

TRAINING &
CONSULTING

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

| | | |
|--------------------------------|---|------------------------|
| Name of Candidate as per CNIC: | Naveed Ashraf | |
| S/D/W of; | | |
| CNIC NO: | 3 4 3 0 2 4 2 6 0 4 4 0 3 | |
| Position Applied: | Satty Warden | |
| Permanent address as per CNIC: | House No: | |
| | Street #: | Main Road |
| | Mohallah: | Hajiabad |
| | Village: | Thata Khoro Matrual |
| | Sector/UC: | |
| | Town / Tehsil: | Pindi Bhatian Hajiabad |
| | District | |
| | Current Residential Address: <i>(Kindly don't fill this section if permanent and residential addresses are same)</i> | House No: |
| Street# | | |
| Mohallah: | | Model Town (B) |
| Village: | | |
| Sector/UC | | |
| Town / Tehsil: | | |
| District | | Faisalabad |
| Signature & Date: | | Date of Form Filling: |
| | 20-12-23 | |

2۔ تعلیمی قابلیت (Qualification)

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

ذراستی، تعلیمی اور فنی قابلیتوں کی فہرست لکھیں، شروع کرنا سکول سرٹیفکیٹ سے

| Rank/Division | Major Subject | Degree/ Certificate/ Degree (Obtained) | Institution | Year |
|---------------|---------------|--|-------------|------|
| 2nd | Science | Matric | B.I.S.E | 2016 |
| 1st | Arts | F.A | B.I.S.E | 2018 |

3۔ موجودہ روزگار (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 موجودہ روزگاری کی تفصیلات دیں۔ اگر آپ فی الحال روزگار سے محروم ہیں، تو ان تفصیلات کو آپ کی سابقہ روزگاری کے بارے میں دیں۔

CTC Training Consulting Pvt Ltd
 Islamabad
 01 August, 2022
 Safety warden
 Bike Pakehan Straddling
 Abrab Hussain

| | | |
|---------------------------------------|-----------------------|-----|
| Name of Employer | آئی سی ٹی سی | 3.1 |
| Employer's Address | آئی سی ٹی سی | 3.2 |
| Date of Joining | 01 August 2022 | 3.3 |
| Your Last Job Title | سیکیورٹی گارڈ | 3.4 |
| Main Duties | بائیک پیکھان سٹراڈلنگ | 3.5 |
| Duties & Title of your immediate boss | سیکیورٹی آفیسر | 3.6 |
| Basic Monthly Pay | 10000 روپے | 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 روزگاریوں کی فہرست لکھیں، شروع کرنا سب سے پہلے سے۔

| Main duties performed by you | Position held by you when you left the employer | Employer's Name & Address | From/To (D/M/Y to D/M/Y) |
|------------------------------|---|--|----------------------------------|
| Bike Straddling | Cashier | CTC Training Pvt-LTD ISO 29 August, SPL Lypw F/S | 2022 to TIPD dok Aug 2020 to May |

5-حوالہ جات (References)

Give details of References, not related to you by blood or marriage. Also, mention their name, address, contact number and work experience. آپ کے حوالہ جات (3) حوالہ جات دیں جن کا تعلق آپ کے کسی کوئی یا خاندانی سے جڑے رشتہ سے نہ ہو، بلکہ آپ کے کاروبار، کام کے تجربے سے واقف ہوں۔

| | | | |
|-----|-------------|----------------|--|
| 5.1 | پہلا حوالہ | First Referee | Ghulam Mustafa Thata Khoso Matmal Tehseel Pindi Bhatta 0300-5179486 Ex-Boss |
| 5.2 | دوسرا حوالہ | Second Referee | Muhammad Usman Firdous Colony House # 45 0334-6414268 Ex-Coleegs |
| 5.3 | تیسرا حوالہ | Third Referee | Sheyaa Thata Khoso Matmal Tehseel Pindi Bhatta 0303-9523177 Select Cashier |

