



**South Asian Association for Regional Cooperation (SAARC)**  
**SAARC ENERGY CENTRE (SEC)**  
House No. 697, Street 43, E-  
11/4 National Police Foundation Isl  
amabad - Pakistan

**Application Form for Professional Staff**

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

**Photograph**

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 step towards changing your present nationality?

Yes

No

If answer is "Yes", please provide details:

13. Academic Qualifications (Please furnish details):

A. General Education: University/College Level

Name and Place of Institution	Degree/Diploma	Year	Major Subject(s)

B. Professional/Computer Training

Name and Place of Institution	Degree/Diploma	Year	Training Area

14. State your professional competence in the field of Energy and Environment

15. Language Proficiency (Please check appropriate columns)

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

16. Working Experience

A. Experience in energy related assignments

Name & address of the organisation	Position	Period	Nature of work

B. Experience in International/Regional Organisation (if any)

Name & address of the organisation	Position	Period	Nature of work

17. Member of professional institution(s) and relevant activities

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18. Author of publications in the relevant field (Please attach or quote reference(s) of Journal(s), Book(s), etc.)

19. Employment Record (Starting with your present or most recent position. List every employment position during the last ten years and any significant experience not included in that period which, you believe, may be helpful in evaluating your record. block for each position. Use additional sheets Use separate

A	Period		Monthly Salary*			
	Exact title of	From	To	Starting	Present	Allowances

\*Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

B	Period		Monthly Salary*			
	Exact title of	From	To	Starting	Present	Allowances

\*Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

C	Period		Monthly Salary*			
	Exact date of	From	To	Starting	Present	Allowances

\*Indicate currency of the salary

Name of Supervisor	Number and kind of employees supervised	Duty Station

Name and Address of Employer

Description of your work

Reason(s) for leaving, if applicable.

20. Do you have any objections in making inquiries with your present employer?

Yes

No

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

23. Please state information regarding any residence or prolonged travel abroad, providing dates, areas, purposes, etc.

24. Please state any disabilities which might limit your fieldwork (final appointment is subject to physical examination).

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:** Please fill up this Application Form completely and clearly. Type or print in ink and dispatch through proper channel. If required, additional pages may be used. Be sure to post your signature and date on this Form.

**CERTIFICATE FROM THE CANDIDATE'S EMPLOYER**

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

Designation \_\_\_\_\_ Department \_\_\_\_\_

shall be released on deputation to join the SAARC Energy Centre (SEC), Islamabad, Pakistan as

per stipulated date if he/she is appointed as \_\_\_\_\_

by the SAARC Energy Centre (SEC), Islamabad, Pakistan.

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

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

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

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

\_\_\_\_\_  
Officer Seal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CERTIFICATE FROM THE CONCERNED MINISTRY**

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

\_\_\_\_\_ of the 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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**SAARC ENERGY CENTRE**

697, Street 43, E-11/4, (NPF), Islamabad  
Phone: 051-222-8802, Fax: 051-222-1937

Ref: SEC/ADMIN-18/ADV/Vol-1

Date: 26 April, 2017

**Director (ETS),  
SAARC Secretariat,  
Kathmandu, Nepal.**

**Subject: Vacancy Announcement**

Dear Sir,

SEC is required to announce three approved vacancies (Programme Leader (Energy Trade), Research Fellow (Energy, Transport & Environment) and Research Fellow (Power), in the Member States for forwarding their suitable applicants to SEC, for their induction on announced vacancies. The Vacancy Announcement, Terms of References (ToRs) and Prescribed Application Form are attached.

2. It is requested that Vacancy Announcement, ToRs and Prescribed Application Form may also be uploaded on the websites of following Institutions:

- SAARC Secretariat
- SAARC Division, Ministry of External/Foreign Affairs, SAARC Member States
- SAARC Regional Centers
- SAARC Chamber and National Business Chambers/Federations, SAARC Member States
- SAARC Development Fund.

3. The Vacancy Announcement is to be effective from April 26, 2017 to May 31, 2017 as the last date for the receipt of applications from interested applicants.

Thanks and best regards.

A handwritten signature in black ink, appearing to be "Shoaib Ahmad", is written over a horizontal line.

**(Dr. Shoaib Ahmad)**  
Deputy Director (Coord)

Enclosed: as above



**SAARC ENERGY CENTRE  
ISLAMABAD**

**Vacancy Announcement**

Applications for the following positions are invited from the Nationals of SAARC Member States (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka) for appointment at the SAARC Energy Centre, Islamabad.

Sr. No	Description
1	Programme Leader (Energy Trade)
2	Research Fellow (Energy, Transport & Environment)
3	Research Fellow (Power)

Applications should be sent by e-mail to [jobs@saarcenergy.org](mailto:jobs@saarcenergy.org) with CC at [info@saarcenergy.org](mailto:info@saarcenergy.org) along with scanned copies of testimonials by **31<sup>st</sup> May 2017**.

In case of applicants from public sector, an additional hard copy of their filled application, duly forwarded through respective Government's Ministry of Foreign Affairs / External Affairs, should reach through post at the following address.

**DIRECTOR**  
SAARC Energy Centre  
H. No. 697, St. No. 43, NPF,  
Sector E-11/4, Islamabad.  
Ph: 051-2228804, Fax: 051-2221937