

Sep 18th, 2023

**TRAINING &
CONSULTING**

Mr. Abdul Sattar Baloch,
Awaran,
Awaran - Balochistan

Subject: Offer Letter for TPO

Dear Abdul Sattar Baloch,

This is with reference to your submission of CV for the position of TPO followed by your appearance in the test & interview conducted by CHIP Training & Consulting (Pvt.) Ltd.

I am pleased to inform you that CHIP Training and Consulting (CTC) has decided to offer you a full-time position of TPO at Tehsil Awaran - Awaran - Balochistan as part of Polio Third Party Personnel (PTPP) for Polio Eradication Initiative (PEI) in Pakistan.

Your contract will be valid for a period commencing on the first day of your work till Sep 30th, 2023. However, Your extension will be subject to satisfactory performance of work/tasks assigned to you and upholding professional ethics in the workplace environment.

The position is based in Tehsil Awaran - Awaran - Balochistan and you shall be reporting directly to the concerned District Polio Eradication Officer (DPEO) with close coordination of both WHO Area coordinator and Provincial WHO team for all day to day/program activities.

This letter should be considered as a firm offer of employment with the following standard, non-negotiable terms of employment;

- Gross salary including all allowances of PKR. 90,000/-per month subject to withholding tax.
- EOBI deductions will be made as per rules.
- The employee shall be provided with death and accidental insurance as well as EOBI benefits as per entitlement.

In case of acceptance of the above-specified terms and conditions, please send a signed copy of this offer letter by tomorrow 12:00 Noon along with the expected date of your joining.

This offer letter is conditional and subject to the verification of the information furnished by you at the time of the interview with regard to your locality, Education, and previous employment. CTC reserves the right to unilaterally revoke the offer letter if any information furnished by you is found incorrect or misleading.

The formal employment application form and employment contract will be sent to you upon acceptance of the offer letter. You are requested to provide your residence certificate within a month after you commence employment.

Regards



I have read, understood, and agreed with the above terms and conditions and hereby accept the same.

Accepted,
A. Khan
19.09.2023

9/18/23, 7:03 PM

ptpp.chiporgpk.com/index.php/admin/job_application_management/print_contents

HR Department
CHIP Training &
Consulting

Accepted

[Signature] _____

Abdul Sattar Baloch

CNIC # 5110251058051

Date: 19-09-2023

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

Print



CHIP TRAINING & CONSULTING


JOINING REPORT BYA NEW EMPLOYEE

Name of the Employee	ABDUL SATTAH
Position appointed to	TPO - Awaran
Department and/or Location of appointment	Tehsil and district Awaran
CNIC#	51102-5105805-1
CNIC Expiry Date	22-08-2031
Date of Joining	19-09-2023
Date and Ref. No. of appointment letter	18-09-2023
Supervisors Comments	
Supervisors Signature	

Bank Account Required Information Form

Sr. No	Particulars	Details	
1	Name (as per CNIC)	ABDUL SATTAR	Date: 19-09-2023
2	✓ Father/Husband Name	Sakhi Dad	
3	Relation	Father	
4	Mother First Name	SharaToon	
5	Date of Birth	13-04-1984	
6	CNIC No.	51102-5105805-1	
7	CNIC Expiry Date	22-08-2031	
8	Mobile	0332 7820196	
9	Home Address	Peerander Post Office, Tehsil and District Awara	

Signature: _____


19/09/2023



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

Name of Candidate as per CNIC:	ABDUL SATTAR	
S/D/W of;		
CNIC NO:	5 1 1 0 2 5 1 0 5 0 0 5 1	
Position Applied:	TPO - Awaran	
Permanent address as per CNIC:	House No:	—
	Street #:	—
	Mohallah:	—
	Village:	Gowarjak
	Sector/UC:	QUTJAY
	Town /Tehsil:	Mash Kay
	District	Awaran
Current Residential Address: <i>(Kindly don't fill this section if permanent and residential addresses are same)</i>	House No:	—
	Street#	—
	Mohallah:	—
	Village:	Peerandair
	Sector/UC	Awaran
	Town /Tehsil:	Awaran
	District	Awaran.
Signature & Date:	Date of Form Filling:	Signature of Applicant:
	19-09-2023	



Disclosure of Relationship Form

(To be filled by Candidate)

I Abdul Sattar, S/D/W/O Sakhi Dad, Holding CNIC 5110251050051,
Resident of DOST OFFICE Tehsil uncl,
UC Awaran, Tehsil Awaran, District
Awaran. Candidate 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 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
		<u>nil</u>			

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: 19/09/2023



DECLARATION FORM

(TO BE FILLED BY THE EMPLOYEE)

I Abdul Sattar, S/D/W/O Sakhi Dad, holding CNIC 5110251058051, Resident of Post Office Awaram, UC Awaram, Tehsil Awaram, District Awaram. Employee for the position of TPO 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
Abdul Sattar		Balochistan Education Foundation	Sami Government	Balochistan Education Foundation	- Nil	Nil

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:

A. Sattar
19.09.2023

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.

