

**HIGH COURT OF AZAD JAMMU & KASHMIR
MUZAFFARABAD**

Receive #. _____ Date: _____ (for official use only)

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JOB APPLICATION FORM

**FOR THE VACANT POST OF STENOGRAPHER BS-16
IN JUDICIAL DEPARTMENT (LOWER COURTS ESTABLISHMENT)
(under AJ&K Judicial Department (Lower Courts Establishment) Rules, 2016**

PERSONAL INFORMATION

Full Name of Candidate:	(In English)																	
	(آرڈوئیس)																	
Father's/ Husband's Name:	(In English)																	
	(آرڈوئیس)																	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female																	
Date of Birth:	<table border="1"><tr><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td></tr></table>			-			-											
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Age on 15.12.2021:	<table border="1"><tr><td></td><td></td><td>Y</td><td></td><td></td><td>M</td><td></td><td></td><td>D</td></tr></table>			Y			M			D								
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Domicile:																		
State Subject:																		
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married																	
Postal Address:																		
Permanent Address:																		
Contact No.:																		
Whatsapp No.:																		
Email Address:																		

ACADEMIC QUALIFICATION

Title of Degree	Passing Year	Marks		Division/ Grade/ CGPA	Board/ University
		Total	Obtained		
Matric/ SSC					
Intermediate/ HSSC					
Bachelors (14 Years)					
Masters (16 Years)					

Others					
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JOB RELATED COURSES/ DIPLOMAS

Title of Certificate/ Diploma	Year	Marks (if any)		Institute
		Total	Obtained	

PROFESSIONAL JOB(S) EXPERIENCE (If any)

Are you Govt. Employee	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(If yes, attach NOC/ Departmental Permission Certificate (DPC) and copy of Appointment Notification/ Order)	

Designation	Scale	Permanent/ Temporary/ Adhoc	Period	Department/Institution

UNDERTAKING: (For all credentials, documents, certificates, experience, and information given in/with application form)

I solemnly undertake that I have read, understood and affirm to follow the given instructions as per advertisement and application form. All the mandatory and essential information have been provided and is accurate to the best of my knowledge. If found false, incorrect, factitious, exaggerated, misleading, manipulated and bogus, my application/employment may be cancelled/terminated as per rules. As a result, I shall be liable to disciplinary and other legal action as per law.

Signature of the Candidate/ Applicant

Date of Submission:			-			-			
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NOTE:

- All documents should be duly attested.
- Incomplete applications will not be entertained.

DEPARTMENTAL PERMISSION CERTIFICATE (DPC)

To be submitted by the candidates who are in Govt./Semi Govt. Service with the APPLICATION FORM duly completed failing which the application shall be liable to rejection.

1. **The following particulars should be filled in by the candidate:-**

Full Name of Candidate:	
Father's/ Husband's Name:	
Post Held (Presently)	
Office/ Department	
Post Applied for:	

Signature of the Candidate/ Applicant

2. **This portion should be filled in completely by the concerned Department/ Office:**

- (a) He/ She has been employed in this Department/ Office as _____
_____ Since _____
- (b) He/ She holds this post in Permanent / Temporary, Adhoc capacity or Contract basis: _____
- (c) The candidate's domicile as accepted by this Department/ Office and recorded in official record is _____ District.
- (d) There is nothing on record of this Department which may render him ineligible for the post and that his/her record of service is satisfactory and no departmental proceedings are pending against the candidate.

Signature and Official Stamp of
Head of Department / Appointing Authority

Note:

- The signing authority of the above permission should please ensure that all the blank spaces meant to be filled in by the Department are accurately filled in.
- If a departmental candidate/employee is selected / nominated by the Competent Authority, the parent Department of that candidate shall be bound to relieve him/her to enable him/her to join the post for which he/she has been recommended.