



**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION,**  
**KARACHI**

**NOMINATION FORM (37<sup>th</sup>SMC)**

(Monday 27<sup>th</sup> January – Friday 16<sup>th</sup> May, 2025)

**A. PERSONAL INFORMATION**

1. **Name:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_  
(Capital Letters) (Capital Letters)
2. **Gender:**  Male  Female
3. **Date of birth:** \_\_\_\_\_
4. **Domicile:** \_\_\_\_\_ **District:** \_\_\_\_\_
5. **CNIC No.** \_\_\_\_\_
6. **Religion:** \_\_\_\_\_
7. **Occupational Group/Cadre:** \_\_\_\_\_
8. **Common Training Program** (if applicable) \_\_\_\_\_
9. **Designation/Department:** \_\_\_\_\_
10. **Marital Status:** Married / Unmarried / Widowed / Divorced  
(Encircle the relevant one)
11. **Children:** (i) Son (s) \_\_\_\_\_ (ii) Daughter (s) \_\_\_\_\_

**B. WORK EXPERIENCE**

12. **Date of Joining Service (Exact date):** \_\_\_\_\_
13. **Date of Appointment to the Present Post:** \_\_\_\_\_
14. **Present Gross Pay: Rs.** \_\_\_\_\_
15. **Date of Promotion in BS-19 (Exact date):**  
BS – 19 \_\_\_\_\_
16. **Official Address:** \_\_\_\_\_  
\_\_\_\_\_

17. **Residential Address:**

i) Present : \_\_\_\_\_

ii) Permanent : \_\_\_\_\_  
(If different)

18. **Contact Information** (i) Office: \_\_\_\_\_ (ii) Residence: \_\_\_\_\_

(iii) Fax No: \_\_\_\_\_ (iv) Mobile: \_\_\_\_\_

(vi) E-mail address: \_\_\_\_\_

**In case of Emergency:**

(i) Cell No. \_\_\_\_\_ (ii) Residence \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Relation: \_\_\_\_\_

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

19. **Brief Description of Responsibilities of Present Post:**

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

20. **Positions held since promotion to BS-19 or equivalent, in Government or other organizations, showing dates and duration of each assignment held:**

<b>Assignment held and grade Or equivalent</b>	<b>Ministry/Division/ Department/Organization</b>	<b><u>From</u> <u>To</u></b> (Please specify month and year if dates not available)

**C. ACADEMIC RECORD**

21. **Educational Qualifications (from Matriculation to date starting with the latest one) with disciplines and years:**

Degree/Diploma	Subject	Institution	Year

**D. TRAINING RECORD**

22. **Training (s) Received:**

i) **In Pakistan**

Name of Course	Duration of Each Course		Name of Institution
	From	To	

ii) **Abroad:**

Name of Course	Duration of each Course		Name of Institution	Country
	From	To		

23. **Area of Specialization** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. **Additional Technical or Professional Qualifications, if any:**

25. **Published/Unpublished work  
(Books, articles, reports):**

26. **Membership of Official and Unofficial  
Committees/Commissions:**

27. **Membership of Academic/Literary/Professional Associations:**

28. **Membership of Club 's in Pakistan:**

29. **Name of the Nominating Agency/Government Department/Organizations:**

30. **Name and Designation of the Authority who maintains the PER of the nominee and  
to whom the report of the nominee to be sent:**

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of the Participant**  
**Name:**

**ACCOMMODATION**

1. I have been nominated for the 37<sup>th</sup> SMC which is commencing from Monday 27<sup>th</sup> January 2025.

I would be residing in Karachi on my own / with my family.

Name: \_\_\_\_\_ Group \_\_\_\_\_ Signature: \_\_\_\_\_

Last Posting held:

\_\_\_\_\_

**OR**

2. I have been nominated for the 37<sup>th</sup> SMC which is commencing from Monday 27<sup>th</sup> January 2025.

I certify that I have no accommodation at Karachi and therefore I may be allotted hostel room for duration of the SMC.

