

# SERVICE PROFORMA

## GENERAL INSTRUCTIONS

1. The information requested below is crucial for your career management, including promotions and future assignments. Please return the Proforma duly filled within the stipulated time frame.
2. Please ensure that information recorded is accurate.
3. In case of items having multiple options strike out the irrelevant ones.
4. Proforma may be typed out or be hand written; in latter case it may be filled in, in black ink, using legible capital letters.
5. If date of joining govt. service and date of joining occupational group/service is different, please provide details of previous govt. service in Employment History Section.
6. Where necessary, use extra sheet in the same format for providing additional information (e.g. Qualifications, Courses/Trainings, Visits abroad, Promotion details and Employment history) and append it to the Proforma.

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## 1- BIO-DATA

P. No. \_\_\_\_\_

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

Date of birth: \_\_\_\_\_ Sex: (Male/Female) Marital status: \_\_\_\_\_

Blood group: \_\_\_\_\_ Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

Father's name: \_\_\_\_\_

Permanent address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_ Tele No. \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_ Tele No. \_\_\_\_\_ E-mail address: \_\_\_\_\_

Domicile: \_\_\_\_\_ In case of Sindh please tick appropriate: (Urban / Rural)

CNIC No: \_\_\_\_\_ National Tax No: \_\_\_\_\_

Present rank with post held: \_\_\_\_\_ Date of present posting: \_\_\_\_\_

Ministry/Division/Department: \_\_\_\_\_ Tele No. \_\_\_\_\_

Present grade: \_\_\_\_\_ Date of promotion to present grade: \_\_\_\_\_

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## 2- FAMILY DETAILS

Is spouse in Govt. service? \_\_\_\_\_ (Yes/No)

Organization where spouse employed \_\_\_\_\_

Designation of spouse : \_\_\_\_\_ Station : \_\_\_\_\_

Size of Family: \_\_\_\_\_ Sons: \_\_\_\_\_ Daughters: \_\_\_\_\_  
(Self, spouse, sons, daughters)

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Affix  
Your recent  
passport size  
photograph  
here

### **3- EDUCATIONAL/PROFESSIONAL QUALIFICATIONS**

Name of the School/College/University attended <i>(Start from Secondary School/ O. level)</i>	certificate/Degree obtained	Year	Subjects

### **4- LANGUAGES WITH PROFICIENCY\***

- a. \_\_\_\_\_ S R W    b. \_\_\_\_\_ S R W  
c. \_\_\_\_\_ S R W    d. \_\_\_\_\_ S R W  
e. \_\_\_\_\_ S R W    f. \_\_\_\_\_ S R W

\* Please encircle appropriate proficiency levels (S = Speak, R = Read, W = Write)

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### **5- SERVICE HISTORY BEFORE JOINING PRESENT OCCUPATIONAL GROUP**

S.No	Name of Service/Occupational Group	Date of Joining	BS	Date of leaving
1				
2				
3				
4				
5				
6				

### **6- DATE OF JOINING PRESENT OCCUPATIONAL GROUP**

Name of Group \_\_\_\_\_ Date of Joining \_\_\_\_\_ BS. \_\_\_\_\_



**8- PROMOTION DETAILS**

BS	Promotion Date	Authority (Notification No with date)
18		
19		
20		
21		
22		

**9- COURSES/SEMINARS/TRAININGS ATTENDED**

Course/Training Details	Grade * Achieved	Country/Station	Duration		Name of the Institution
			From	To	

\* Only provide information, which is non-classified. In case of classified/confidential grading (e.g. NIPA, PASC etc), please leave blank.

**10- FOREIGN VISITS, INCLUDING VISITS ON ACCOUNT OF TRAINING**

Country Visited	Purpose of Visit	From	To

I hereby declare that the information given in this proforma is true to the best of my knowledge and belief:-

Date \_\_\_\_\_

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

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

(In block capitals)

**FOR OFFICIAL USE ONLY**

Personal Number : \_\_\_\_\_ Seniority: \_\_\_\_\_ Previous Board Status: \_\_\_\_\_