

NATIONAL INSTITUTE OF FUNDAMENTAL STUDIES

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER GR.II

1) Name with Initials:	
2) Names denoted by the initials:	
3) Nationality:	
4) Gender: Female / Male	
5) National Identity Card No:	
6) Date of birth:	
6) 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

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.				

11) Previous experiences in relevant field:

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

12) (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

Project/ Institution	Position neid	from-to	No of years	Releasement basis
3) Certificate / Letter	rs regarding experien	ce (Attach photocopy)	
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II				
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I.				II.				
		•••••						
15) Cartil	ingting of the	A1:						
15) Certii	ication of the	Applicant						
provided	by me in this	application ar	no judicial proce re true and accurate are found to be fal	e. I am aw	are that, I ar		-	
	Date						ature of A	
Recom	mendatio	a of the He	ead of the Ins	titution				
	= =	is a permanei on is essential	nt officer of the (Governme	ent or Semi-	Govern	nment Inst	itution,
I hereby c	ertify that the	above details	are true and corre	ct as knov	vn to me and	Mr./M	rs./Miss	
					(Name	e of th	ne applicar	nt) who is
submitted	l	this	application		is	s	erving	in
							,	
institution	n) as a							
(Substant	ive post of th	e applicant) a	nd no disciplinary	action h	as been take	n again	st him/her	and there is
no intenti	on to take dis	ciplinary action	on.					
	_		letails from the sub He/ She could be r	_		_		

14) Non related referees

Date

Signature and seal of head of the Institution/ Head of the department