**UNIVERSITY OF GUJRAT**

**Form No. - - - - - - - - - - -**

*(Office use)*

**Hafiz Hayat Campus**

**Application Form for Administrative Post/s**

One passport size photograph must be affixed **here** on each set of job application form

1. *Application Form uploaded on UOG’ Website along with advertisement shall only be accepted in hard form though courier or by hand.*
2. ***Two (02) sets for all posts, must contain UOG Application Form, Copies of Attested / Verified Degrees & Transcripts from HEC / Boards, etc., Experience Certificates (duly verified by the respective Employer/s), NOC, Domicile (Punjab), CNIC and recent Passport size photographs with each application form complete in all respect, otherwise application shall be considered incomplete and liable to be rejected.***
3. *The applicants are required to submit* ***original*** *demand draft / pay order* ***(Non-refundable)*** *of Rs.* ***1000/- (for BPS-18 & 19, Rs. 800/- (for BPS-17) and Rs. 500/- (for BPS-16 and below****) for Bank of Punjab Only, in favor of “Treasurer, University of Gujrat” payable at Bank of Punjab, University of Gujrat (Branch Code 0165) along-with others documents. (Fee in the form of Postal Orders is not acceptable). The application form/s without processing fee shall not be considered / entertained.*
4. *Applicants applying for more than one post will submit separate Application Form with necessary documents, complete in all respect. Please clearly write name of the post applied for on top right side of the envelope.*
5. *The University is not responsible for delays in receiving of job application form of the applicant or call letters for interview due to courier’s lapses.*
6. *Please write* ***N/A*** *where not applicable.*

|  |  |
| --- | --- |
| **Post Applied for:** |   |
| **Current Position: (if serving)****Scale / Grade / etc.:** |   | Nature of Job:(Regular / Contract / TTS) |  |
| **Advertisement IPL No & Closing Date:** |  |
| **Pay Order / Bank Draft / Challan Details:** | **No:** | **Date:** | **Amount:** |

**PERSONAL BIODATA:**

|  |  |
| --- | --- |
| **Name in full:** **(Block Letters only):****(As per Matriculation Certificate)** |   |
| **Father’s Name:** **(Block Letters only):****(As per Matriculation Certificate)** |   |
| **Date of Birth:** **(As per Matriculation Certificate*)*** |   | **Age (on Closing date):** |  **Y M D** |
| **National Identity Card No.**  |  |  |  |  |  | **-** |  |  |  |  |  |  |  | **-** |  |
| **Nationality:** |  | **Religion:** |  |
| **Place of Birth:** |  | **Domicile: \_\_\_\_\_\_\_\_\_\_****(e.g. Punjab (Gujrat))** | **Nationality Other than Pakistan:** (If Any)Yes No **(If Yes, Please must attach evidence)** |
| **Marital Status:** |  |
| **Postal Address:** |  |
|  |
| **Contact: (PTCL/Cell):** | **In Use:** |  | **Residence No.** |  |
| **Alternative:** |  | **Office No.** |  |
| **Email Address:** | **Primary:** |
| **Alternative:** |

**ACADEMIC QUALIFICATIONS: *(please start with the highest degree)***

*Applicant’s qualification shall not be considered if* ***(Incomplete) Provisional Transcript*** *is attached or* ***result is not officially announced*** *by the Controller of Examinations of a concerned Board / University on or before the closing date.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/ Certificate** | **Year** | **Field / Subject** | **University/ Institute/ Board** | **Marks Detail** | **Grade/****Division/ CGPA** |
| **Start** | **End** | **Obtained** | **Total** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * *Intermediate & Matriculation Certificates are mandatory, issued by relevant BISE, Both Sides of Transcript and Degree are required to attach with the Application Form.* ***Only verified Degrees / Transcripts from HEC / Boards, etc. shall be entertained.***
 |
| **Academic Distinction: -** |  |
| * *(Please Attach Distinction /Merit Certificate issued by Controller of Examination of the Institution / University)*
 |

