

# Pakistan Science Foundation



PAKISTAN SCIENTIFIC & TECHNOLOGICAL INFORMATION CENTRE  
Quaid-e-Azam University Campus  
Islamabad

## EMPLOYMENT FORM

Recent  
Passport size  
photograph  
should be  
affixed here

1. Post Applied For: \_\_\_\_\_ BPS: \_\_\_\_\_

### 2. Personal Information:

1. Name of Applicant:														
2. Father's Name:														
3. Date of Birth:		Day		Month		Year		Age (on closing date)						
4. Domicile:			Province				District							
5. NIC No:								-						
6. Postal Address:														
7. Telephone No. (Off)			(Res)				(Mob)							

### 3. Academic Qualifications

#### a. General Education

Name of Certificate/Degree	Name of Institution / Board / University	Year of Passing	Marks / CGPA **			Major Subjects
			Total Marks	Marks Obtained	% age	
Matriculation *Science / Arts						
Intermediate *FA / F.Sc / I.Com / ICS/ D.Com / DAE						
Graduation *BA / B.Sc / B.Com / BBA / BCS						
Masters * MA / M.Sc / MBA / M.Com / MCS						

\* Tick the relevant discipline and in case of DAE, MA or M.Sc & MBA also mention the major subject.

\*\* CGPA (where applicable)

**b. Professional Qualifications:**

(e.g Engineering, Law, Human Resources, ICMA, CA, MPhil, PhD or any other professional training course.)

Name of Degree	Name of Institution / University	Year of Passing	Marks / CGPA			Major subjects
			Total Marks	Marks Obtained	% age	

In case of holding Engineering or Law Degree, please state that whether registered with PEC or Bar Council  
Yes / No

**4. Computer Literacy:** (Tick the relevant column)

Skill	Excellent	Good	Poor	Certificate/Diploma
MS Word				
MS Excel				
MS Power Point				
MS Access				
Software				
Language				

(Please specify only name of Certificates / Diploma alongwith duration. However, practical experience of using languages, software can be indicated on a separate sheet)

**5. Job Experience:**

Name of Department / Organization / Firm	Post held (with grade)	Period Served			Reason for Leaving
		From	To	Total	

**6. Any Other relevant Information:**

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**7. References:**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**8. Instructions:**

- i. No column should be left blank.
- ii. Column relevant to the dates should be filled-in with proper dates instead of month/year e.g May, 2000 etc
- iii. Incomplete certificates/degrees need not be mentioned
- iv. All information, provided in this form must be supported with the attested copies of certificate / degrees / testimonials / experience certificate for confirmation of authenticity of information.
- v. Col No. 4 is meant for candidates, other than BCS or MCS Degree holders only.

**9. UNDERTAKING BY THE APPLICANT:** It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

**SIGNATURE OF THE APPLICANT**

**DATE:** \_\_\_\_\_