Name: \_\_\_\_\_ Group \_\_\_\_\_ Signature: \_\_\_\_\_

Last Posting held:

\_\_\_\_\_

**CALL NAMES SLIP**

Please indicate the call name that you would like to be used on your NIPA Identity Card e.g. Khan / Ahmed / Mansoor.

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

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**REQUEST FOR TRANSPORT**

I have been nominated for the 37<sup>th</sup> SMC which is commencing from Monday 27<sup>th</sup> January 2025.

It is requested that transport at *Airport / Railway Station* may please be made available.

**Details**

Flight No. \_\_\_\_\_ From \_\_\_\_\_ Date & Time of Arrival \_\_\_\_\_

Train Name \_\_\_\_\_ From \_\_\_\_\_ Date & Time of Arrival \_\_\_\_\_

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

**MEDICAL INFORMATION**

Please find details of permanent disease/illness as under for record / information of a medical officer:

Blood Group \_\_\_\_\_ Height (Inches)\_\_\_\_\_ Weight (Kgs \_\_\_\_\_

I am suffering from \_\_\_\_\_ disease/illness and taking following medicine regularly as prescribed by physician. My last medical check-up was held on \_\_\_\_\_ by civil surgeon as a requirement of training (copy enclosed along with prescription).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



**SPORTS OPTION**

I am interested in the following games/sports (*Tick at least two*):

**GAMES:**

- |                     |                          |
|---------------------|--------------------------|
| GYMNASIUM           | <input type="checkbox"/> |
| BILLIARD            | <input type="checkbox"/> |
| BADMINTON           | <input type="checkbox"/> |
| TABLE TENNIS        | <input type="checkbox"/> |
| TENNIS (Hard Court) | <input type="checkbox"/> |
| JOGGING             | <input type="checkbox"/> |
| CHESS               | <input type="checkbox"/> |

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

**Note:** Sports are “mandatory” for the participants of SMC at NIPA Karachi.

**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)**  
**KARACHI**

**37<sup>th</sup> Senior Management Course (SMC)**

**A1. Proposed Topics for Individual Research Papers IRPs (Capital Letters)**

- i) \_\_\_\_\_  
\_\_\_\_\_
- ii) \_\_\_\_\_  
\_\_\_\_\_
- iii) \_\_\_\_\_  
\_\_\_\_\_

**A2. I have authored the following IRP/Research Article/Paper previously (Capital Letters)**

- i) \_\_\_\_\_  
\_\_\_\_\_  
(Institution: \_\_\_\_\_, Course: \_\_\_\_\_, Year: \_\_\_\_\_)
- ii) \_\_\_\_\_  
\_\_\_\_\_  
(Institution: \_\_\_\_\_, Course: \_\_\_\_\_, Year: \_\_\_\_\_)
- iii) \_\_\_\_\_  
\_\_\_\_\_  
(Institution: \_\_\_\_\_, Course: \_\_\_\_\_, Year: \_\_\_\_\_)

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

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

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)

KARACHI

37<sup>th</sup> Senior Management Course (SMC)

A1. Proposed Topics for Current Issue Presentation (Capital Letters)

i) \_\_\_\_\_  
\_\_\_\_\_

ii) \_\_\_\_\_  
\_\_\_\_\_

iii) \_\_\_\_\_  
\_\_\_\_\_

A2. I have previously delivered Current Issue Presentation on the following topics  
(Capital Letters)

i) \_\_\_\_\_

(Institution: \_\_\_\_\_, Course: \_\_\_\_\_, Year: \_\_\_\_\_)

ii) \_\_\_\_\_

(Institution: \_\_\_\_\_, Course: \_\_\_\_\_, Year: \_\_\_\_\_)

iii) \_\_\_\_\_  
\_\_\_\_\_

(Institution: \_\_\_\_\_, Course: \_\_\_\_\_, Year: \_\_\_\_\_)

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

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

**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)**

**KARACHI**

**37<sup>th</sup> Senior Management Course (SMC)**

**Subject: Transport Parking at NIPA, Karachi**

As per policy, Car Stickers will be issued only to self-driven cars. Concerned participant may please write down the name & vehicle number.

