



PAKISTAN REVENUE AUTOMATION (PVT) LIMITED

CHECK LIST FOR NEWLY APPOINTED EMPLOYEES

YOU ARE REQUIRED TO FURNISH FOLLOWING DOCUMENTS ON JOINING:

1. Copy of appointment letter with acceptance.
2. Attested photocopies of Computerized National Identity Card (CNIC).
3. Attested Copy of Domicile.
4. Two Passport size Photographs.
5. Latest Resume with attested photocopies of experience certificates;
6. Medical fitness certificates from a Registered Medical Practitioner;
7. Copies of all educational certificates / degrees attested by from HEC/Concerned Board/University;
8. Two References (Professional and Personal Each)
9. Last Salary slip / Bank Statement.
10. Clearance Certificate from previous employer.
11. Verified Written joining report by Head of Department.
12. Affidavit, duly attested by the Oath Commissioner, declaring: that he is not a relative of any employee of FBR or PRAL; that he is not engaged in any activity and/or is not placed in a capacity and/or position and/or arrangement, directly or indirectly, permanent or temporary, wholly or partly, which may be in conflict with, in contravention of or may cause prejudice to the interests of the Company; that he has never been terminated or dismissed or removed from a previous employment due to misconduct or indiscipline or financial embezzlement or misappropriation; that has never been involved in any criminal activity; and that he has never been convicted of a criminal offense by any court of law.

PLEASE FILL THE FORMS AND RETURN US WHEN YOU SUBMIT THE ABOVE INFORMATION UPON JOINING:

1. Personal Information Form.
2. Medical insurance Form.
3. Company Card Form.
4. Employee Old Age Benefit Form.
5. Gratuity Fund Form.
6. Life Insurance Form.
7. Gratuity Declaration Form