



**In the name of GOD, the most Beneficent, the most Merciful
NFC INSTITUTE OF ENGINEERING & FERTILIZER RESEARCH
JARANWALA ROAD, FAISALABAD**

FORM OF APPLICATION FOR THE USE OF CANDIDATES FOR APPOINTMENT IN THE INSTITUTE

- Important: 1) Incomplete application will be rejected.
2) No TA/DA will be admissible for test/interview.

1) Application for the Post of _____

Coloured
Photograph

PERSONAL DATA

2) Name in Block Letters Mr./Miss/Mrs. _____

CNIC No.

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Religion: _____

3) Father's Name _____ Occupation _____
(If dead last address and occupation before death)

4) (a) Email Address: _____ Phone No. _____

(b) Permanent Address: _____

Phone No. _____

(c) Official Address: _____

Phone No. _____

5) Date of Birth (in figure) _____

Age _____ Years (in words) _____

Place of Birth _____

- 6) Domicile _____ District _____ Province _____
(Please attach copy of domicile)

7. Academic Record

Examination or degree	Month and Year	Subject/Discipline	Name of the University or Institution	Grade or Division or Distinction
Secondary School Certificate (Matric)				
Higher Secondary Certificate (F.A./F.Sc.)				
Graduation (B.A./B.Sc.)				
Master Degree				

Attach attested copies of Certificates/Degrees

- 8) If appointed, what notice do you require before joining the Post _____?

- 9) If employed : Mention present salary _____
: Salary Acceptable _____

- 10) Did you hold any distinction in College or sports _____

- 11) Where have you been employed (give particulars below)

Department with full address/ Designation and name of employer	Date of Joining	Date and reason of leaving	Nature of employment (Give the name of the post held)	Salary

Note: If space is not sufficient, please give details on a separate sheet of paper and give sheet number.

- 12) Have you applied for any post advertised by the Institute? If so, give result.

- 13) A non-official candidate must produce a certificate of character from the Principal/Officer of the Institution

last attended and also certificates from two other responsible persons, not being his relatives, who are well acquainted with his career.

14) Testimonials attached with the application:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Note 1) Copies of such certificates duly attested by a gazette officer under his full designation should only be sent. Do not send any original documents unless you are asked to do so. Only in exceptional cases, will the Institute permit candidates to produce additional testimonials at the time of interview.

Note 2) Bring all original certificates with you at the time of interview.

15) ADDITIONAL REMARKS

Applicants may mention here any special qualification or experience e.g. in organization which have not been given under the above head, if the space given below is insufficient for this purpose, please give full particulars on a sheet of paper and attach it with this application, interesting here a reference to the sheet attached.

16) What languages (including Pakistani) can you read or speak?

Read only	Speak only	Read & Speak

17) **Reference:**

I, hereby declare that all the entries in this application form and all the additional particulars (if any) furnished alongwith it are true to the best of my knowledge and belief. If any information is found incorrect, I shall be liable for imposition of any penalty set out in the NFC Employees (Efficiency and Discipline) Rules.

Dated: _____

Signature of Candidate _____

FOR THE USE OF CANDIDATES WHO ARE ALREADY IN SERVICE

Certificate by the Head of Department or Office of Local Bodies or Semi-Government Bodies or Institutions.

No. _____

Dated: _____

Forwarded, Certified that Mr./Miss/Mrs. _____ holds a temporary/substantively a permanent post of _____ under the _____. His/her character roll/ confidential report will be sent if and when called for by the Institute Mr./Miss/Mrs. _____ will be relieved of his/her duties immediately if he/she is selected by the Institute for this post _____. He/She is drawing basic pay Rs. _____ in Scale of Rs. _____

Dated: _____

Signature _____

Designation _____

IMPORTANT

Write your Postal Address in full in the two spaces provided below. Any change of address should be communicated at once to the Director NFC Institute of Engineering & Fertilizer Research, Faisalabad

To

To