6-عمومی معلومات (General Information)

| | | | |
|-----|--|--|-----|
| 6.1 | 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. | N/A |
| 6.2 | آپ کو کبھی کسی کام کے سبب 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. | N/A |
| 6.3 | آپ کے خیال میں درخواست سے تعلق کوئی ایسی معلومات جو اس فرم میں موجود نہیں آپ بتاتے ہیں۔ | Give any other information not covered by this form which in your opinion is relevant to your application. | N/A |
| 6.4 | اگر بعد آپ کو اپنے ادارے میں کام کرنے کے لئے جانیں، آپ کتنے عرصے میں ہمارے ساتھ کام کر سکتے ہیں؟ | If an offer is made to you, how soon can you join us? | |
| 6.5 | آپ کی توقع کیا ہے کہ اس نوکری سے فائدہ کتنا ہوگا اور آپ کی کیا امیدیں تھیں؟ | What are your salary and benefits expectations? | |

7-عہدہ کی سوزوئیئت (Suitability to the Position)

Do you consider you are suitable for the position you have applied for? آپ کے خیال میں آپ یہ عہدہ کے لئے زیادہ موزوں ہیں؟

درخواست گزار کا حلف نامہ

I hereby declare that the information given above is true, correct and complete to the best of my knowledge and belief. Except responsibility for any misstatement that be subsequently discovered.

(Signature)

امین وار کے تعلق
(Candidate's Signature)

20-12-23

(Date)

**TRAINING &
CONSULTING**

Disclosure of Relationship Form

(To be filled by Candidate)

I Naveed Ashraf, S/D/W/O M. Ashraf Faheem Holding CNIC
34302-4260440-3, Resident of Thatta Khoso Musmal,
UC Tehsil Pindi Bhattian, District
..... Candidate for the position of
Haizabad 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 |
|------|-------------|--------------|-------------------|----|--------------|
| | | | | | |
| | | | | | |
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| | | | | | |

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

Signature:

Naveed Ashraf

Date:

TRAINING &
CONSULTING

DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I Naveed Ashraf S/D/W/O Muhammad Ashraf Faheem holding
CNIC 34802-4260440-3 Resident of Thatta Khero & Pulmal UC
....., Tehsil Pindi Bhattian District Hafizabad Employee for
the position of 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 |
|------|--------------------|----------------------------|---|-------------------------------|--------------------------|-------------------------|
| | | | | | | |
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| | | | | | | |

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

Signature

VF

Date:

**TRAINING &
CONSULTING**

CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

| | |
|---|-------------------------------------|
| Name of the Employee | Naveed Ashraf |
| Position appointed to | Safety warden |
| Department and/or Location of appointment | Gulbargh Filling Station Faisalabad |
| CNIC# | 34302-4260440-3 |
| CNIC Expiry Date | |
| Date of Joining | |
| Date and Ref. No. of appointment letter | |
| Supervisors Comments | |
| Supervisors Signature | |



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.

صرف دفتری استعمال کے لئے (صرف ایسی زبانوں کی صورت میں) (For official use only to be filled by CTC Staff)

..... (Position applied for) (مقدمہ کیا جانے والی عہدہ کی تفصیلات لکھیں)
..... (Expected Date of Induction Training if selected) (مقررہ ہونے والی تربیتی دورانیہ کی متوقع تاریخ (سال نمونہ دیں))

1۔ ذاتی معلومات (Personal Information)

| | | |
|--|--|-----|
| | (Full Name) مکمل نام | 1.1 |
| Naveed Ashraf | | |
| 34302-4260440-3 | (CNIC No) شناختی کارڈ نمبر | 1.2 |
| | (Other Identification number if CNIC is not available) دیگر شناختی نمبر (اگر شناختی کارڈ نمبر دستیاب نہ ہو تو اس صورت میں) | 1.3 |
| | (Date of Birth) (سال نمونہ دیں) تاریخ پیدائش | 1.4 |
| 2002-12-14 | | |
| | (Father's/Husband Name) (ایک ہی نام لکھیں) والد یا شوہر کا نام | 1.5 |
| Muhammad Ashraf Faheem | | |
| | (Relationship with Applicant) امیدوار کے ساتھ تعلق | 1.6 |
| Father | | |
| | (Mental Status) ازدواجی حیثیت | |
| Unmarried | | |
| | (Gender) جنس | |
| Male | | |
| | (Tribe) قبیلہ | 1.7 |
| Chamba | | |
| Punjabi | (Ethnicity) ذات | |
| | (Language) زبان | |
| Thala Khuro Matmal Taseel Pindli Bahria | (Permanent Address) مکمل پتہ | 1.8 |
| | (District and Union Council) تحصیل اور یونین کونسل | |
| | (Present Address) موجودہ پتہ | 1.9 |
| 0303-9523177 (Residence) (گھر کا نمبر) 0303-9479713 (Mobile) (موبائل نمبر) | (Contact Detail) رابطہ کی تفصیلات | 2.0 |
| 1158732811@gmail.com (E-mail) (ای میل ایڈریس) | | |
| F.A | (Last Qualification) آخری تعلیمی درجہ | 2.1 |

