

P. O. Box No.7200, G.P.O. Saddar, Karachi.

APPLICATION FORM

PHOTOGRAPH
(PASSPORT SIZE)

| | | |
|--|--------------|--|
| Application Reference No. (for office use only) | Eligible | |
| | Not Eligible | |

PHOTOGRAPH
(PASSPORT SIZE)

1. Name _____ 2. Date of Birth _____

3. Father's Name _____ 4. E-mail _____

5. Postal Address _____

6. Permanent Address _____

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|--------------------|--|----------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|
| 7. Contact # _____ | | 8. CNIC# | <div></div> | <div></div> | <div></div> | <div>-</div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> | <div>-</div> | <div></div> |
|--------------------|--|----------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|

9. Gender _____ 10. Marital Status _____ 11. Domicile _____

12. Province _____ 13. Religion _____

14. ACADEMIC RECORD (Give Exact name in Examination Column). Starting from High School (i.e. Matric) onwards in Chronological Order

| Examination (Matric/O Level, FA /F.Sc/A Level, B.Com/BA/BSc, MA/ M.Sc etc) | Passing Year | Board / University | MARKS | | | Division/ Grade/ CGPA | Major Subjects of Study |
|--|-----------------|-----------------------|----------|-------|----------|-----------------------------|-------------------------------|
| | | | Obtained | Total | % age | | |
| | | | | | | | |
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15. TYPING/SHORTHAND SPEED/PROFESSIONAL RECORD WHERE APPLICABLE: (Candidate who applies for the post of Senior Personal Assistant, Junior Personal Assistant must fill the following column:

| Shorthand & Typing Courses Completed in the year | Name of Institution | Shorthand & typing speed W.P.M |
|--|---------------------|--------------------------------|
| | | |
| | | |

16. EXPERIENCE OF GOVERNMENT ORGANIZATION (If any):-

| Exact Name of Post | Organization Name | Duration | Job Description |
|--------------------|-------------------|----------|-----------------|
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17.

I certify that the information provided by me in this Form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on Application Form or other document(s) requested by the department.

Date: _____

Signature: _____

***INSTRUCTIONS: -**

- i. Col: 1 to 13 may be filled in capital letters.
- ii. **Send Copies of Certificates / Educational Documents with Application Form.**
- iii. Incomplete Application Form will be rejected.
- iv. Separate form to be used for each post, if applied.
- v. Send Application by post through P.O. Box No. 7200, GPO Saddar, Karachi.