

**GOVERNMENT OF PAKISTAN
CIVIL SERVICE REFORMS UNIT
(ESTABLISHMENT DIVISION)**

**APPLICATION FORM
FOR
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)**

2008-2009

Please read the instructions and criteria carefully before filling in the Application Form.

GENERAL INSTRUCTIONS

PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

The Government of Pakistan has contracted a loan (US\$ 55 Million) from the World Bank, under Public Sector Capacity Building Project (PSCBP) in order to implement its agenda of Good Governance. Establishment Division has the largest sub-component under PSCBP (US\$ 25 Million), which would be used, inter alia, for professional development of civil servants, strengthening of FPSC, establishment of National School of Public Policy and strengthening of training institutions i.e. National Institutes of Public Administration. Main objectives of this investment is to develop public sector human resources and align them to the emerging national and global challenges, strengthen the government institutions by filling the capacity vacuum, implement long term civil service reforms and create enabling environment for achieving high degree of efficiency and effectiveness in the public sector.

2. Professional Development program has been designed for the mid-career Civil Servants who are involved in the policy making or policy implementation at the federal, provincial and district level.

ELIGIBILITY CRITERIA FOR APPLICATION:

3. An applicant for PDP must : -

- a. Hold a master degree or 16 year education (MBBS, BE etc.)
- b. Fulfill the following age criteria on 01st December, 2007: -
 - (1) For BS-17 Officers 33 years
 - (2) For BS-18 Officers 40 Years
 - (3) For BS-19 Officers 45 Years.
- c. Have at least 5 years experience in BS-17 or above.
- d. Be a Civil Servant or Technical/Specialist Cadre or Ex-Cadre. (Officers belonging to autonomous bodies, corporations, regulatory bodies. Education, health, judiciary and not involved in public policy making and implementation would be ineligible for the program)
- e. Hold a permanent post with the Federal or Provincial Government or at the District level.
- f. Furnish an undertaking on a legal paper that he/she will serve the government for a period of at least 5 years after training.

- g. Not be enrolled and pursuing a degree program at the time of application and not getting funds from the Government of Pakistan or any other source, scholarship etc.
- h. Not got a foreign degree during the past 5 years.
- i. Not be on currently on deputation to a donor or international agency.
- j. Not be on long leave from the government. (Equal or more than one year)
- k. Not be involved in an inquiry or disciplinary action.
- l. Be in good mental and physical health.

4. Only those candidates would be considered for funding who get admission in the **identified** degree programs against the indicated universities/institutions. The candidates are advised to get admission in those degree programs only that have a direct relevancy with their occupational group as detailed in the “**Guideline of Course Descriptions and Recommended Institutions**” For further details visit our website: www.csru.gov.pk

5. The following categories would be given preference: -

- a. Applicants from Balochistan, Northern Area, FATA & AJK
- b. Applicants from minorities.
- c. Female applicants

6. The Scholarship is provided for the complete degree program upto the maximum of two years, subject to the maintenance of GPA:3.0/Grade:B. The scholarship cannot be deferred or transferred. The scholarship provides benefits for the **recipient** only, covering:-

- a. Economy class air travel between the home country and the host university at the start of the study program and one return journey following the end of the overall scholarship period.
- b. Tuition and the cost of basic medical and accident insurance to be obtained through the university
- c. A monthly subsistence allowance to cover living expenses, including books.
- d. CSRU will also reimburse the legitimate expenses related to university admission i.e. Application fee, TOFEL/IELTS, GRE/GMAT etc. and the tuition fee.

7. The scholarship does not cover:
 - a. Expenses for the officer's family;
 - b. Training or courses in computers or other disciplines;
 - c. Additional travel during the course of the study program or otherwise;
 - d. Expenses related to research, supplementary educational materials, field trips, or participation in workshops, seminars, or internships while at the host university;
 - e. Educational equipment such as computers; or
 - f. Language training.

CHECK LIST FOR APPLICATION:

8. The applicant must submit the following documents: -
 - a. Application on the prescribed form.
 - b. Copies of the relevant degrees
 - c. Experience certificate showing minimum experience.
 - d. NOC / Release certificate from the parent / administrative department.
 - e. Certificate for No Disciplinary action against him.
 - f. Undertakings on the legal paper.
 - g. Grading of last Five ACRs.

