

**NATIONAL INSTITUTE OF FUNDAMENTAL STUDIES**

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER GR.II

1. Name with Initials:

……………………………………………………………………………………………………………

…………………………………………………………………………………………………………….

1. Names denoted by the initials:

…………………………………………………………………………………………………………..

1. Nationality: ………………………………..
2. Gender: Female / Male

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |   |   |   |   |   |   |   |   |   |   |   |

1. National Identity Card No:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |

6) Date of birth:

|  |  |
| --- | --- |
|  |   |

1. Age:

 (*As at application closing date*)

8) Residence details: Office Details:

|  |  |  |
| --- | --- | --- |
| Address  …………………………………………………  …………………………………………………………………………………………………….………………………………………………….. |  | Address   …………………………………………………  …………………………………………………………………………………………………….………………………………………………….. |
| Telephone No.  |   | Telephone No.  |   |
| Mobile No.  |   | Fax No.  |   |
| E-mail  |   | E-mail  |   |

9) Educational qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No  | Degree/ Postgraduate degree/ Postgraduate diploma  | Subject/ Relevant filed  | Validity date  |  University/ Training institute  |
| 1.  |   |   |   |   |
| 2.  |   |   |   |   |
| 3.  |   |   |   |   |

10) Professional qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No.  | Professional qualification  | Validity Date  | Institution  | NVQ level  |
| 1.  |   |   |   |   |
| 2.  |   |   |   |   |
| 3.  |   |   |   |   |

1. Previous experiences in relevant field:

|  |  |  |  |
| --- | --- | --- | --- |
| Ministry/Institute  | Position  | Period (From – to)  | No of Years   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

1. (When the applicant is a permanent officer of the Government or Semi-Government Institution) Details of previous releasement from the substantive post – if any

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Project/ Institution  | Position held  | Time duration from-to  | No of years  | Releasement basis  |
|    |   |   |   |   |

13) Certificate / Letters regarding experience (Attach photocopy)

1. ………………………………………………
2. ………………………………………………
3. ………………………………………………

14) Non related referees

1. …………………………………………. II. …………………………………………

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15) Certification of the Applicant

I certify that I have read the notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application are true and accurate. I am aware that, I am not eligible to the post if any of these particulars I have provided are found to be false or inaccurate.

………………………… ….……………………..

 **Date Signature of Applicant**

**Recommendation of the Head of the Institution**

**(When the applicant is a permanent officer of the Government or Semi-Government Institution, below recommendation is essential)**

I hereby certify that the above details are true and correct as known to me and Mr./Mrs./Miss. …………….. ………………………………………………………………………. (Name of the applicant) who is submitted this application is serving in …………………………………………………..…………………………………………… (Name of the institution) as a ………………………………………………………………………..…………………….. (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

Also His/ her previous releasement details from the substantive post that are in cage no.12 are checked with their personal files and confirmed. He/ She could be released from his/ her substantive post if selected to this post.

………………………… ……….……………………..

 **Date Signature and seal of head of the Institution/**

 **Head of the department**