Bank Account Information

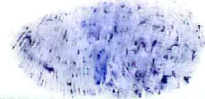
| | |
|----------------------|-----------------|
| Name of Employee | Naveed Ashraf |
| Designation | Safety Warden |
| Union Council / Area | |
| District / Agency | |
| Contact No. | 0303-9479713 |
| CNIC No. | 34302-4260440-3 |

| | |
|---------------------------------|--------------------|
| Bank Account Title | Naveed Ashraf |
| Bank Name | Habib Bank Limited |
| Bank Address | OPP Chanioot Bazar |
| Bank Branch Code | 1852 |
| Bank Account Number (With IBAN) | 18527992152503 |

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.



Employee Signature
(Mandatory)



Employee Thumb Impression
(Mandatory)

Dated: 20-12-23

Note:

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

| | | |
|---|------------------------|----------------------------------|
| CHIP Training & Consulting (Pvt) Ltd | | |
| Human Resource Department | | |
| Documents Check List | | |
| Designation <i>Sally</i> | Warden Navid Ashraf | Focal Person for file management |
| Name of Employee | | CNIC No 84302-4260440-3 |
| Area/ Site | Bulbough | Resignation/ Termination Date |
| Date of Joining | | |

| S No: | Documents | If Received (✓) | Remarks (If Any) |
|-------|--|-------------------|------------------|
| 1 | Academic Credentials (verified by HEC) | | |
| 2 | Experience Certificates | ✓ | |
| 3 | Resume | | |
| 4 | Employment Form | ✓ | |
| 5 | Kinship Form | ✓ | |
| 6 | Physical Verification Form | | |
| 7 | Education and Dual Job Verification form | | |
| 8 | Rank Detail Form | | |
| 9 | Contract Letter In Hard Copy | ✓ | |
| 10 | Security Clearance Form (If Applicable) | | |
| 11 | Copy Of CNIC | | |
| 12 | Passport size Photograph | ✓ | |
| 13 | Sops Acknowledgement Form | ✓ | |
| 14 | Joining Form | ✓ | |
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CTC Focal Person
Date

CTC HR Associate
Date

NAVEED ASHRAF

Thata Kharo Matmal Tehseel Pindi Bhatian Dist Hafizabad

Cell No: 0303-9479713

OBJECTIVE:

To work in an environment in which honesty takes place all around. So that it may be easy for me to do the work with honesty. Because it is the only way which can make someone successful in all kinds of work situations whether it is challenging, complex or so simple to do.

EDUCATION:

| | | |
|--------|----------------------|------|
| FA | (B.I.S.E Gujranwala) | 2018 |
| Matric | (B.I.S.E Gujranwala) | 2016 |

WORK EXPERIENCE:

- Works as Safety Warden at Faisalabad (Chip Training & Consulting PVT LTD) From Aug 2022 to Till Date.
 - Worked as Forecourt Manager (SPL Lyallpur F/S Faisalabad) From Jan 2020 to Aug 2022.
-

PESSONAL:

| | |
|----------------|--|
| Father Name: | Muhammad Ashraf |
| CNIC No: | 34302-4260440-3 |
| Date Of Birth: | 14-12-2002 |
| E-Mail: | n58732811@gmail.com |

REFERENCE:

Will be furnished on demand