

**Form No. --------------**

#  (Office Use only)

National School of Public Policy (NSPP)

Government of Pakistan

Job Application Form

**INSTRUCTIONS**

1. Application is invited for the project position at NSPP for direct recruitment on contract basis for one year, extendable by two years on yearly basis subject to satisfactory performance.
2. The application(s) on the **prescribed format** only would be entertained (Please attach (one set) CV and attested copy of Degrees etc.).
3. The application form must be filled/typed in MS Word format.
4. The application form must be signed by the applicant.
5. One application form can be used to apply for one post only. If you wish to apply for more than one posts, please use separate forms.
6. 06 (six) hard copies of signed application form are required to be provided to the HR Wing of NSPP.
7. Applicants already working in Government/Semi-Government/Autonomous Bodies are requested to apply through proper channel. However, NSPP may entertain advance copies.
8. As per Finance Division’s O.M dated 19.07.2017, Government employee must resign from the government service before the appointment for the project post.
9. Last date of application submission is one month from the date of advertisement.
10. Applications received after the due date or incomplete applications will not be entertained.
11. NSPP reserves the right to increase, decrease the number of posts or cancel any of the advertised post(s).

 Post applied for IT Support Officer BS-14/15 (PPS-5) Department/Field \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION**

*Passport size*

**(Photograph)**

|  |  |
| --- | --- |
| **Name** |  |

|  |  |
| --- | --- |
| **Father’s Name**  |  |

|  |  |
| --- | --- |
| **Gender** | FEMALEMALEE |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Birth** |  | **Age on closing date** | **Y \_\_\_\_\_ M \_\_\_\_\_ D \_\_\_\_\_**  |

|  |  |  |
| --- | --- | --- |
| **CNIC #** | **Domicile** | **Religion** |
|  |  |  |

|  |  |
| --- | --- |
| **Postal Address for Correspondence Purpose** |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact details** | **Office** | **Cell** | **E-mail** |
|  |  |  |

 **(2) ACADEMIC BACKGROUND** (Descending order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree**  | **Year of passing** | **Field/Subject** | **Institution** | **Grade/ Div/CGPA** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The institutions mentioned are HEC Recognized**:** Yes No

1. **EMPLOYMENT HISTORY** **(Descending order)**

|  |  |  |  |
| --- | --- | --- | --- |
|  **Name of the Training** | **Institution/Region** | **Period Served** | **Basic Pay Scale/ Equivalence** |
| **From** | **to** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Total experience **= \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years**

* **Professional Practical Experience. (Descending order)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the organization** | **Position held with BS if applicable** | **Period** | **Job description/ duties** | **Reason for leaving**  |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Total Professional Practical Experience in relevant field = **\_\_\_\_\_\_\_\_\_\_\_\_ Years**

**(4) HONOURS AND AWARDS**

**(5) MEMBERSHIP OF ACADEMIC SOCIETIES AND OTHER ACTIVITIES IN UNIVERSITY, PUBLIC OR INTERNATIONAL AFFAIRS**

**(6) ANY OTHER IMPORTANT INFORMATION INCLUDING EXCEPTIONAL QUALIFICATION/EXPERIENCE**

 **(7) REFERENCE:-** Provide any two academic/professional references

 **Reference No: 1.** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Reference No: 2.** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I confirm that I have read and understood the information above.
* I confirm that the information I have hereby provided is correct and complete.
* I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal and subsequent termination of contract of employment.
* I understand that the National School of Public Policy may carry out a verification process (including verification from HEC) and may check all or any of the information provided on the application form, given in references and presented as proof of identity.
* I understand that an appointment, if offered, may be subject to a satisfactory medical examination and/or satisfactory completion of other pre-employment checks.
* If a security clearance is required as part of the application process, I understand that the National School of Public Policy will verify the information or any other form, which might include referral to an appropriate third party for purposes of security clearance.

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Date Signature of the Applicant**