Affix a recent passport sized Colour photograph here

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

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

1- ذاتی معلومات (Personal Information)	
Abdul Sattar	کامل نام (Full Name) 1.1
51102-5105805-1	شناختی کارڈ کا نمبر (CNIC No) 1.2
	دیگر شناختی نمبر (شناختی کارڈ میسر نہ ہونے کی صورت میں) (Other Identification number if CNIC is not available) 1.3
1984-04-13	تاریخ پیدائش (سال/مہینہ/دن) (Date of Birth (YYYY/MM/DD)) 1.4
<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)	تاریخ پیدائش کا جائزہ لیں (کسی ایک پر نشان لگائیں) (Check DOB) (Tick any One) 1.4.1
Sakhi dad	والد شوہر/خونی رشتہ دار کا نام (Father's/Husband Name/ Name of i.e. Next Kin) 1.5
Father	امیدوار کے ساتھ رشتہ (Relationship with Applicant) 1.6
Marrried	ازدواجی حیثیت (Marital Status) 1.7
male	صنف (Gender)
Baloch	قبیلہ (Tribe)
Saridi	ذات (Ethnicity)
Balochi	زبان (Language)
Peerandav P.O Tehsil & distt Awara	کامل پتہ (Permanent Address) 1.8
Atwaran.	ضلع یا یونین کونسل (District and Union Council)
At above.	موجودہ پتہ (Present Address) 1.9
رہائش (Residence) <input checked="" type="checkbox"/> موبائل (Mobile) <input checked="" type="checkbox"/>	رابطہ کی تفصیل (Contact Detail) 2.0
(E-mail) ای میل (Office) دفتر	
Mphil	آخری تعلیمی سند (Last Qualification) 2.1



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)

گرید/ڈویژن (Grade/Division)	اہم مضامین (Major Subjects)	سرٹیفکیٹ/حاصل کردہ ڈگری (Certificate/ Degree Obtained)	ادارہ (Institution)	سال (Year)

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

Abdul Sattar	(Name of Employer)	آجر کا نام	3.1
Post office Tehsil & Distt Awaran	(Employer's Address)	آجر کا مکمل پتہ	3.2
09-09-2023	(Date of Joining)	تاریخ تعیناتی	3.3
District Supervisor	(Your Last Job Title)	آخری عہدہ	3.4
MSE	(Main Duties)	اہم ذمہ داریاں	3.5
Abdul Salam	(Name & Title of your Immediate Boss)	مجاز آفیسر کا نام اور عہدہ	3.6
7600/-	(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)
Monitoring and Reporting	MSE Officer	BRAC Pakistan	2014-2017
Administration Accounting and Finance	Admin Finance	I.R.M Institute of Rural Mgmt	2017-2019
Monitoring and Evaluation	District Supervisor	Balochistan Education Foundation	2022-2023

A. Sattar

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 کم از کم تین (3) حوالہ جات دیں جن کا تعلق آپ کے کسی خونی یا شادی سے جڑے رشتہ سے نہ ہو، بلکہ جو آپ کے کردار اور کام کے تجربے سے واقف ہو۔

AKHtar Hussain	(Full Name) مکمل نام	5.1 پہلا حوالہ First Referee
PanJgur, DISTT PanJgur	(Full Address) مکمل پتہ	
03377949913	(Contact Number) رابطہ نمبر	
Regional Supervisor	(Nature of association with you) آپ کے ساتھ کام کی نوعیت	
	(Full Address) مکمل نام	5.2 دوسرا حوالہ Second Referee
	(Full Address) مکمل پتہ	
	(Contact Number) رابطہ نمبر	
	(Nature of association with you) آپ کے ساتھ کام کی نوعیت	
	(Full Name) مکمل نام	5.3 تیسرا حوالہ Third Referee
	(Full Address) مکمل پتہ	
	(Contact Number) رابطہ نمبر	
	(Nature of association with you) آپ کے ساتھ کام کی نوعیت	

6-عمومی معلومات (General Information)

- Nil -	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 تو قرار نہیں پائے، اگر ہاں تو تفصیل بتائیں Have you ever been tried or convicted for any crime? If so, give full details.
-	6.3 آپ کے خیال میں درخواست سے متعلق کوئی ایسی معلومات جو اس فارم میں موجود نہیں آپ ہمیں بتا سکتے ہیں۔ Give any other information not covered by this form which in your opinion is relevant to your application.
As per institution demand	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?
15000/=	6.5 آپ کی متوقع تنخواہ اور دیگر فوائد کی کیا امید رکھتے ہیں؟ What are your salary and benefits expectations?

7-عہدہ کی موزونیت (Suitability to the Position)

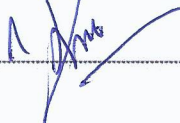
(Briefly explain why you consider yourself suitable for the position you have applied for). آپ کے خیال میں آپ کیوں اس عہدہ کے لئے زیادہ موزوں ہیں؟

I have more than 5 years experience in
Monitoring and evaluation field.

درخواست گزار کا حلف نامہ

میں تصدیق کرتا کرتی ہوں کہ اوپر دی گئی تمام معلومات میرے علم اور یقین کے عین مطابق ہیں، 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)

19-09-2023
تاریخ (Date)