



**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION**  
(A constituent unit of National School of Public Policy)  
Government of Pakistan  
University Road, Karchi-75300

Tel: 99244061-5  
Fax: 99244050  
<http://www.nipakarachi.gov.pk>  
E-mail: [nipa@nipakarachi.gov.pk](mailto:nipa@nipakarachi.gov.pk)  
[info@nipakarachi.gov.pk](mailto:info@nipakarachi.gov.pk)  
[dg@nipakarachi.gov.pk](mailto:dg@nipakarachi.gov.pk)

**ANNEXURE-A**

**NOMINATION FORM (44<sup>th</sup> S MCMC)**

**A. PERSONAL INFORMATION**

1. **Name:**  
(Capital Letters)
2. **Father's Name:**  
(Capital Letters)
3. **Gender:** ☐ MALE ☐ FEMALE
4. **Date of birth:** \_\_\_\_\_ **5. Religion:** \_\_\_\_\_  
Day Month Year
5. **CTP Batch:** \_\_\_\_\_ **STP Batch:** \_\_\_\_\_
6. **Domicile:** Sindh  
Encircle one 

U	R	Punjab	KPK	Balochistan	AJK/Gilgit Baltistan	Islamabad
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7. **City/District of Domicile:** \_\_\_\_\_
8. **CNIC No.** \_\_\_\_\_
9. **Present Posting (Designation/Department):** \_\_\_\_\_
10. **Martial Status:** \_\_\_\_\_
11. **Children:** (i) Son(s) \_\_\_\_\_ (ii) Daughter(s) \_\_\_\_\_
12. **Official address:** \_\_\_\_\_
13. **Residential address:**  
i) Present: \_\_\_\_\_  
ii) Permanent: \_\_\_\_\_  
(If different)



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[dg@nipakarachi.gov.pk](mailto:dg@nipakarachi.gov.pk)

14. **Contact Information**
- (i) Office: (ii) Residence:
- (iii) Fax No: (iv) Mobile:
- E-mail address: 1) 2) \_\_\_\_\_

**B. WORK EXPERIENCE**

15. **Date of joining service:**     

16. **Date of appointment to the present post:**

17. **Present gross pay:**

18. **Dates of promotion:**

a) BS – 18\_ (b) BS – 17 (if applicable)

19. **Brief description of responsibilities of present post:**

20. **Positions held since induction in service, in Government or other organizations, showing dates and duration of each assignment held: (may use additional sheets, if needed)**

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



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**C. ACADEMIC RECORD**

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

**Foreign / Local**

- (i) Graduation  
(ii) Post Graduation

Degree/Diploma	Subject	Institution	Year	Specialization

**D. TRAINING RECORD**

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

**In Pakistan / Abroad**

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



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23. (a) **Additional technical or professional qualifications, if any:**

(b) Your proficiency in mathematics is?

Average	Fair	Good	Very Good
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24. (a) **Area of research (if any):**

**Please indicate about any research paper(s) written during Masters include all Research Papers printed/appeared in any local/international journal. (Please attach a copy)**

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(b) **List of articles:**

**Written for any Magazine or newspaper (Please attach a copy)**

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25. **Membership of official and unofficial Committees/Commissions/Clubs:**

26. **Membership of academic/literary/professional associations:**



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27. **Name of the nominating government department/organizations:**

28. **Name and designation of the authority which maintains the PER of the nominee and to whom the course report of the nominee is to be sent:**

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

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

**Signature of the Participant**

**Name:**



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**A**

**ANNEXURE-B**

The Directing Staff (Admin)  
National Institute of Public Administration (NIPA)  
Karachi.

**Subject: Hostel Accommodation**

Sir,

I have been nominated for the 44<sup>th</sup> MCMC, which is commencing from Monday 28<sup>th</sup> July, 2025.

I shall avail Hostel accommodation (Applicable to those participants who are posted outside Karachi).

