

DEPARTMENT
GOVERNMENT OF THE PUNJAB

Profile Form for nomination against local/ foreign training

Instructions:

- a) Please fill all the columns in *block letters* only.
- b) Attach relevant documents in support of higher qualification/experience / certification etc.
- c) Please send hard & soft copy of filled form (*with photographs & documents*) to the Deputy Secretary
- d) This form can also be downloaded from web site of this Administrative Department.
- e) Concealing facts or misquoting will lead to disqualification for nomination.

1. Name				2. Gender		3. Computerized National Identity Card Number																																	
				M	F	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																	
4. Passport Number								Valid up to (Please write day, month & year)																															
5. Date of joining Govt. Service: <i>(day, month & year)</i>								6. Date of birth: <i>(day, month & year)</i>																															
D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y																								
7. Status of Employment <i>(Please tick in the relevant box):</i>				Permanent				Contract				8. Age in Years <i>(As on ----- 2008)</i>																											
9. Date of joining present post: <i>(day, month & year)</i>				10. Pay scale		11. Domicile		12. Designation		13. Place of posting																													
D	D	M	M	Y	Y	Y	Y																																
14. Complete mailing address(es):																																							
a. Current work place/Organization																																							
b. Present Residential Address:																																							
c. Permanent Residential Address:																																							
15. Contact Phone Numbers <i>(with code):</i>				Res.				Office				Mobile																											
16. Email address <i>(if any):</i>																																							
17. Academic qualification:				Highest Degree				Subject																															

18. Professional Qualification					Any other _____	
19. International Certification obtained (Please tick with score):		TOEFL	TEFEL	IELTS	GRE	Any other _____
20. Any other Technical certification obtained:						
21. Experience in years:	Professional		Administrative		Any other	
22. Professional Profile (Please write complete details of postings starting from the latest):						
S. No.	Position held	BPS	Place of posting / Organization	Main responsibilities	From __ to (Indicate month & year)	
23. In-service Foreign Trainings availed (Starting from the latest):						
S. No.	Name/Title of the training/Course	Duration	Name of Training Institute		Year of Training	
1.						
2.						
24. In-service Local Trainings received (Starting from the latest):						
S. No.	Name/Title of the Training/Course	Duration	Name of Training Institute		Year of Training	
1.						
2.						
25. Computer Proficiency (Please indicate your expertise level):						
S. No.	Area	Nil	Able to use	Good at work	Proficient	Expert
1	MS. Word					
2	Power Point					
3	Excel					
4	E-Mail					
5	Web Browsing					
6	Any other _____					

26. List of Publications: Journal/Books , *if any*

S. No.	Title	Author	Journal	Year	Country where published	Vol. No.	Pages
1							
2							
3							

27. Please mention any distinction / award received

28. Brief Job Description of Present Position

29. Please indicate areas of interest for training:

i) _____ ii) _____

iii) _____ iv) _____ v) _____

30. Completed ACRs record up to _____

31. Please indicate the areas in which you feel that your immediate subordinates need training:

S.No.	Name of the Post	Suggested area of training
1		
2		
3		

32. Any other information you would like to indicate :

Date: _____

Signatures _____

