Specimen Application Form for Recruitment to the Post of Counseling Officer

in the Associated Officers' Service Category of the Department of Prisons.

01. i. Full Name: .....

ii. Name with Initials: .....

02. Permanent Address: .....

03. National Identity Card Number: .....

04. Date of Birth: Year: ..... Month: ..... Date: .....

05. Age as at 15.12.2026: Years: ..... Months: ..... Days: .....

06. Sex (Female / Male): ..... **07.** Civil Status: .....

08. i. Telephone Number: Mobile: ..... Landline: .....

ii. Email Address: .....

09. Educational Qualifications: (Attach a copy of each certificate)

Name of the Course	**Subjects & Grades**	**Registration No. (Student No.)**	**Name of the University**	**Effective Date of the Degree**
1. Degree:				
02. Other Qualifications:				

10. Professional Qualifications: (Must be verified by certificates or letters)

Professional Qualification	**Duration (Number of Years)**	**Name of the Institution**
01.	01.	01.
02.	02.	02.
03.	03.	03.

11. Experience: (Must be verified by certificates or letters)

Post	**Time (No .of Years)**	**Name of the Institute**
01.	01.	01.
02.	02.	02.
03.	03.	03.

(N.B. – Certified copies of certificates and documents proving qualifications must be attached. Applications sent without attaching relevant certificates and documents will be rejected without any notice.)

12. Applicant's Declaration:

I, hereby certify that the above particulars are true and accurate. I am well aware that if any information furnished by me is found to be false or incorrect before or after recruitment to the post of Counseling Officer, my appointment is liable to be canceled.

....

Date Signature of the Applicant

13. Attestation of Signature:

I, personally know Mr./Mrs./Miss ..... who is submitting this application, and I certify that he/she placed his/her signature below in my presence on ..... .

....

Date Signature of the Attesting Officer

Full Name of Attesting Officer: .....

Designation: .....

Address: .....

(Please place the official stamp)

14. For Applicants Currently in Government / Provincial Public Service Only:

I state that Mr./Mrs./Miss ..... is employed in this institution as a ....., that his/her work and conduct are satisfactory, that there are / are no disciplinary inquiries or disciplinary offenses against him/her, and that if selected for the post, the applicant can / cannot be released from his/her current post.

....

Date Signature of Head of Department / Institution