**SERVICE RECORD:**

*(Start with recent position. Only mention those having duration of at least three (3) months)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organization** | **Designation** | **Scale** *(BPS)* | **\*Status of Job** | **Duration Time** |
| **Dates** | **Period** |
| **From** | **To** | **YY-MM-DD** |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
| **Total Experience** | **\_\_\_\_\_\_YY, \_\_\_\_\_\_ MM, \_\_\_\_\_\_DD** |
| *\*Applicants working on* ***Regular/Acting Charge/Officiating/Ad-hoc/Current Charge and Contract basis*** *(Including UOG’s Employees) must apply through proper channel, attach NOC and Experience Certificate/s issued from their present and former Appointing Authority/Head of Institution/Organization by due date, otherwise their application shall be considered incomplete and liable to be rejected.**\*****All kind of claimed experience of the applicant shall only be considered if candidate produced / attached documentary evidence and got verified by the Employer/s*** *as per given Proforma appended with Job Application Form* ***“Employment Verification Proforma”****.**\*The experience gained as on Daily basis, Part time, Visiting, Honorary and Apprentice Shall not be considered / counted.**\*The applicant from* ***Pakistan Armed Forces*** *must submit their academic (Instructional) and or administrative (Staff & Command) appointments / experience certificate from concerned Headquarter.* |

**ANY OTHER INFORMATION:**

(The applicant may furnish additional information, by using extra sheet in prescribed format. (Where required).

|  |
| --- |
| **Please Submit Your Application Form with Following Documents:** |
| * Original NOC, who applied through proper channel (For Applicants working in Government, Semi-Government, and Autonomous Bodies including their Campuses).
* Attested Passport Size Photographs.
* Attested Photocopy of Valid CNIC.
* Attested Photocopy of Domicile.
* Nationality Evidence **(other than Pakistan)** (if any)
* Attested Photocopies of All Academic Credentials verified from HEC / Boards etc.(Both sides of Degrees & Transcripts)
* Attested Photocopies of Verified Experience Certificate/s along with **Employment Verification Proforma** (if any)
* Attested Photocopy of HEC Equivalence /PEC Letter/Certificate (where applicable)
* Original Challan Form/ Bank Draft **(Should be attached with Original Application Form and photocopy of Challan Form/ Bank Draft with remaining set/s of Application/s)**

I, solemnly declare that the entries made in this form are correct. In case of any misstatement, I may be held responsible. **(Incomplete applications are liable to be rejected.)** |

|  |  |
| --- | --- |
| **Dated: / /2021** | **Name:****Signature:****Thumb Impression of the Applicant:** |

*(Without Signature & Thumb Impression of the applicant, the application shall not be processed)*

|  |
| --- |
| UOG FINAL BLUE NEW TAG  **UNIVERSITY OF GUJRAT****Staple the Original Challan Form / Pay Order / Demand Draft Here (Don’t Paste)**Job Application Form without Original Bank Draft/ Demand Draft Shall not be entertained.* **Rs. 1000/- for BPS-18 and BPS-19**
* **Rs. 800/- for BPS-17**
* **Rs. 500/- for BPS-16 and below**

**Form No. - - - - - - - - - - - - - - -**(Office use) HR-Section, Registrar Office, Hafiz Hayat Campus, Gujrat **(Receiving Slip in case submitted by Hand)** |
| **Date:** |  |
| **Name:** |  |
| **Father’s Name:** |  |
| **Post Applied For:** |  |
| **Department: (If any)** |  |
| **Received By:** (Office Use) |  |

**UNIVERSITY OF GUJRAT**

**EMPLOYMENT VERIFICATION PROFORMA**

**(TO BE COMPLETED BY THE EMPLOYER)**

|  |
| --- |
| **Institution / Organization Information** |
| Name of the Organization: |
| SECP Registration No.**(In case of Private Firm)** |
| Registrar of Firms /Other Regulatory Authorities, Registration No.**(In case of Private Firm)** |
| Address: |
| Contact No. |
| Reference and Date of enclosed Experience Letter to be verified: |

**TO WHOM IT MAY CONCERN:**

This is to certify that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Employee & Father Name)*, holding CNIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been working as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Last Position held)* since \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ basis *(Nature of Job, i.e. Regular, Contract etc.)* with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Grade, BPS, Scale etc.)*

|  |
| --- |
| **\*PREVIOUS SERVICE (If Any):** |
| **Sr. No.** | **Designation Held** | **Job Nature**(Regular / Contract etc.) | **Grade**(BPS / Scale etc.) | **From** | **To** |
| **DD MM YY** | **DD MM YY** |
| 01 |  |  |  |  |  |
| 02 |  |  |  |  |  |
| \*Separate sheet may be attached if required |
| Emoluments in Rs: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach Last Salary Slip) |
| **AUTHORIZED ISSUING/APPOINTING AUTHORITY:** |
| Name of the CEO / Head of Organization/VC/Registrar etc.: |
| Title / Designation: |
| Contact No: |
| **Signature & Date** | **Office Seal / Stamp** |

**NOTE:** Under Section 464 of Chapter XVIII Pakistan Penal Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the Pakistan as to any matter within its jurisdiction.