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

Vehicle Number \_\_\_\_\_

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

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

**Instructions:**

- The facility will be withdrawn from such vehicles if found with drivers inside the campus.
- Vehicle with drivers are to be parked outside NIPA premises.
- Vehicles should not be parked in pathways and in front of gates/doors.

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PERSONAL STATEMENT

Please write your Personal Statement (i.e. a personal narrative essay) in your own hand writing (within 750 words), which offers you an opportunity to share what you consider as important in the journey of your life with us: your story, values, personal challenges, professional interests and achievements, volunteering activities and projects, and future pursuits. These narrative reflections should be written in one's own hand to showcase the person behind the resume, revealing how you think, and not just what you think.

Should you opt to share specific anecdotes from your personal/professional life, please maintain a laser focus on one/two relevant, formative experiences—academic, professional, extracurricular—which are indicative of your personal development.

For this purpose, you may like to share specific anecdotes from your personal/professional life, please maintain a laser focus on one/two relevant, formative experiences—academic, professional, extracurricular—which are indicative of your personal development. Therefore, you must identify your goals upfront before you start writing your personal statement. **Please keep in mind what we are looking for in this statement:**

- **We want to learn more about you as a person who may has undergone a unique, transformative journey.**
- **We want to learn more as to how you think about the unsolved problems and challenges in your personal and professional life, and how you have so far planned/are planning their resolution.**
- **We want to learn what personal attributes and qualities you have sought to nurture in the past.**
- 

Name: \_\_\_\_\_ Group/Department: \_\_\_\_\_

**Please Start here in your own legible hand and must finish on the reverse side of this page only. (Min. 500 to Max. 750 words only)**

**Note:** *This sheet will be submitted at the time of Joining Day only.*

Name: \_\_\_\_\_ Group/Department: \_\_\_\_\_

**Most Impactful Book I have Read**

(Reflective narration in 300-500 words only)

**Note:** *This sheet will be submitted at the time of Joining Day only.*

**Books Recently Read**

Name: \_\_\_\_\_ Group/Department: \_\_\_\_\_

**A. The Book I am reading at present:**

Title of Book?                      Author?                      When started reading?

**B. The Books I have read so far (please list books read in last 1-2 years only):**

S.No.              Title of Book?                      Author?                      Read in Year?

**Note:** *This sheet will be submitted at the time of Joining Day only.*

Name: \_\_\_\_\_ Group/Department: \_\_\_\_\_

**Public Service Challenge I want to resolve in my  
Professional Career: What, Why, and How?**  
(Narration in maximum 500-750 words)

**Note:** *This sheet will be submitted at the time of Joining Day only.*



Name: \_\_\_\_\_ Group/Department: \_\_\_\_\_

**Professional Achievement in my Career:**

**What, When, Why, & How?**

(Narration in maximum 500-750 words)

**Note:** *This sheet will be submitted at the time of Joining Day only.*

Name: \_\_\_\_\_ Group/Department: \_\_\_\_\_

**Voluntary & Co-Curricular Activities**

(Narration in maximum 300-500 words.)

**Note:** *This sheet will be submitted at the time of Joining Day only.*

Name: \_\_\_\_\_ Group/Department: \_\_\_\_\_

**My expectations from the Course:**

**(What am I going to focus on during SMC?)**

(Narration in maximum 300-500 words.)

<b>Aspect</b>	<b>What I think I know</b>	<b>What I think I partially know / am working on</b>	<b>What I need to know / to develop</b>
A. Knowledge			
B. Skills			
C. Competencies			

**Note:** *This sheet will be submitted at the time of Joining Day only.*

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**UNDERTAKING**

I \_\_\_\_\_ Service Group \_\_\_\_\_  
the Participant of 37<sup>th</sup> Senior Management Course (SMC), have read the participant's "Academic  
Guidelines & Instructions Book (AGIB)" thoroughly and carefully.

2. During this 37<sup>th</sup> Senior Management Course (SMC), I will follow the norms of this Institute as  
mentioned in the "Academic Guidelines & Instructions".

Dated: \_\_\_\_\_

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

Name of Participant: \_\_\_\_\_

Service Group / Department \_\_\_\_\_

**Note:** *This sheet will be submitted at the time of Joining Day only.*