

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	

1. Name \_\_\_\_\_ 2. Date of Birth \_\_\_\_\_

3. Father's Name \_\_\_\_\_ 4. E-mail \_\_\_\_\_

5. Postal Address \_\_\_\_\_

6. Permanent Address \_\_\_\_\_

7. Contact # \_\_\_\_\_ 8. CNIC# \_\_\_\_\_

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		

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

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:-**

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