



COMMAND AND STAFF COLLEGE (C&SC)

QUETTA - PAKISTAN

Job Application Form – 2018

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 Command and Staff College – Quetta should be sent to the Assistant Adjutant General, Command and Staff College, Quetta - 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 College may entertain advance copies.
- iii. No TA/DA will be paid for Test/Interview.
- iv. The selected candidates will be governed by the Command and Staff College service statutes and rules/regulations.
- v. The College 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 _____

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

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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Do you have any relative in C&SC, if Yes – Mention name, branch and relation	
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Present Address	
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Permanent Address	
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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 held	Year of award	Field	Institution	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	Post held with Pay Scale	Job Profile	Period From to

(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**).

(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.

(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)		

- 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 Command and Staff College Quetta 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 Command and Staff College will verify the information given in any other form, which might include referral to an appropriate third party for purposes of security clearance.

Date

Signature of the Applicant

