



# National Defence University (NDU)

## Islamabad - Pakistan

### Job Application Form – 2019

#### **INSTRUCTIONS:-**

- i. The application form duly completed and accompanied by a **Pay order/Demand Draft** of amount as mentioned in advertisement drawn in favour of National Defence University-Islamabad should be sent to the Dy Dir Admin, National Defence University, Sector E-9 Islamabad - Pakistan not later than the prescribed date “**through courier only**”.
- ii. Applicants already working in Government/Semi-Government/Autonomous bodies should **apply through proper channel**. However, the university may entertain advance copies.
- iii. No TA/DA will be paid for Test/Interview.
- iv. The selected candidates will be governed by the National Defence University service statutes and rules/regulations.
- v. The University reserves the right to increase/decrease the number of posts, not to fill any post/ with hold the appointment against any advertised post or to accept/reject any application without assigning any reason.
- vi. Applications that will be received **after due date** or **incomplete** will **not be entertained** under any circumstances.
- vii. Please answer each question clearly and completely duly filled in MS word format. The application must be signed by the applicant.
- viii. Use additional sheets, if necessary.
- ix. Attested copies of degrees/certificates should be submitted with the application.
- x. Post applied for may be marked clearly on **top right corner** of the envelope.
- xi. Applicants who are applying for more than one post should submit separate application for each post along with prescribed application processing fee otherwise, no application will be entertained.

**Post applied for:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Pay Scale:** \_\_\_\_\_

<b>Appeared in the Daily</b>		<b>Dated</b>
<b>Pay order /Bank Draft</b>	<b>Issued By</b>	<b>Dated</b>
<b>No</b> _____		

Affix a recent  
passport size  
photograph

**(1) PERSONAL INFORMATION**

Name	
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Father's Name		Father's Profession	
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Gender	<input type="checkbox"/> MALE <input type="checkbox"/>	<input type="checkbox"/> FEMALE <input type="checkbox"/>
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Date of Birth		Age on closing date	__ Yrs __ Months __ Days
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Place of Birth / Nationality		Any Dual Nationality	
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CNIC #	
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Qualification (Last Degree/Certificate)	
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Domicile		Religion	
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Marital Status		If married, Spouse's Nationality/Profession	
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Next of Kin (NOK)	Name: Contact No. (In case of Emergency):
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Do you have any relative in NDU, if Yes – Mention name, branch and relation	
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Present Address	

Permanent Address	

Personal Contact (Res)		Office		Cell	
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E-Mail		Fax	
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**(2) ACADEMIC BACKGROUND /PROFESSIONAL TRAINING**

(a) **ACADEMIC BACKGROUND** (Please start from highest qualification and list in descending order)

Degree Title held	Year of award	Field/ Specialization/ Discipline	Institution/ University/ Board	Grade/ Div/CGPA

(b) **PROFESSIONAL TRAINING** (Please start from most recent training and list in descending order)

Course	Diploma/Certificate	Field of study	Institution	Grade/ Div/CGPA

**(3) EMPLOYMENT HISTORY** (Please start from your recent job and list in descending order)

Name of Organization with Address	Post held with Pay Scale	Job Profile/ Department/ Branch/ Office	Service Period (From – To) DD/MM/YY

**(4) List of Research Publications (If Any)**

If yes, please give full particulars (ISN No./ HEC recognized/ impact factor Journals name, Categories details, **Extra Sheet can be used in case of more research publications / details**).

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**(5) HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC OFFENCE OR SIMILAR MINOR OFFENCE? YES/NO**

If yes, please give full particulars.

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**(6) ROUTE OF APPLICATION**

  


Through Proper Channel / NOC from Employer attached  
 External candidates not currently in Service/ in Private Service

**(7) REFERENCE:-** Provide Two Academic/Professional References

**Reference No: 1.** Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Organization \_\_\_\_\_ Address \_\_\_\_\_  
 Phone No \_\_\_\_\_

**Reference No: 2.** Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Organization \_\_\_\_\_ Address \_\_\_\_\_  
 Phone No \_\_\_\_\_

**(8) PLEASE STATE IF THE FOLLOWING DOCUMENTS HAVE BEEN ATTACHED WITH COMPLETE APPLICATION DOSSIER**

Sr.	Documents	Yes	No
a)	Attested photographs (2 Nos.)		
b)	Attested Photocopies of Degrees/Certificates (1 x set)		
c)	Attested copies of domiciles & CNIC (2 copies)		
d)	Experience certificates (if any)		
e)	Original NOC/ Departmental Permission Certificate (Mandatory for both Public & Private sector candidates)		

f)	Pay order / demand draft (Please attach Original, photocopy will not be entertained )		
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- I confirm that I have read and understood the information above.
- I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal and subsequent termination of contract of employment.
- I understand that the National Defence University may carry out a verification process and may check all or any of the information provided on the application form, given in references and presented as proof of identity.
- I understand that an appointment, if offered, may be subject to a satisfactory medical examination and/or satisfactory completion of other pre-employment checks.
- If I will require submitting Security Clearance as part of the application process, I understand that the National Defence University will verify the information given in PAFY-1975 or any other form, which might include referral to an appropriate third party for purposes of security clearance.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of the Applicant**

