

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 constructed 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 (سی آئی سی سٹاف کی جانب سے مبرا جائے گا) (For official use only to be filled by CTC Staff)

عہدہ کا نام جس کے لئے درخواست دی گئی: (Position applied for) سیفیم وارڈن
منتخب ہونے پر تعیناتی تربیت کی متوقع تاریخ: (سال/مہینہ/دن)
(Expected Date of Induction Training if selected)

1- ذاتی معلومات (Personal Information)	
1.1	مکمل نام (Full Name) <u>محمد عامر اللہ دتہ</u>
1.2	شناختی کارڈ کا نمبر (CNIC No.) <u>33401-0388221-7</u>
1.3	دیگر شناختی نمبر (شناختی کارڈ میسر نہ ہونے کی صورت میں) (Other Identification number if CNIC is not available)
1.4	تاریخ پیدائش (سال/مہینہ/دن) (Date of Birth) <u>02-11-1996</u> (YYYY/MM/DD)
1.4.1	تاریخ پیدائش کا جائزہ لیں (کسی ایک پر نشان لگائیں) (Check DOB) (Tick any One) <input type="checkbox"/> تاریخ پیدائش معلوم نہیں (DOB not Mentioned) <input type="checkbox"/> صرف سال معلوم ہے (Only Year available) <input checked="" type="checkbox"/> دن، مہینہ، سال معلوم ہے (Day, Month, Year Available)
1.5	والد/شوہر/خونی رشتہ دار کا نام (Father's/Husband Name/ Name of i.e. Next Kin) <u>ظہور احمد</u>
1.6	امیدوار کے ساتھ رشتہ (Relationship with Applicant) <u>والد</u>
1.7	ازدواجی حیثیت (Marital Status) <u>نکاری شدہ</u> صنف (Gender) <u>ر</u> قبیلہ (Tribe) <u>ورجمو</u> ذات (Ethnicity) <u>ورجمو</u> زبان (Language) <u>اردو</u>
1.8	مکمل پتہ (Permanent Address) <u>عدو ضلع مراد والا تحصیل و ضلع چیمبر</u> ضلع یا یونین کونسل (District and Union Council) <u>۱۱-۱۷</u>
1.9	موجودہ پتہ (Present Address) <u>عدو ضلع مراد والا</u>
2.0	رابطہ کی تفصیل (Contact Detail) <u>موبائل (Mobile) ۱۷۱۱۱۱۱۱۱۱</u> <u>پتہ (Office) ۱۷۱۱۱۱۱۱۱۱</u> رہائش (Residence) <u>۱۷۱۱۱۱۱۱۱۱</u> ای میل (E-mail)
2.1	آخری تعلیمی سند (Last Qualification) <u>بی۔ اے (۱۰)</u>

2- تعلیمی قابلیت (Qualification)

(List all your academic and technical qualifications, starting with school certificate (Matriculation) تمام تعلیمی و تکنیکی قابلیت کی اسناد کی فہرست لکھیں (میٹرک سے شروع کریں)

گریڈ/ڈویژن (Grade/Division)	اہم مضامین (Major Subjects)	سرٹیفکیٹ حاصل کردہ ڈگری (Certificate/ Degree Obtained)	ادارہ (Institution)	سال (Year)
A	Computer-S	Matric	Bis-F.S.D	2012
B	Civic	F.A	Bis-F.S.D	2014
A	Political science	B.A	GCUF	2018
A	M.A. English	M.A	GCUF	2021

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). اگر آپ فی الحال بے روزگار ہیں، تو گزشتہ ملازمت کی تفصیلات فراہم کریں

محمد عامر الہ دہ	(Name of Employer)	آجر کا نام	3.1
موجودہ برار والہ تحصیل ایسٹلاڈیشن جھینوٹ	(Employer's Address)	آجر کا مکمل پتہ	3.2
	(Date of Joining)	تاریخ تعیناتی	3.3
سکول ٹیچر	(Your Last Job Title)	آخری عہدہ	3.4
بہدہ فاسٹ	(Main Duties)	اہم ذمہ داریاں	3.5
نذیر احمد	(Name & Title of your Immediate Boss)	مجاز آفسر کا نام اور عہدہ	3.6
35000	(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)
سکول ٹیچر	کادرس خاندانہ	محمد عامر الہ دہ	18-7-22

5-حوالات (References)

Give details of 3 references, not related to you by blood or marriage, who can vouch for your character and work experience. آپ کم از کم تین (3) حوالہ جات دیں، جن کا تعلق آپ کے کسی خونی یا شادی سے جس سے رشتہ سے نہ ہو، بلکہ جو آپ کے کردار اور کام کے تجربے سے واقف ہو۔

