



GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION
TRADE TRAINING CENTRE, G-9/2
ISLAMABAD

Price Rs.50/-

Sr. No. 0000650

Registration No. _____

ADMISSION FORM



A) COURSE

- (i) English Shorthand (ii) English Typing
(iii) M.S. Office (iv) C.I.T.

B) PARTICULARS OF THE APPLICANT

1. Name (in block letters) _____
2. Father's Name _____
3. CNIC No _____
4. Residential Address _____
5. Contact No. _____
6. Educational Qualification _____

**C) PARTICULARS OF THE GOVERNMENT SERVANT
(THROUGH WHOM ADMISSION IS SOUGHT)**

1. Name (in block letters) _____
2. Father's Name _____
3. Designation _____
4. Office where employed _____
5. Contact No. _____

Certified that as is evident from attached CNIC/Form 'B' of NADRA, the applicant is my real son/daughter, brother/sister, spouse and is wholly dependent upon and residing with me.

SIGNATURE OF THE APPLICANT

SIGNATURE OF GOVERNMENT SERVANT

TERMS AND CONDITIONS

1. The minimum attendance required will be 80%. A student who does not fulfill this condition will not be eligible for the appearing in the final examination.
2. The registration of such students, who absents himself from the class for five consecutive days will stand cancelled.
3. The leave granted only in deserving cases will not exceed seven days in a session.
4. If a student is found guilty of damaging the property of the Centre, he/she will be required to make the loss of goods.
5. The student who involves in political activity of any nature or of immoral turpitude or is found guilty of mis-behavior will be expelled from the Centre.

Documents to be attached.

1. Educational Certificates of applicant.
2. CNIC/Form B of NDRA of applicant.
3. CNIC of Government Servant.
4. Last Pay slip issued by AGPR of the Govt. Servant.
5. Office card of Govt. Servant.