9. Application on the prescribed form should be sent “**Through Proper Channel**” to the Director General, CSRU by **December 31, 2007 at 1500 hours** alongwith the requisite documents. Departmental NOC would be essential for final selection. Incomplete applications as well as reaching after the due date would not be entertained. Application form related instruction and List of Universities and Degrees may be down load from the CSRU's website www.csru.gov.pk. CSRU (Establishment Division) reserves the right to modify the criteria, list of disciplines & universities and reject any application or call off the whole process without assigning any reason.

**Director General,
Civil Service Reforms Unit (Establishment Division)
Block-B, II Floor, Benevolent Fund Building,
Islamabad.
Ph: 9252254 / 9252374
Fax: 9252349**

APPLICATION FORM

PLEASE TYPE OR PRINT ALL RESPONSES LEGIBLY

I. PERSONAL INFORMATION

1. Name:	2. Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>
3. Father's Name:	4. Domicile:
5. Address:	
(a) Office:	(b) Home:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
6. Occupational Group:	7. Pay Scale:
8. Date of Birth:	9. Date of Retirement:
10. Year of Joining Service:	11. Year of Joining Present Service:
12. Present Posting:	13. Date of Present Posting:

14. EDUCATION: (Please use additional sheet, if required)

Degree	Subject	Institution	Year	Grade
Ph.D.				
M.A. / M.Sc.				
Professional Degree				
Others				

15. Computer Skills:

16. TRAINING: List all trainings, short and long, acquired starting from the most recent.
(Use additional sheet, if required)

a. In-Country Training

Sl.No.	Subject Area	Institution	From	To	Duration

b. Foreign Training

Sl.No.	Subject Area	Institution	From	To	Duration

18. Provide details of your professional responsibilities, projects undertaken, that demonstrate your experience. (Maximum 250 word)

19. Part-time jobs, community service, and other relevant activities. (Maximum 250 word)

20. Describe your most significant professional achievements and your reasons for viewing it as such. (Maximum 250 word)

Objective of Study

21. What are the objectives of the organization you are working with and how are you contributing to realizing the attainment of these objectives? (Use additional sheet if required)

22. Why, at this particular juncture in your career, do you feel it is important to pursue additional study? How the intended study will help your organization to achieve the desired objectives?

23. How will you use the knowledge and skills acquired through the selected course of study to address the development needs of Pakistan? What are your future career plans? Where do you see yourself in 5 years, 10 years? Please express in the space below.

University Admission:

Please indicate maximum two universities, where you intend to get admission. The choice of university must be within the list provided by the CSRU.

University Admission # I

Admission: Yes No

University: _____

Field of Study: _____ **Degree:** _____

Start Date: _____ **End Date:** _____

Address: _____

Telephone: _____ **FAX:** _____

Email: _____

Contact Person: _____ **FAX:** _____

Title: _____ **Telephone:** _____

Are you currently enrolled (taking classes) in the program of study named above? Yes No

University Admission # II

Admission: Yes No

University: _____

Field of Study: _____ **Degree:** _____

Start Date: _____ **End Date:** _____

Address: _____

Telephone: _____ **FAX:** _____

Email: _____

Contact Person: _____ **FAX:** _____

Title: _____ **Telephone:** _____

Are you currently enrolled (taking classes) in the program of study named above? Yes No

Certificate

I certify that:

- a. the information provided in my application is accurate, complete and honestly presented;
- b. I have replied questions at No. 21-23 without their being edited or translated by anyone else;
- c. I understand and agree that any offer of scholarship will be rescinded if any misrepresentation or material omission in the information provided in this application is discovered at a later date;
- d. Any difference in the interpretation of advertisement or instructions related to the application, I would consider the decision of Establishment Division as final.

Name: _____

Date: _____

Signatures: _____

EMPLOYER CERTIFICATE

Certified that Mr. _____ is working as _____ for the past _____ years. He is a permanent Civil Servant and belongs to _____ Service Group.

2. Does the Administrative Ministry/Division/Organization agree with the objectives of the study indicated by the candidate? How the study will help to achieve overall objectives of Pakistan.

Name: _____

Official Stamp. _____

Date: _____