

August 01, 2024.

To,
The Director
CTC, Islamabad.

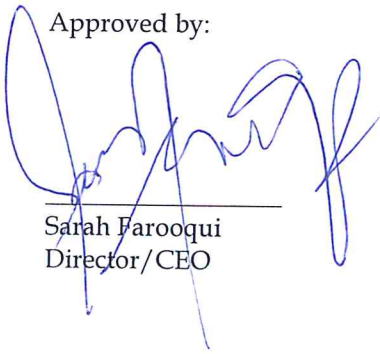
Subject: Internal Approval for Creating Offer Letter for New Staff

Dear Madam,

Your approval is required to create offer letter for the newly hired staff in Karachi.

Name	Designation	Location	Salary and Benefits (PKR)
Hassan Raza	Field Facilitator	Karachi – West Region	<ul style="list-style-type: none"> Gross Salary 42,000/- Fuel Allowance: Maximum Limit 10,000/- (Payment on actual bills) Post-paid sim 2,000/- Death & Disability Insurance 3,000,000/-

Approved by:



Sarah Farooqui
Director/CEO

hrassociate

From: Sundas Tariq <sundas.tariq@chipconsulting.org>
Sent: Monday, July 29, 2024 6:15 PM
To: wajiha.syed@chipconsulting.org
Cc: 'hrassociate'
Subject: Selection for the position of Field Facilitator
Attachments: Hassan Raza.pdf; Inshal.pdf

Dear Ms Wajiha,

Please find attached the CVs, Interview Assessment Sheets, and Employment Forms of Mr. Inshal Naveed and Mr. Hassan Raza.

- Mr. Inshal Naveed has been selected for the Central region. The current Field Facilitator for Central, Mr. Syed Muhammad Ali Rizvi, will be transferred to the East in place of Moin.
- Mr. Hassan Raza has been selected for the West region, replacing Siraj.

Could you please schedule and conduct the final interviews for these candidates at your earliest convenience?

Regards
Sundas Tariq
Project Manager
CHIP Training & Consulting (Pvt) Ltd.
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Cell:0349-7760580

CHIP Training & Consulting (Pvt) Ltd					
INTERVIEW ASSESSMENT SHEET					
Candidate's Name	Hagan Paza				
Position	Field Facilitator				
Project / Department	CBV				
Location	West Region - replacing Siraj				
Date of Interview	31.7.24				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2		
Conduct during Interview	General conduct/Communication with coordinators and penal members	Satisfactory=3, Normal=1, Poor=0	3		
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5		BSc comp Science
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5		
Job Competence Assessment	Competence assessment through scenario-based questions taken from ToRs	Ask 5 scenario-based questions relevant to the position, (2 marks each * 5 questions)	10		
Job Knowledge	Knowledge of the position and ToRs s/he has applied for	Ask three questions on the job position and ToRs (2 marks each*3 questions)	6		
Computer Proficiency	Competence assessment through scenario-based questions taken from ToRs	Ask 3 scenario-based questions relevant to the position, (2 marks each * 3 questions)	6		
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5		
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8		
Total Score			50		
Overall Remarks	He was connected through cell phone... wasn't able overall he is ok for position				
Interviewer's Signature	have own bike & laptop Tried to get connected in afternoon for excel skill review but Internet went down. Today due to heavy rain he is				
Interviewer's Name	Wajaha Syed				

not getting uninterrupted internet service, we will contact him in after noon.

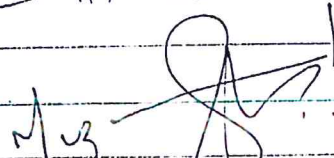
• Gross salary 42,000
• Fuel allowance (Payment on actual bills) 10,000
• Post paid sim 2,000
• Death & disability insurance 3,000,000

* Currently, unemployed
* Total 2 yrs exp. in the field of data collection and data entry.
* Basic Excel skills

* Laptop & Bike available

CHP Training & Consulting (Pvt) Ltd
[Interview Assessment Sheet (District Level Level) - Jan 2020]

CHIP Training & Consulting (Pvt) Ltd
INTERVIEW ASSESSMENT SHEET

Candidate's Name	Hasan Raza				
Position	Field Facilitator				
Date of Interview	29 - July - 2024				
Areas of Assessment	Guiding Points	Marking Criteria	Max Marks*	Marks Awarded	Remarks, if any
Personality	Appearance, Dressing	Interviewer should assess whether s/he properly dressed up for the interview=2, Not=0	2	2	
Conduct during interview	General conduct/Communication with coordinators and panel members	Satisfactory=3, Normal=1, Poor=0	3	2	
Qualification	Relevant qualification as per TORs or Master level qualification however not relevant	Relevant Qualification= 5, Not Relevant= 2	5	4	Bsc
Experience	Relevant Experience as per TORs and general experience	One mark per year for relevant experience while for general experience not relevant to the position total marks will be max.2	5	3	
Job Competence Assessment	Competence assessment through scenario based questions taken from TORs	Ask 5 scenario based questions relevant to the position, (2 marks each * 5 questions)	10	2	
Job Knowledge	Knowledge of the position and TORs s/he has applied for	Ask three questions on the job position and TORs (2 marks each * 3 questions)	6	4	
Computer Proficiency	Competence assessment through scenario based questions taken from TORs	Ask 3 scenario based questions relevant to the position, (2 marks each * 3 questions)	6	3	
Personal Attributes	Competencies (Integrity, ambition, initiative, learning aptitude)	As per Panel members judgment	5	3	
Communication Skills	Effectively expressing and conveying Ideas in response to questions	Ask questions on strength and weaknesses & mark accordingly	8	7	
Total Score			50		
Overall Remarks	already worked as TTSP need to improve ms excel. skills. average in excel				
Interviewer's Signature					
Interviewer's Name	Muzammil & Summer				

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 and abuse? If so, give full details.	No
6.3	If an offer is made to you, how soon can you join us?	Immediate
6.4	What are your salary and benefits expectation?	3 thousand to 35 thousand

7. PROFESSIONAL REFEREES

Give details of two referees, preferably your previous employer(not friends or family), who can vouch for your character and work experience (Professional Reference only)

7.1	First Referee	Name	Mohammad Raza
		Organization Name and Address	World Health Organisation
		Phone No and Email	03337507698
		Nature of association with you.	Supervisor.
7.2	Second Referee	Name	Javed Hussain
		Organization Name and Address	SRSO
		Phone No and Email	03337502384
		Nature of association with you.	Hr Department

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: 7/31/2024

Candidate's Signature: Hassan Raza