محمد عامر الرحمن موضع مراد والا	(Full Name) مکمل نام	5.1	پہلا حوالہ First Referee
0322-7819355	(Contact Number) رابطہ نمبر		
	(Nature of association with you) آپ کے ساتھ کام کی نوعیت		
محمد عامر الرحمن موضع مراد والا تحصیل و ضلع جھنڈی	(Full Name) مکمل نام	5.2	دوسرا حوالہ Second Referee
03227819355	(Contact Number) رابطہ نمبر		
	(Nature of association with you) آپ کے ساتھ کام کی نوعیت		
محمد عامر الرحمن موضع مراد والا	(Full Name) مکمل نام	5.3	تیسرا حوالہ Third Referee
0322-7819355	(Contact Number) رابطہ نمبر		
	(Nature of association with you) آپ کے ساتھ کام کی نوعیت		

6-عمومی معلومات (General Information)

بہتر	6.1	کیا آپ کو کوئی معذور یا بیماری تو نہیں ہے، اگر ہاں تو تفصیل بتائیں Do you suffer from any serious ailment or disability? If so, give details.
بہتر	6.2	کیا آپ کبھی کسی کام کے سلسلے میں مجرم تو قرار نہیں پائے، اگر ہاں تو تفصیل بتائیں Have you ever been tried or convicted for nay crime? If so, give full details.
کوئی نہیں	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
ایک سال	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?
موقعہ شہوانہ 40000 امر پیمبر پور	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؟ Communication Skill. Microsofi office Skill learning Skill. Work done at time.
--

درخواست گزار کا حلف نامہ

میں تصدیق کرتا کرتی ہوں کہ اوپر دی گئی تمام معلومات میرے علم اور یقین کے متن مطابق سچی، درست اور مکمل ہیں، بعد میں کسی بھی معلومات کے غلط ہونے کی صورت میں تادیبی کارروائی کی ذمہ داری قبول کرتا کرتی ہوں۔
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 be subsequently discovered.


امیدوار کے دستخط
(Candidate's Signature)

21-12-2023
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:	MUHAMM- AAMIR -ALLAH DITTA	
S/D/W of;		
CNIC NO:	3 3 4 0 1 0 3 8 8 2 2 1 7	
Position Applied:		
Permanent address as per CNIC:	House No:	
	Street #:	
	Mohallah:	Thatha Shahshero
	Village:	Mouza - Muradwala
	Sector/UC:	11
	Town /Tehsil:	Chiniot
	District	Chiniot
	Current Residential Address: <i>(Kindly don't fill this section if permanent and residential addresses are same)</i>	House No:
Street#		
Mohallah:		Thatha Shahshero
Village:		Mouza Muradwala
Sector/UC		11
Town /Tehsil:		Chiniot
District		Chiniot
Signature & Date:		Date of Form Filling:
	21-12-2023	



Disclosure of Relationship Form

(To be filled by Candidate)

I M. Amir S/D/W/O Sw Holding CNIC
33461-03881717, Resident of Mouza Murad walla
UC Chiniot Tehsil Chiniot District
Chiniot 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
Saleem			پنجاب	11	بھائی
Zakoor			پنجاب	11	والہ

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

Signature:

Amir

Date:



DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I M. Aamir.....S/D/W/O Sh....., holding
CNIC 2340103882217....., Resident of Mouza Murad Walla....., UC
11....., Tehsil Chiniot....., District Chiniot..... 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

Aamir

Date:



Bank Account Information	
Name of Employee	Muhammad Aamir Allah Ditta
Designation	SW
Union Council / Area	11
District / Agency	Chiniot
Contact No.	0322-7819355
CNIC No.	3340103882217

Bank Account Title	Muhammad Aamir Allah Ditta
Bank Name	UBL
Bank Address	Chiniot
Bank Branch Code	021
Bank Account Number (With IBAN)	290532379

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: 21-12-2023

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

<i>Name of the Employee</i>	<i>Muhammad Aamir Allah Ditta</i>
<i>Position appointed to</i>	<i>SW</i>
<i>Department and/or Location of appointment</i>	<i>Sadiq Filling Station Chiniot</i>
<i>CNIC#</i>	<i>33401-0388221-7</i>
<i>CNIC Expiry Date</i>	<i>06-05-2025</i>
<i>Date of Joining</i>	<i>17-11-2022</i>
<i>Date and Ref. No. of appointment letter</i>	
<i>Supervisors Comments</i>	
<i>Supervisors Signature</i>	



CHIP Training & Consulting (Pvt) Ltd			
Human Resource Department			
Documents Check List			
Designation			
Name of Employee	M. Aamir	Focal Person for file management	
Area/ Site	Sadiq/ FIS	CNIC No	33401-03882217
Date of Joining	17-11-2022	Resignation/ Termination Date	

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	Bank 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	✓	

[CTC - HRO - PTPP - Personal File Management - 7.8.5-u-040]
[Personal File Check List - Jan 2020]

CTC Focal Person

Date

CTC HR Associate

Date