(Please tick any one):

<b>Yes</b>
<b>No</b>

Yours Sincerely,

Name:

Signature:

Present Posting:

**NB:**

- Hostel accommodation will be given to those participants who are coming to join this course from outside Karachi and do not have their own or family accommodation in Karachi.
- Those participants who are allotted hostel accommodation and if they do not avail the facility for next two days then they will return the key to the Mess Incharge and the accommodation will be cancelled.



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**ANNEXURE-C**

**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: \_\_\_\_\_



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## **ANNEXURE-D**

### **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. (Copy of last prescription and latest annual medical examination report is attached).

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

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





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## **ANNEXURE-E**

### **PARTICIPANTS VEHICLE DETAIL**

**Name of Participants:** \_\_\_\_\_

**Service Group:** \_\_\_\_\_

**Vehicle Number:** \_\_\_\_\_

**Vehicle Type:** \_\_\_\_\_

**Self-Driven:** ☐

**Driver** : ☐

**If driver then,**

**Driver Name:** \_\_\_\_\_

**Driver Contact No:** \_\_\_\_\_



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## **ANNEXURE-F**

Chief Instructor  
National Institute of Public Administration (NIPA)  
Karachi.

**Subject:      Sports Option**

I am interested in the following games (Tick at least one):

### GAMES:

GYMNASIUM	<input type="checkbox"/>
BILLIARD	<input type="checkbox"/>
BADMINTON	<input type="checkbox"/>
TABLE TENNIS	<input type="checkbox"/>
TENNIS	<input type="checkbox"/>

Yours Sincerely,

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

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

Present Posting: \_\_\_\_\_

\* Sports are “mandatory” for the participants of MCMC at NIPA Karachi. This is an assessed activity.



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## **ANNEXURE-G**

<b>Policy Paper (PP)</b>	<b>Current Issues Presentation (CIP)</b>
Each participant is required to write one Policy Paper (PP). Selected topics along with the name of the Faculty Advisors will be conveyed to the participants.  Reference Page No.8 General Information Guideline Book	Participants will make power point presentation on a current issue relating to political, socio-economic scenario, religion, and ethics in public service. This 30 minutes which includes 10 minutes Question and Answer session. A script in word count of 5-6 pages along with presentation should be submitted to the respective faculty advisors and DS (T&C) 48 hrs prior to presentation and any observation/guidance to be included before the presentation.  Reference Page No.7 General Information Guideline Book
The Institute reserves the right to assign any topic to any participant.	
<b><u>Instructions:</u></b> Please write down at least 3 topics each for Policy Paper & CIP and send it along with nomination forms.	
1.	1.
2.	2.
3.	3.

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

Service Group:\_\_\_\_\_

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

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



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### **INSTRUCTIONS TO BE NOTED**

The reporting date i.e. **Monday 28<sup>th</sup> July, 2025, (Registration time is between 0900 to 1130 hrs.)** which is formal day, the participants are required to follow the dress code as given below:

#### **Dress Code**

Official (All indoor and outdoor activities)

##### **a) Gentlemen:**

##### **Monday to Thursday:**

- Lounge Suit (Gentlemen should wear a well-fitted suit with a dress shirt, secured by a proper tie knot. The Pakistani Flag badge is to be affixed to the left lapel of coat, ensuring a professional appearance) (Jeans & T-Shirt are not allowed)
- National Dress (Black Sherwani with White Shalwar Qameez and Shoes with Socks)

##### **Friday:**

b) White Shalwar Qameez with Black Waist Coat. (Boots with laces or Moccasins) OR Lounge suit (Gentlemen should wear a well-fitted suit with a dress shirt, secured by a proper tie knot. The Pakistani Flag badge is to be affixed to the left lapel of coat, ensuring a professional appearance)

**Ladies:** Appropriate Formal Dress

##### **c) Dress Code beyond 1700 hrs. / After the training sessions / Mess**

- **Gentlemen:** Dress Pants with Full Sleeves Shirt or White Shalwar Qameez with Black Waist Coat (Boots with laces or Moccasins)
- **Ladies:** Appropriate Formal Dress

##### **d) Dress Code for Sports:**

**Gentlemen:** Track Suit with Joggers / Tennis Shoes, Sports T-Shirts

**Ladies:** Appropriate Sports Wear