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**South Asian Association for Regional Cooperation (SAARC)**

**SAARC ENERGY CENTRE (SEC)**

House No. 697, Street 43, E-11/4

National Police Foundation

Islamabad – Pakistan

**Application Form for Deputy Director (Coordination)**

**Position applied for:**

Photograph

1. Name (as per certificates):
2. Present Postal Address:
3. Mailing Address (If different than the present address):
4. Permanent Postal Address:

1. Email ID: Cell No:
2. (a) Place of Birth (b) Date of Birth \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Day Month Year

1. (a) Citizenship at Birth: (b) Present Citizenship:
2. Gender (Please check one): Male Female

9. Marital Status (Please check one):

Married Single Widowed Divorced Separated

1. Do you have any dependants? Yes No

In case, answer is “Yes”, please provide the following information

|  |  |  |
| --- | --- | --- |
| **Name** | **Date of Birth** | **Relationship** |
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1. Have you ever taken up legal residence status in any country other than that of your nationality?

Yes No

In case, answer is “Yes”, which country:

1. Have you ever taken any legal steps towards changing your present nationality?

Yes No

If answer is “Yes”, please provide details:

1. Academic Qualifications(Please furnish details in Table below, add rows, if required):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Place of Institution** | **Degree/Diploma** | **Year** | **Duration**  **(Year)** | **Major Subject(s)** |
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1. Employment Record (starting with your present or most recent position. List every employment position during the last 15 years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. Use a separate block for each position. Add rows, if required.):

|  |  |  |
| --- | --- | --- |
| **A. Exact Title of Position** | **Period** | |
| **From** | **To** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name of Supervisor** | **Number and Kind of Employees Supervised by you** | **Duty Station** |
|  |  |  |

Name and Address of Employer

|  |
| --- |
|  |

Key Responsibilities and Achievements (Maximum 150 words)

|  |
| --- |
|  |

Reason(s) for leaving, if applicable.

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| --- | --- | --- |
| **B. Exact Title of Position** | **Period** | |
| **From** | **To** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name of Supervisor** | **Number and Kind of Employees Supervised by you** | **Duty Station** |
|  |  |  |

Name and Address of Employer

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Key Responsibilities and Achievements (Maximum 150 words)

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Reason(s) for leaving, if applicable.

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| **C. Exact Title of Position** | **Period** | |
| **From** | **To** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name of Supervisor** | **Number and Kind of Employees Supervised by you** | **Duty Station** |
|  |  |  |

Name and Address of Employer

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Key Responsibilities and Achievements (Maximum 150 words)

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Reason(s) for leaving, if applicable.

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1. Do you have any objection in making inquiries with your present employer?

Yes No

1. Author of publications in the relevant field (please quote reference(s) of the Journal(s), Book(s), Publishers, Organizations etc.), add rows, if required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Title of Publication** | **Year** | **Reference** | **Impact Factor for Journal Publications, Publisher/ Organization for book(s)/ Chapter(s)** |
|  |  |  |  |  |
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1. Language Proficiency (Please check appropriate columns, add rows, if required):

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Language** | **Read** | | | **Write** | | | **Speak** | | |
| **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** | **Excellent** | **Good** | **Fair** |
|  |  |  |  |  |  |  |  |  |  |
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1. Computer/ Software Skills (add rows, if required)

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| --- | --- | --- | --- |
| **Computer/ Software Tool/ Package** | **Skill Level (Tick one)** | | |
| **Excellent** | **Good** | **Fair** |
|  |  |  |  |
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1. Member of professional institution(s):
2. Write an essay on “Sustainable energy pathway for SAARC region” (maximum 300 words):
3. References (list three persons not related to you who are familiar with your character and qualifications.):

| **Full Name** | **Postal & Email Addresses** | **Occupation** |
| --- | --- | --- |
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1. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations):

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| --- | --- | --- | --- |
| **Charge** | **Date** | **Where tried** | **Conviction** |
|  |  |  |  |
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24. Please state any disabilities which might limit your performance:

I certify that the statements made by me in this Application Form are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld in this document may provide grounds for the withdrawal of offer of appointment or dismissal, even if an appointment has already been made and accepted.

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

*dd month yyyy*

**INSTRUCTIONS:**

1. Please fill up this Application Form completely and clearly by typing-in, and email it along with scanned copies of all the relevant documents to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org) and [info@saarcenergy.org](mailto:info@saarcenergy.org) before **28th May, 2021**.
2. Handwritten applications will not be considered for selection.
3. Ensure to insert your scanned signature and date on this Form.
4. Public sector applicants are also required to send NOC/approval of their employer through email followed by original NOC through proper channel before **25th June, 2021**.
5. Pakistani public sector applicants can send NOC through their employer whereas the public sector applicants from other SAARC Member States shall submit through their respective Foreign/External Affairs Offices.
6. Only the shortlisted candidates will be called for the interview.

**CERTIFICATE FROM THE CONCERNED MINISTRY/EMPLOYER**

*(Applicable for Public Sector Applicant Only)*

I do hereby certify that Dr./Mr./Ms./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department/ Ministry of \_\_\_\_\_\_\_\_\_

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shall be released on deputation to join the SAARC Energy Centre, Islamabad, Pakistan per stipulated date if he/she is appointed as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Officer Seal

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