

**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

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

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**