



**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE,
ISLAMABAD**

Verification Roll for candidates for appointment under the Government to be filled in by the candidate in his own handwriting.

1.

The name of the post in which the candidate to be appointed.....
2.

Full name (in block letters) with surname and aliases if any
Mr./Miss/Mrs.....
3.

Previous name (if any) and reasons for change.....
4.

Father's name in full with occupation and income (if any).....
5.

Date and place of birth of the candidate
give full address.....
6.

Description

a.

(1) Height.....

(2) Build i.e., heavy/medium/light.....

(3) Frame i.e., large/medium/thin.....

(4) Complexion.....

(5) Colour of hair.....

(6) Colour of eyes.....

(7) Visible marks of identification.....

b.

(1) Religion by birth.....

(2) Present Religion.....
7.

Residential address (with telephone number if any)

a.

Present.....

b.

Permanent.....

8. Nationality:
- a. Pakistan National by birth/migration/naturalization

b. If naturalized/migrated:

(1) Previous nationality and address.....

(2) Date of migration.....

(3) Citizenship/Naturalization Certificate Particulars i.e No. date and place of issue etc.....

c. National Identity Card No., date and place of issue.
9. Local and other addresses during the last 10 years where the candidate has stayed for more than six months.

Address	From	To

10. Educational qualifications showing places of education from the age of 10 years.

Name and place of school and college etc.	From	To	Major field of study	Certificate/ diploma degree obtained

Note.- A certificate of good character from the Head of Educational Institution last attended by the candidate (to be attached).

11. Knowledge of language:

Can understand	Can speak	Can write
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12. Special training, any field.....

13. Any distinctions obtained in literary, sports or miscellaneous fields:

14. a. Are you capable of sustained physical and mental activity?
.....
- b. Have you had any serious illness or any operation in the past three years?
- c. How many days you lost from work in the past three years?

15. Has there been any case of mental/nervous illness in your close relatives?
.....

16. a. Do you take alcohol?
- b. Do you gamble?

17. a. Government offices or firms, with full description and addresses where the candidate previously worked, and the reasons for leaving:

Offices/ Firms	Designation and Pay	From	To	Reasons for leaving

b. Present occupation if any:

Offices/ Firms	Designation and Pay	From	To	Reasons for leaving

Note.- Certificate of performance from the Head of the Institution last served by the applicant (to be attached).

18. Offices/firms with full descriptions and addresses where the candidate previously applied without success:

Office/Firm	When applied for appointment	Job for which applied

19. Particulars of wife (or husband as the case may be) of the candidate:

- a. Full name with father's name.....
 - b. Nationality
 - c. Religion.....
 - d. Date of birth.....
 - e. Place of birth.....
 - f. Occupation, if any.....
 - g. Income, if any.....
-

20. Particulars of children:

Name	Sex	Date of Birth	Recent Address
a.			
b.			
c.			
d.			

21. Particulars of children or dependents educated or receiving education:

a.	b.	c.	d.	e.
a. Name of Child				
b. Relationship				
c. Name of institution				
d. City/country				
e. Period of education abroad				
f. How financed				

22. Full particulars of the candidate's near relations, who are in Government service in Pakistan and elsewhere, specifying the posts held, and where posted.

Name of relations	Relationship	Post held	Place of duty

23. Particulars of near relatives/dependents abroad:

Name with Relationship	Nationality	Occupation	Place of Resident
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

24. (a) Assets:

Immovable	Value	Mode of acquiring
.....
.....
.....

(b) Movable of more than Rs. 10,000/-

.....
.....

Total value.....

25. Membership of Clubs, Political Parties and Associations (Past and Present)
(Name of Organization with date of joining and leaving):

Name of Club, Party	From	To
a.		
b.		
c.		
d.		
e.		

26. Details of Travels Abroad (including travels for education or training):

- a. Passport particulars, if any.....
including No., date and place of issue.....
- b. Countries for which valid.....
- c. Issuing authority.....
- d. Period of validity.....

27. Names with addresses of at least two references in Pakistan who can testify to the candidate's character and antecedents:

Name	Address
-----	-----
-----	-----
-----	-----

28. Name and address of your close friends:

Name	Address
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-----	-----

29. Whether arrested, prosecuted, convicted, restricted or externed in any case, political or otherwise, if so full particulars including dates should be furnished.....

30. Finger prints:

THUMB	INDEX	MIDDLE	RING	PINKIE

Place----- Date----- Signature-----

- a. I..... candidate for appointment to.....hereby certify and solemnly affirm that my answers to the above questions are correct to the best of my knowledge and belief.
- b. I fully understand that if the above statement is false in any material respect, or omits any material information my appointment is liable to be rejected/terminated and shall render me to legal and disciplinary action including dismissal if I am already in Government service.

Signature.....
Place.....
Date.....

To be filled in by the Superintendent of Police, etc. concerned at the request of Ministry/Division/office/Federal Public Service Commission.

Remarks by:

Superintendent of Police

Place-----

Date-----

D.I.G. Special Branch

Place-----

Date-----

Director Intelligence Bureau

Place-----

Date-----

(8)

Annex

FAMILY PARTICULARS

Note.- Full information in respect of Wife (husband in case of female employees), Father, Mother, Brothers, Sisters, Father-in-Law and Mother-in-Law should be furnished as under. In case of wife (or husband as the case may be) additional information in respect of her maiden name, date and place of birth, date and place of marriage, nationality and religion before marriage should also be furnished in remarks column.

[illegible]