

**SECRETARIAT TRAINING INSTITUTE  
ISLAMABAD**

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**ADMISSION FORM FOR DEPENDENTS**

1. Name of course: \_\_\_\_\_
2. Applicant's Name: \_\_\_\_\_
3. Father's name and occupation: \_\_\_\_\_
4. Name, designation and place of employment of person to whom applicant is dependent: \_\_\_\_\_  
\_\_\_\_\_
5. Relationship of applicant to person at column 4 : \_\_\_\_\_

**Other particulars of applicant**

6. National Identity Card No. \_\_\_\_\_  
*(Attach attested photo copy of both sides of NIC, which should be on one side of A-4 size paper)*
7. Religion: \_\_\_\_\_
8. Marital Status: \_\_\_\_\_
9. Date of birth: \_\_\_\_\_
10. Domicile : \_\_\_\_\_
11. Academic qualification: \_\_\_\_\_  
*(Attested photo copy may be attached)*
12. Mother tongue : \_\_\_\_\_
13. Present Postal address and phone No. : \_\_\_\_\_  
\_\_\_\_\_
14. Permanent address and phone No. : \_\_\_\_\_  
\_\_\_\_\_
15. Please indicate if served / serving in any Organization: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant

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I hereby certify and forward the Admission Form of Mr./Ms. \_\_\_\_\_  
S/o/D/o. \_\_\_\_\_ dependent of Mr. \_\_\_\_\_  
who is employed under Federal Government as \_\_\_\_\_  
The particulars as above are correct to my knowledge.

\_\_\_\_\_  
Signature of verifying officer with office stamp

# INSTRUCTIONS

1. No student is allowed to indulge in any activity which may interfere with the normal functioning of the Institute.
2. No student is allowed to engage himself in acts of violence, threats or engage in other similar acts.
3. No meeting or gathering can be organized in the Institute premises.
4. Any willful damage to Institute property will constitute an act of indiscipline and shall be dealt with accordingly.
5. No student will be allowed to smokes in the Institute; s premises.
6. The students are requested to adopt respectful attitude towards the staff of the Institute.
7. Any student found guilty or breach of discipline is liable to expulsion / rustication from the Institute or any other penalty to be imposed on him by the competent authority.
8. No student is allowed to participate in political activities, directly or indirectly, inside or outside the Institute campus.
9. The Institute expects simplicity and modesty in dress as well as in overall behaviour.
10. The Students are absolutely prohibited to keep arms or any other weapon of distraction with them in the Institute.
11. The furniture and fixture of the classrooms shall neither be removed are damaged in any manner. Any damage to the Institute property shall be recovered from the student's father / guardian concerned.
12. Creation or causing of noise of disturbance in the premises is not allowed Wall Chalking in the premises is strictly prohibited.
13. A Student who absents himself from any class for continues 3 days shall automatically stand dropped from the Institute. Roll until and unless the cause of absence is explained to the best satisfaction of the Officer in-charge.

PLEDGE	PARENT/GUARDIAN UNDERTAKING
I have carefully read the above mentioned instructions and promise to abide by the same.	I undertake that my son/daughter ward will abide by the above instructions and willful damage caused by him / her will be paid by me. He / She will not leave have the course midway.

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Signature of parents / guardian