



9) Residence details:

Address ..... ..... .....	
Telephone No	
Mobile No	
E - Mail	

Office details: (Present Employment Place)

Address ..... ..... .....	
Telephone No	
Mobile No	
E - Mail	

10) Educational Qualifications:

No	Course Name	Degree/ P.G.Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity Date	University/ Training institute
01					
02					
03					

11) Professional qualifications:

No	Professional qualification	Validity Date	Institution	NVQ level
01				
02				
03				

12) Relevant Trainings:

Training Name	Institute	Period	Relevant Field

13) Experiences Gained (Other Institutes):

Position	Institution	Period (From – to)	No of Years

14) Experiences Gained in Projects:

Position	Project Name	Period (From – to)	No of Years

15) Details of previous releasement from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

16) Certificate / Letters regarding experience (Attach photocopy)

- I. ....
- II. ....
- III. ....

**17) Certification of the Applicant**

I certify that I have read the Notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application it true and correct. I am aware that, I am not eligible to the post if the information I have provided is found to be incorrect and I have bound with the rules and regulation which are mentioned in 02/2026 Management Services Circular.

Date: .....

.....

Signature of applicant

**18) Recommendation of the Head of the Institution**

**(For officers confirmed in Public Service/ Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully State-Owned Companies)**

**01.** I hereby certify that the below mentioned details are true and correct as per the details in Mr./Mrs./Miss. .... (Name of the applicant) personal file, who is submitted this application is serving in ..... (Present Employment Place)

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

**02.** Applicant is serving in ..... (Present Employment Place) as a ..... (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

**03.**

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

Also His/ her previous releasement details from the substantive post that are in above table are confirmed with their personal files.

**04.** After considering above details and provisions stipulated in Management Services Circular No: 02/2026, He/ She could be released and agreed to be released according to the Para 2.3.3 (a) – Fulltime releasement with full pay basis/2.3.3. (b) – Fulltime releasement with no pay leave basis/2.3.3 (c) – Acting releasement basis for the ..... (Further releasement period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date: .....

.....  
Signature and seal of Head of the Institute