



NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION,
KARACHI

NOMINATION FORM (38thSMC)

(Monday 14th July – Friday 31st October, 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:**

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)

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 **Published/Unpublished work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 38th SMC which is commencing from Monday 14th July 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 38th SMC which is commencing from Monday 14th July 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 38th SMC which is commencing from Monday 14th July 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

38th 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

38th 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

38th 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.

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)

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38th Senior Management Course (SMC)

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 have 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.)

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

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

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (NIPA)
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38th Senior Management Course (SMC)

UNDERTAKING

I _____ Service Group _____
the Participant of 38th Senior Management Course (SMC), have read the participant's "Academic
Guidelines & Instructions Book (AGIB)" thoroughly and carefully.

2. During this 38th 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.*