**Application for the Post of**: (Please Tick the applied position)



Please attach recent Photograph

1. Business Development Manager
2. Marketing Manager
3. Personal Assistant
4. LDC

Bank Draft/ Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Name \_\_\_\_\_\_\_\_\_\_

**Instructions:**

1. **Hand-written applications will not be accepted. Please Type the information in each row and column of this Proforma very carefully.**
2. **If a row or a column is not relevant, write “not applicable” or NA.**
3. **Wherever necessary, use extra sheets for additional information**
4. **Incomplete Proforma/application will not be entertained.**
5. **Basic Information:**

|  |  |
| --- | --- |
| **Name:**  | **Father’s Name:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth:**

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

 | **Age (at closing date of application):**

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

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Domicile**:  | **CNIC**:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **-** |  |  |  |  |  |  |  | **-** |  |

 |

|  |  |
| --- | --- |
| **Correspondence Address:** | **Permanent Home Address:** |
|  |  |
| **Tel:**  |
| **Cell:** |
| **Email:** |

1. **Educational Background:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education Level** | **Certificate / Degree** | **Passing Year & Month** | **Degree Awarding Institution** | **Division/ % age (Annual System)** | **CGPA** |
| SSC / O-Levels |  |  |  |  |  |
| HSSC /A-Levels |  |  |  |  |  |
| Bachelor 2 years✓4 years |  |  |  |  |  |
| Masters (16 yrs) |  |   |  |  |  |
| MS/M.Phil. |  |  |  |  |  |
| PhD |  |  |  |  |  |
| Any other Professional/ Relevant Qualification  |  |  |  |  |  |

1. **Employment Record/Experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Pay Scale****(if applicable)** | **Dates** | **Name of Employer** | **Major Duties / Responsibilities** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Total eligible service of the applicant for the post applied:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **days** | **-** | **months** | **-** | **Years** |
|  |  |  |  |  |

1. **Declaration**

I hereby declare that all entries in this Proforma are true to the best of my knowledge and belief. I undertake that any misrepresentation/concealment of facts in it shall result in the rejection of my application and even after my selection as \_\_\_ \_ shall lead to dismissal/termination from service.

 **Signature of Candidate**

**For Official Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Eligible** |  | **Not Eligible** |  |

Application Status after Scrutiny:

Remarks (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **(Signature of Official)**