



**South Asian Association for Regional Cooperation (SAARC)**  
**SAARC ENERGY CENTRE (SEC)**  
H. No. 255, Akram Road, Bani Gala,  
Islamabad 44000 – Pakistan

**APPLICATION FORM FOR PROGRAMME LEADER (ENERGY TRADE)**

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

10. Do you have any dependants? Yes  No



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

Name	Date of Birth	Relationship

11. 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: \_\_\_\_\_

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

Yes  No

If answer is "Yes", please provide details: \_\_\_\_\_

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

Name and Place of Institution along with latest QS Ranking; (Engineering & Technology) and/or (Social Sciences & Management) where applicable	Degree/Diploma	Year	Duration (Year)	Major Subject(s)

14. Employment Record (starting with your present or most recent position. List every employment position during the last 12 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.

<b>C. Exact Title of Position</b>	<b>Period</b>	
	<b>From</b>	<b>To</b>

<b>Name of Supervisor</b>	<b>Number and Kind of Employees Supervised by you</b>	<b>Duty Station</b>

Name and Address of Employer

Key Responsibilities and Achievements (Maximum 150 words)

Reason(s) for leaving, if applicable.

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

Yes

No

16. Author of publications in the relevant field (please attach or quote reference(s) of the Journal(s), Book(s), etc.), add rows, if required:

<b>Sr. No.</b>	<b>Title of Publication</b>	<b>Year</b>	<b>Reference</b>	<b>Impact Factor</b>

17. List skills in energy modelling/ simulation software, modern IT tools, computer software packages etc.,:

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18. List down major assignments performed indicating experience of techno-economic analysis for energy projects;

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

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

20. Member of professional institution(s):

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

Full Name	Postal & Email Addresses	Occupation

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

Charge	Date	Where tried	Conviction

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23. 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: \_\_\_\_\_

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**INSTRUCTIONS:** Please fill up this Application Form completely and clearly by typing-in and send it on the given email ID along with scan copies of all the relevant documents. Handwritten applications will not be considered for selection. Ensure to insert your scanned signature and date on this Form.

**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