

**GOVERNMENT OF PUNJAB
PROGRAM MANAGEMENT UNIT (PMU)
PUNJAB RESOURCE MANAGEMENT PROGRAM (PRMP)
(PLANNING AND DEVELOPMENT DEPARTMENT)**

APPLICATION FORM

FALL SESSION-2015

FOR AWARD OF SCHOLARSHIP UNDER THE SCHEME

**‘PUNJAB CAPACITY BUILDING PROGRAM-IV FOR POLICY
MAKERS AND CIVIL SERVANTS’ (PCBP-IV)**

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

GENERAL INSTRUCTIONS

Program Management Unit (PMU), Punjab Resource Management Program (PRMP), Planning and Development Department, Government of the Punjab, invites applications for **Fall Session-2015** from eligible officers for award of a limited number of scholarships for one/two years Masters/M-Phil local degree programs in specified disciplines to be pursued in identified universities/institutes under the scheme named “Punjab Capacity Building Program-IV for Civil Servants and Policy Makers’. The list of universities, eligibility criteria and broad list of disciplines are available at PRMP’s website www.prmp.punjab.gov.pk.

2. Only those candidates will be considered for funding who will get admission in the identified degree programs against the indicated universities/institutes. Candidates are advised to get admission only in the degree program which has a direct relevance with their Department/Organization. However, this is only an indicative list and Capacity Development Intervention (CDI) Committee may add any new universities/programs as it deems fit.

3. Applicants who believe that they meet the eligibility criteria can apply directly to the specified universities without waiting for any clearance from PRMP. However, their application must clearly indicate the names of universities (maximum 2) and the degree program against which they should be considered for scholarship. Once granted admission, candidates must inform PRMP immediately. Acceptance by the university is not a guarantee for final selection. Final selection will be made by Capacity Development Intervention Committee (CDI), in line with the eligibility criteria, interview, and availability of scholarship.

4. PRMP reserves all the rights to reject any/all applications or call off the whole selection process without assigning any reason. Scholarship facility is subject to provision of funding by Government of the Punjab for 2015-16. In case of non-availability of funding facility by Government of the Punjab, the whole process shall be withdrawn /cancelled.

5. Applications on the prescribed Form should be routed through the respective Department/organizations/proper channel and submitted to the Program Director, Punjab Resource Management Program, 184-A, Upper Mall Scheme behind NIPA, Lahore by **07th August, 2015 (Friday)** by ***1600 Hours. Advance copies of applications may be sent directly to PRMP; however, no application would be processed for final selection unless official nomination/NOC is received.***

6. Application forms, list of universities/ programs may be downloaded from PRMP's website.
7. The Scholarship is provided for the complete degree program up to maximum of two years, subject to satisfactory performance/GPA/Grade/Assessment. The scholarship cannot be deferred or transferred. The scholarship provides benefits for the **recipient** only, covering:-
 - a. Tuition fee and accommodation fee, if applicable.
 - b. In cases where scholarships are awarded, PRMP will also reimburse the legitimate expenses related to university admission i.e. Application fee, TOFEL/IELTS, GRE/GMAT etc.
8. 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

CHECK LIST FOR APPLICATION:

9. The applicant must submit the following documents: -
 - a. Application on the prescribed form.
 - b. Copies of the relevant degrees/transcripts
 - c. Experience certificate showing minimum experience.
 - d. NOC / Release certificate from the parent / administrative department.
 - e. Certificate for No Disciplinary action against him.
 - f. Surety Bond and Undertaking on the legal paper.

PROGRAM DIRECTOR
Program Management Unit (PMU)
Punjab Resource Management Program
(PRMP), Lahore,
Ph No: 042-99200508, 042-35755941
Fax No: 042-99204194.

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/Service:		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

Sr.No.	Subject Area	Institution	From	To	Duration

b. Foreign Training

Sr.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 current issues faced by the department/organization? 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 PRMP.

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 PRMP as final.

Name: _____

Date: _____

Signatures: _____

EMPLOYER CERTIFICATE

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

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

Name: _____

Official Stamp. _____

Date: _____