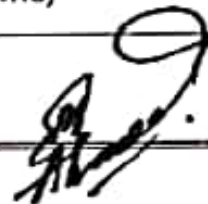


SECTION 1: APPLICANT'S DETAILS	
Employee Name	Mashtaq Ahmed
Designation	UCPO
CNIC No.	11201-5939655-1
District/UC	Lakki Marwat/Lakki City 1
Leave application date	25/09/2020

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj	<input type="checkbox"/> Umrah/Ziarat
<input type="checkbox"/> Chillah, Tableegh, Ehtikaf	<input type="checkbox"/> Christmas, Diwali
<input checked="" type="checkbox"/> Study/Exams	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Self-Wedding
<input type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Self-Sick Leave
<input type="checkbox"/> Immediate Family-Sick Leave	<input type="checkbox"/> Accident/Sickness-while at work
<input type="checkbox"/> Accident/Sickness-while not at work	<input type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for: 01	
Leave start : 25/09/2020	Leave end 25/09/2020
O/C Name and designation: Dr. Muhammad Rafeeq PEO(WHO)	
Employee signature: 	Date: 24/09/2020
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

To,
Mushtaq Ahmed
Roll No: 622-R
Shift: Shift-1
S/O D/O: Mumtaz Khan
Postal Address: Mumtaz Book Depo Machen khel Adda Postoffice tehsil and district lakki marwat kpk
Contact No: 0344-6555708
Email: mushtaqahmed279@gmail.com
CNIC: 11201-5939655-1
Subject: **Written Test for Advert No: 02-19 Post: Junior Assistant-I**

1. With reference to your application, it is to inform you that test/interview for the above mentioned post is scheduled as under:

Written Test: 25-09-2020 Friday (0830 hrs)

Venue: KRL Community Hall, KRL Officers Colony, Missile Chowk Near Khanna Pull, Service Road, Rawalpindi

2. You are requested to bring following documents at the time of test:

a. Original CNIC, Educational Certificates / Diploma and Experience Certificates alongwith one set of photocopies of the same with two passport size photographs.

b. No Objection Certificate (NOC) from current employer (In case of already in Govt service) in original with 1 x photocopy of the same.

c. Copy of this call letter.

d. Two recent coloured passport size photographs.

e. Copy of retirement order / discharge sheet in case of tri-services officers / ex-service men.

f. Blue/Black Ball Point Pen and Paper Clip Board.

3. **Note**

a. Failure to produce aforesaid documents will result in disqualification.

b. False statements in any respect will also result in disqualification.

c. Mobile phones are not allowed in the examination hall.

d. Accompanying persons are not allowed to enter in the test center premises.

e. Candidates will not be allowed to Shake Hand / Hug each other at the test venue.

f. Candidate must wear Face Mask during the entire session.

g. Candidates having COVID-19 symptoms will not be allowed to enter in test center premises.

h. Candidates must keep atleast 6 feet distance from each other.

i. No Ta / DA is admissible.

4. This organization wishes you best of luck in the aforesaid Test.

General Manager (HR)