHIF KHAN S/o - D/o - W/o MANSOOH AHMED KHAN
(in block letters)

Has applied for a certificate of domicile under the Pakistan Citizenship Act (I) of 1951 alleging with respect to himself / herself the particulars set out below, and has satisfied the undersigned that the condition laid down in section 17 of the Act, for the grant of a certificate of domicile and fulfilled by the said KASHIF KHAN case.

Now in pursuance of power conferred by said Act and rule made thereunder the undersigned hereby grant to the said KASHIF KHAN this certificate of domicile.

In witness where of I have here to subscribed my name this day of 18/11/98 19

Signed _____
Name Mansooh Ahmed Khan
Designation _____



PARTICULARS RELATING TO THE APPLICANT

Full Name KASHIF KHAN
Father's Name MANSOOH AHMED KHAN
Address in Pakistan H.NO.1/287, Shah Faisal Colony NO.1, Karachi.
Address in country outside Pakistan nil
Place of domicile { Place KARACHI Dist. KARACHI East
 Tehsil KARACHI Prov. Admn. SIND
Date of arrival in Place of domicile by Birth (23rd Dec., 1980)
Married / Single / Widow / Widower Single
Name of wife or husband nil
Name of children and their ages nil

NOT VALID FOR NIC

Trade or Occupation Jobless
Marks or Identification Photo



Roll No
L-22383

Roll No
191873



Secondary School Certificate Examination, 1997

SCIENCE GROUP

Certified that **KASHIF KHAN**

son of **MANSOOS AHMED KHAN**

whose date of birth is **TWENTY-THIRD DAY OF DECEMBER**

one thousand nine hundred **E I G H T Y EIGHT** has duly passed

the Secondary School Certificate Examination held in the

month of **APRIL 1997** as **A REGULAR**

in the subjects mentioned below and has been

GRADE **B** He/She obtained **384** Marks

COMPONENT I

SINDHI SALES

URDU

ENGLISH

PAKISTAN STUDIES

ISLAMAT

COMPONENT II

He/She offered **XXXXXXXXXX**

as Vocational Subject and has been awarded grade **XX**

by higher institution on the basis of Internal Assessment

DATED **28-05-1998**

ALIQ ALI BANO MIRZA
Secretary

Note: This certificate is invalid without signature or stamp.
Please also see on the reverse.

P.R.C. NO. 9959/99
DATED 13/9

Form of certificate of permanent residence in the Province of Sind for purpose of recruitment to the Public Service of Sind.

CERTIFICATE

I hereby certify that for the reasons given below Mr./Mrs./Miss KABIR KHAN
S/o/Da/er MAYDUN AHMED KHAN his/her permanent residence
in 1/227, Shah Jalal Colony No. 1 her enter name of place
Karachi East District in the Province of Sindh.



The certificate is granted for the purposes of recruitment to the Public Service in Sind.

I- ENTITLED TO THIS CERTIFICATE UNDER
"EDUCATION" (here enter reasons)
for SERVICE



District Magistrate.

Place Karachi East
Dated the 16/9 19 99



District Magistrate's Court Seal.


CHARACTER CERTIFICATE

This is to certify that **KASHIF KHAN S/O MANSOOB AHMED**, holding CNIC No. 42201-0633699-3, resident of House No. 287, Shah Faisal Colony, Block 1, Karachi, he is personally known to me Since Birth.

He belongs to a respectable family and bears a good moral character.

He is not related to me.

Dated:- 14/12/2021

Signature: 

Name: WAQAR AHMED

Designation: JOINT EXECUTIVE ENGINEER

Department: SHAH FAISAL ZONE
D.E.C. KORANG

طوبیٰ پاکستان

فونڈیشن

42201-06336999-3

لاہور



محمد

محمد



طوبیٰ

K8G2PP

42201-0633699-3

ضابطہ نمبر:



خانہ نمبر: 42201-0633699-3

موجودہ وزارت: عدالت

پرانٹنگ نمبر: 51980556635

09/11/2030

09/11/2020

مستحق

مستحق کو ملے گا





Employment Contract

THIS AGREEMENT made as of Jun 9th, 2022, at Islamabad between CHIP Training and Consulting (Pvt) Ltd (hereinafter referred to as Employer) having its principal place of business at Islamabad and Mr. Kashif Khan (hereinafter referred to as Employee), 10040783 -Asian Petroleum Service - South Karachi - Sindh. WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and goods and valuable consideration the parties agree as follows:

1. Position Title

- The employee shall be designated as a **Safety Warden** for the bike straddling project.
- The employee shall be required to perform his/her duties as per TORs (Annex A).

2. Contract Validity

The employment contract will be valid from Jun 9th, 2022 to Dec 31st, 2022 and will be considered discontinued if not extended expressly. The extension to this employment contract will be subject to satisfactory performance of work deliverables and upholding of high moral and ethical standards.

3. Duty Station & Reporting Line

The employee shall be based in 10040783 -Asian Petroleum Service - South Karachi - Sindh and you shall be working under the direct supervisor of TM/DM and in close coordination with the CTC focal person for all day-to-day/program activities.

4. Salary

- Gross salary of PKR. 33,000/ with a communication allowance of PKR 1,000 per month shall be paid subject to withholding tax.
- It will essentially remain the responsibility of the employee to keep his/her tax affairs in order i.e. obtaining NTN and filing tax returns. By accepting this employment, the employee has categorically exonerated the employer from any responsibility for his/her tax affairs.
- All reasonable expenses arising out of employment shall be reimbursed provided that the same have been authorized prior to being incurred and with the provision of appropriate receipts.

Benefits

- The employee shall be entitled for EOBI benefits. A contribution shall be deducted from the salary on monthly basis and deposited to EOBI along with employer's contribution as per rules.
- The employee shall be entitled for death and accidental insurance benefits, which can be claimed with six (6) months for death cases and three (3) months for accidental from the date of incident, otherwise employer will not be liable to settle the claims.

Timings

The employee shall be required to perform his/her duties on a full-time basis. The working week has six days from Monday to Saturday, 8:00 am to 4:00 pm which may include weekends, however, instructions of the Federal Government shall be considered final.

Leaves

The leaves are subject to fulfillment of conditions prescribed in the leave policy. The leave can not be encashed against accrued leave balance. The employee will also be entitled to gazette holidays declared by the Federal Government of Pakistan

CHIP Training & Consulting (PVT) LTD.

CHIP House Plot 1 (Fayyaz Market), Street 9, G-8-2, Islamabad - Pakistan
Tel: +92-51-111-111-920, Fax: +92-51-2280081, E. mail: info@ctc.org.pk

www.ctc.org.pk