



EMPLOYEE DATA FORM

(For office use only)

JOB TITLE Naib QasidEmployee ID: BQB-05-01 Employment Status: Active-CAT-AJob Category: Active-CAT-A

Instructions:

- Personal Information should be filled in Capital Letters.
- No Information should left blank (in case if any information is not applicable, NA / Nil should be filled).

I. Personal Information

1. Name: Muhammad Rafiq Khan2. Father's Name: Gul Hazrat3. CNIC: 35002-1571812-74. PEC# (if applicable) Nil5. Nationality: Pakistan

6. Gender:

☒ Male☐ Female7. Domicile Province: Nil

8. Marital Status:

☒ Married☐ Unmarried9. D.O.B (dd/mm/Year): 15-9-198210. Age: 32 Years11. Blood Group: A+12. Permanent Address: Tarzang P.O. Box Khas, Tehsil Khal,
District Upper Dir.13. Present Address: House No. 175, Mohallah Ahmad B. Jorb, New
Garden Town, Lahore.14. Countries of work Experience: Nil15. Driving Licence: NilExpiry Date: Nil16. Joining Date in BARQAAB: 2005

17. Current Working Project:

Head Office

محمد رفیق خان

Signature

18 Personal Contacts:			
a) Phone No. (With Area Code): _____	c) Fax No. (If any): <u>Nil</u>		
b) Mobile No: <u>0314-4075782</u>	d) E-mail Address: <u>Nil</u>		

II. Academic Background:

1. Qualification (Starting from last degree you have)
(Degree, Diploma, Certificate, etc.)

Degree/Diploma Held	Major	Institution	Duration	
			From	To

2. Professional Work Experience

Organization	Job Title	Duration	
		From	To

3. Total Years of Work Experience: 16 years

III. Skills / Expertise Against Professional Work Experience:

For Engineer, Area of Expertise/Skill can be i) Design Grid Station, ii) Contract Administration

For Computer Operator, Area of Expertise/Skill can be i) Typing speed, ii) Power Point Presentation

Area of Expertise	No. of Years	Level		
		Intermediate	Advance	Expert

IV. Awards / Achievements:

Signature محمد رفیق خان

V. Membership in Professional Societies:**VI. Family Detail:**

Next to Kin: _____

Relation: _____

Address: _____

Contact #: _____

VII. Emergency Contact Detail:Name: Jahanzeb KhanRelation: UncleAddress: H. No. 175, Mohaddah Ahmad BhabContact #: 0300-4921784New Garden Town, Lahore**VIII. Medical Ailment / History / Disability:**Do you have any disability? NIL**IX. References:**Do you have blood relative(s) serving in BARQAAB: Yes ☐ No ☒ (If yes then mention following details)

1. Name: _____

1. Name: _____

2. Designation: _____

2. Designation: _____

3. Relationship: _____

3. Relationship: _____

4. Department: _____

4. Department: _____

X. Acknowledgement:

It is certified that I have attached copies of the following documents:

1. Educational Certificates	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. Experience Certificates	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. CNIC & Domicile	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. PEC (if applicable)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. Photograph	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. Updated CV	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

XI. Declaration:

By signing below and submitting this Employee Data Form, I M. Rafiq Khan
 S/O, D/O Gul Nazrat do hereby declare that the information provided above, is accurate
 to the best of my knowledge and I fully understand that my false statement or material omission of any fact shall render
 me liable to disciplinary and/or dismissal from service, at any state.

Signature of Employee: محمد رفیق خانDated: 21-8-2014



BARQAAB Consulting Services (Pvt) Limited

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Head Office: Sunny View Estate, Kashmir Road, Lahore-Pakistan
Phone: (042) 9202094, 9203384 & 9200063 Fax: (042) 9202095
E-mail: barqaab@nexlinx.net.pk - barqaab@go.net.pk

No. A/03/42/MA/1239

December 31, 2005

Mr. Muhammad Rafique
Naib Qasid
BARQAAB Consulting Services (Pvt) Ltd.
Sunny View,
LAHORE.

APPOINTMENT LETTER

Dear Sir,

On completion of satisfactory probationary period, BARQAAB Consulting Services (Pvt.) Limited (hereinafter referred as "the Company") is pleased to appoint you as regular employee to work in the Company in the position of Naib Qasid with effect from January 02, 2005 on the following terms and conditions:

1. Pay and Allowances

You will be entitled to draw monthly pay and allowances in accordance with Grade-13 of the Company as under:

Basic Pay	Rs. 5,460
House Rent Allowance	Rs. 1,693
Utility Allowance	Rs. 437
Social Cost	As per Company Rules

General Terms & Conditions

- i. Your services shall be governed by Company's rules as enforced from time to time. You shall perform, observe and conform to such duties and instructions as may from time to time be assigned or communicated to you by the company.
- ii. You shall neither seek nor accept any employment outside the Company during the currency of your services under this appointment.
- iii. You shall not disclose any information relating to the Company during the currency of your service under this appointment.
- iv. You shall indemnify the Company against any of your fines, penalties, debts or civil or criminal liabilities.

- v. You shall sign this letter and its attached copy in token of your acceptance of the terms and conditions of your services. This letter forms agreement between you and the Company.
- vi. No traveling allowance will be admissible for joining this appointment.
- vii. The foregoing terms and conditions shall be subject to modification by the Company.

Yours faithfully,
For BARQAAB Consulting Services (Pvt.) Limited


(ENGR. MUMTAZ AKHTAR)
General Manager (CC&A)

ACCEPTANCE

I hereby declare that I have carefully read the terms and conditions of the employment as set out above and fully accept the said terms and conditions.

Signature M. RAFIQ

Name Muhammad Rafique

Address 175 - Ahmed Block
New Garden Toron CHQ

Phone: 0321-4866795

I. Card No. 35202-1571812-7
(Photocopy attached)

cc:

-
- Personal file
- General Manager (Finance)