

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	Haseem Parag				
Position	Field Facilitator				
Project / Department	CBU				
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 panel 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	Haseem Parag				
Interviewer's Name	Wajida 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
- Postpaid 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

CTA - HR & PIP - Recruitment Selection - 2.8.1 - 1000
[Interview Assessment Sheet (District Level Level) - Jan 2020]

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INTERVIEW ASSESSMENT SHEET

Applicant'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				

Chip Training & Consulting (Pvt) Ltd Initial Employment Application Form

Position Applied for: _____

1. PERSONAL INFORMATION

1.1	Full Name	Hassan Raza
1.2	CNIC No.	43206-3012604-5
1.3	Date of Birth	02-02-2000
1.4	Father's Name	Abdul Ghaffar
1.5	Marital Status	Single
1.6	Permanent Address	Gulistan-e-johar B-7, Saima Presidency B-6, H NO-706
1.7	Present Residential address	Gulistan-e-johar B-7, Saima Presidency B-6, H NO-706
1.8	Phone No/Email Address	Hr367865@gmail.com

2. QUALIFICATIONS

List only last two academic qualifications

Year	Institution	Degree obtained	Main Subjects	Grade / Div.
2017	Govt Boys degree College	Yes	Pre- Engineering	B
2024	Shah Abdul Latif University		Computer Science	

3. PREVIOUS EMPLOYMENT

Give details of your present employment.

If you are currently unemployed, give these details in respect of the last employment held by you.

3.1	Employer Name and Address	Grow international
3.2	Duration	01 Year
3.3	Last Job Title	Admin Officer
3.4	Main Duties	Managing office queries
3.5	Name & Title of your Immediate boss	Irshad Ali
4.7	Gross Monthly Pay	35000/-

5. PAST WORK EXPERIENCE

List two previous jobs held by you, starting from the earliest.

From /To	Employer's Name and Address	Designation	Job Title	Main Duties
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