



The Islamia University of Bahawalpur

Phone 062-9250235 Fax 062-9250335

2 Recent
1x1 " size
photographs
(to be affixed
with stapler)

EMPLOYMENT FORM
Administrative/Non Teaching/other

Post Applied for: _____ **BPS** **Regular** **Contract**

Campus Applied for: **Bahawalpur** **Bahawalnagar** **Rahim Yar Khan**

Please tick relevant, only: **Open Merit** **By Internal Selection** **Disabled Quota**

Minorities Quota **Women Quota**

1. Instructions:

- i. All columns should not be left blank and all questions should be answered, where applicable.
 - ii. All information provided in this form must be supported with attested copies of certificate(s) for confirmation of authenticity of information.
 - iii. Column(s) where dates are required should be filled-in with proper dates instead of month/year only.
 - iv. Incomplete certificates/degrees need not to be mentioned.
- 2. a)** A copy of online Bank deposit slip of University Freedom Account Number **14737900656803** worth Rs.1200/- for BS-18 & above, worth Rs. 1000/- for BS-17 & BS-16, worth Rs. 300/- for BS-05 to BS-15 and worth Rs. 100/- for BS-01 to 04, on account of application processing fee in favor of Treasurer, IUB, must be attached with this form.
- b)** Give the number and date of the bank deposit slip.

| | | | | | |
|---------------|--|-------------|--|------------------------|--|
| Number | | Date | | HBL Bank Branch | |
|---------------|--|-------------|--|------------------------|--|

3. Personal Information:

| | | | | | | | | | | | | | |
|----------------------------|--|--|------------|-----------------|--------------|--|--------------------|-------|------------------------------------|---------------|--|--|--|
| 1. Name of Applicant: | | | | | | | | | | | | | |
| 2. Father's Name: | | | | | | | | | | | | | |
| 3. Date of Birth: | | | Day | | Month | | Year | | Age (As on closing date) | | | | |
| 4. Domicile: | | | | Province | | | District | | | Tehsil | | | |
| 5. C.N.I.C No. | | | | | | | | | | | | | |
| 6. Religion | | | | | | | 7. Marital Status: | | | | | | |
| 8. Postal Address: | | | | | | | | | | | | | |
| 9. Permanent Address: | | | | | | | | | | | | | |
| 10. Telephone No. (Office) | | | | (Res.) | | | | (Mob) | | | | | |

4. Academic Qualifications:

| Name of Certificate/ Degree | Name of Institution/ Board/ University | Year of Passing | Marks / CGPA | | | Major Subject(s) |
|--------------------------------|---|-----------------|--------------|----------------|-------|------------------|
| | | | Total Marks | Marks Obtained | % age | |
| Matriculation/ O' Level | | | | | | |
| Intermediate/ A' Level | | | | | | |
| Bachelors (Two Years) | | | | | | |
| Bachelors | | | | | | |

| | | | | | | |
|--------------|--|--|--|--|--|--|
| (Four Years) | | | | | | |
| Master | | | | | | |
| M.Phil/MS | | | | | | |
| Ph.D. | | | | | | |
| Any Other | | | | | | |

5. Computer Literacy: (Tick the relevant column)

| Skill | Excellent | Good | Poor | Certificate/Diploma |
|------------------|-----------|------|------|---------------------|
| MS Word | | | | |
| MS Excel | | | | |
| MS Power Point | | | | |
| Internet Surfing | | | | |
| Other Software | | | | |

(Please specify only name of Certificates / Diploma).

6. Give a list of all research papers published in Journals (if applicable)

| Sr. # | Topic | Name of Journal | Date of publication |
|-------|-------|-----------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

7. Job Experience: (Starting with most recent appointment/job)

| Name of Department/ Organization /Firm | Post held (with grade) | Period Served | | | Reason for Leaving |
|---|---------------------------|---------------|----|----------------|--------------------|
| | | From | To | Total Duration | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

8. Relative(s) already Employed in IUB. es. lo.

If yes supply their information, as below.

| Sr. # | Name | Designation | Department | Relationship with applicant |
|-------|------|-------------|------------|-----------------------------|
| | | | | |
| | | | | |
| | | | | |

9. References:

| Sr. # | Name | Department | Contact No. | Address. |
|-------|------|------------|-------------|----------|
| | | | | |
| | | | | |

10. Are you suffering or have you suffered from any Physical disability? Yes No

If yes, then mentioned the nature of disability _____
you have to provided / attached disability certificate issued by Provincial Council for Rehabilitation of Disabled Persons of Social Welfare Department, if applied against disabled quota.

11. Have you obtained the explicit permission of your present employer to apply for this job?

Yes. No.

12. Have you ever been dismissed/terminated/removed from service in any Government/Semi Government/Autonomous Agency for reasons other than want of vacancy, retrenchment of post?

Yes. No.

If yes provide detail below

| Name of Post | Department | Year of Termination | Reasons |
|--------------|------------|---------------------|---------|
| | | | |

13. If you appointed how much notice period you required before joining_____

14. Undertaking by the Applicant: It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

SIGNATURE OF THE APPLICANT

DATE

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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