



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: _____

1. Name (as per certificates):

2. Present Postal Address:

3. Mailing Address (If different than the present address):

4. Permanent Postal Address:

5. Email ID: _____ Cell No: _____

6. (a) Place of Birth _____ (b) Date of Birth _____
Day Month Year

7. (a) Citizenship at Birth: _____ (b) Present Citizenship: _____

8. Gender (Please check one): Male Female

9. Marital Status (Please check one):
Married Single Widowed Divorced Separated

9. Do you have any dependants? Yes No



In case, answer is "Yes", please provide the following information

Name	Date of Birth	Relationship

10. 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: _____

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

Yes No

If answer is "Yes", please provide details: _____

12. 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)

13. 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.

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

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

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

Key Responsibilities and Achievements (Maximum 150 words)

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Reason(s) for leaving, if applicable.

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

Yes

No

15. 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)

16. Language Proficiency (Please check appropriate columns, add rows, if required):

Language	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

17. Computer/ Software Skills (add rows, if required)

Computer/ Software Tool/ Package	Skill Level (Tick one)		
	Excellent	Good	Fair

18. Member of professional institution(s):

- a.
- b.
- c.

19. Write an essay on “Sustainable energy pathway for SAARC region” (maximum 300 words):

20. References (list three persons not related to you who are familiar with your character and qualifications.):

Full Name	Postal & Email Addresses	Occupation

21. Legal Convictions (include all convictions other than those for minor violations of road traffic rules and regulations):

Charge	Date	Where tried	Conviction

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: _____
dd month yyyy

Signature: _____

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 and info@saarcenergy.org before **5th July, 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 **30th July, 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 _____

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: _____

Officer Seal