



**JOB APPLICATION FORM**

**GOVERNMENT OF THE PUNJAB  
LAW AND PARLIAMENTARY AFFAIRS  
DEPARTMENT**

Two Photos

<b>Post Applied For</b>			
<b>Name</b>			
<b>Father's Name</b>			
<b>Date of Birth</b>	____/____/____	<b><u>Age in Years and Months:</u></b>	
<b>CNIC</b>			
<b>Domicile District</b>			
<b>Contact No.</b>		<b><u>Other Contact #:</u></b>	
<b>Postal Address</b>			
<b>Permanent Address</b>			
<b>E-Mail Address</b>			
<b>Already in Govt. Service</b>	<b>Yes</b>	<b>No</b>	If "Yes" then attach Departmental Permission Letter
<b>Disability</b>	<b>Yes</b>	<b>No</b>	If "Yes" then attach Certificate
<b>Religion</b>			
<b>Gender</b>			
<b>Marital Status</b>	<b>Single</b>	<b>Married</b>	
<b>i. MS Office Skills</b>	<b>Yes</b>	<b>No</b>	If "Yes" then attach Certificate.
<b>ii. Number of Reported cases</b>			<b>Attached evidence</b>
<b>iii. Number of publications</b>			<b>Attached evidence</b>

## ACADEMIC INFORMATION

**Note: Only Complete degrees may be mentioned here:**

Certificate / Degree Level	Name of the Degree	Month and Year of Passing	Obtained Marks / CGPA	Total Marks / CGPA	Division (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> )	Percentage %	Grade	Board / University / Institute
<b>Matric (10 Years)</b>								
<b>Intermediate (12 Years)</b>								
<b>Bachelor</b>								
<b>LL.B</b>								
<b>LL.M./ MS/ M.Phil. (18 years)</b>								
<b>Ph.D.</b>								
<b>Any Other Academic or Professional Achievement</b>								

## **EXPERIENCE / EMPLOYMENT RECORD**

**(Mention relevant experience as required in advertisement)**

<b>Sr. #</b>	<b>Position Held</b>	<b>Employer/ Organization</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Months Worked</b>
<b>1</b>					

**Job Description (In Detail):**

<b>Sr. #</b>	<b>Position Held</b>	<b>Employer/ Organization</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Months Worked</b>
<b>2</b>					

**Job Description (In Detail):**

**Total Job Experience as on closing date of application:**

**Years**

**Months**

**Days**

**Note: In Case of more than two Employment Records, please add additional page.**

**Please ensure that as per check list following attested documents are attached**

<b>Sr. No.</b>	<b>Documents</b>	<b>Check List</b>
1.	Copy of CV	
2.	Copy of CNIC	
3.	Copy of Matriculation Certificate	
4.	Copy of Intermediate Certificate	
5.	Copy of Graduation Degree	
6.	Copy of LL.B Degree	
7.	Copy of M.Phil. / M.S / LL.M / Ph.D Degree	
8.	Copy of Domicile	
9.	Two Passport Size Pictures	
10.	NOC in case of Already in Govt. Service	
11.	Certificate in case of Disability	
12.	Certificate in case of Position in Board or University	
13.	Evidence of MS Office skills / Number of reported cases / Number of publications	
14.	Vision statement	
15.	Any other document (Higher Qualification / Diploma / Training and Certificate) etc.	

**Declaration**

*I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



