



# NATIONAL INSTITUTE OF FUNDAMENTAL STUDIES

## APPLICATION FOR THE POST OF SECRETARY

1) Name with Initials:

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.....

2) Names denoted by the initials:

.....

3) Nationality: .....

4) Gender: Female / Male

5) National identity card No:

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6) Date of birth:

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7) Age:

(As at application closing date)

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8) Residence details:

Office Details:

Address	
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Telephone No.	
Mobile No.	
E-mail	

Address	
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.....	
Telephone No.	
Fax No.	
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 qualifications	Validity Date	Institution
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

13) Certificate / Letters regarding experience (Attach photocopy)

- I. ....
- II. ....
- III. ....

14) Non related referees

I. ....	II. ....
.....	.....
.....	.....
.....	.....

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**