



UNIVERSITY OF JHANG

Main Gojra Road Jhang, Pakistan Tel: 047-9200425

For Office use only

Job Application Form

**For Non-Teaching / Administrative Positions
(BPS-17 & Above)**

Diary #: _____

Date: _____

1. **Post Applied for:** _____

(i) **Nature of Appointment:** BPS Other: _____

(ii) **Demand Draft detail:**

Bank Draft No. _____ Date: _____ Amount: _____

Bank Name / Branch: _____

Please attach a
Passport size attested
photo with
blue background

2. **Personal Information:**

(i) **Full Name** (Block letters): _____

(ii) **Father's Name** (Block letters): _____

(iii) **Marital Status:** _____ (iv) **Gender:** _____ (v) **Religion:** _____

(vi)(a) **Permanent Address:**

Mobile No.: _____ **2:** _____ **Landline:** _____

E-mail: _____

(b) **Mailing Address (if different from the permanent address):**

Contact No.: _____

(vii) **Date of Birth** (dd/mm/yyyy): ____/____/____ (viii) **Age (on Closing Date):** ____/____/____

(ix) Nationality: Self: _____ Spouse: _____	(x) Domicile: District: _____ Province: _____	(xi) CNIC No. _____
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3. Educational Qualifications:

Certificate / Degree obtained	Name of BISE / University / Degree Awarding Institute	Years Attended		Division /CGPA	Marks Obtained / Total Marks	Major Subjects
		From	To			
Matric or equivalent						
Intermediate or equivalent						
Bachelor's degree or equivalent						
Master's degree or equivalent						
M. Phil. /MS or equivalent						
Ph. D*						
Any other Qualification						

**For applicants, having Ph.D degree from a Foreign University are required to submit HEC Equivalence Certificate*

(i) Professional Qualifications / Trainings: (use extra sheet if required)

Name &Place of Institution	Certificate / Diploma obtained	Period Attended		Area / Field
		From	To	

(ii) Academic & Sports Distinctions:

(iii) Languages Proficiency (Very Good, Good, Fair):

Language	Reading	Writing	Speaking
Urdu			
English			

4. Employment Record and Experience (Starting from recent one):

Post Held	BPS / Salary	Institution / Organization	Duration		Experience			Certificate Attached? Yes/No
			From	To	Year	Month	Day	
Total Experience (upto the closing date of submission of applications)								

4. Other Information:

(i) *Membership/Fellowship of Professional Bodies:*

(Give the name and nature of memberships or offices held)

(ii) **Foreign Visits: Official / Personal (Starting from the recent one):**

Country	Duration		Purpose of Visit
	From	To	

(iii) **Are you suffering from any physical disability?** **Yes / No**

If Yes, Specify: _____ (attach certificate)

(iv) **Have you ever been convicted from any court of law** **Yes / No.**

If Yes, Specify: _____

(v) **Is any inquiry or disciplinary proceeding currently pending / undergoing against you?** **Yes / No**

(vi) **Have you obtained NOC / Permission from your present employer to apply for this post (if yes please attach evidence):** Yes / No

(vii) **If you are under liability to repay money to any institution or person, please state the particulars:**

(viii) **Give names and addresses of at least two references:**

a. _____

b. _____

(ix) **List of Documents Attached (original or attested copies):**

(i)	(vi)	(xi)
(ii)	(vii)	(xii)
(iii)	(viii)	(xiii)
(iv)	(ix)	(xiv)
(v)	(x)	(xv)

DECLARATIONS

General Declaration:

I hereby solemnly declare that all the information given in this Application & Biodata Form is true & correct to the best of my knowledge & belief. Moreover, the documents (testimonials, degrees, diplomas, experience certificates etc...) attached alongwith are valid and authentic.

I have read the instructions carefully and will be responsible if any of the information / document, provided by me, is proved wrong, at any stage of my employment.

Date: _____

Signature of the Applicant: _____

INSTRUCTIONS

In continuation to the instructions mentioned in the advertisement: -

1. This form must be accompanied by an updated CV, 3 recent attested passport size photographs, original demand draft and attested copies of educational testimonials, experience certificates and other such documents, as per information provided in the application form.
2. Incomplete applications or the applications received after the due date will not be entertained.
3. Those already in service should submit applications **Through Proper Channel** (by filling the attached proforma), within the due date, as mentioned in the Advertisement.
4. The University reserves the right not to fill any vacancy, increase or decrease the number of positions, consider any applicant for appointment in a lower grade or on any other position, without assigning any reason.
5. Additional sheets may be attached where space in columns is insufficient.
6. The information provided in Section 4 may be used for evaluation to grant the Advance Increments, in the cases of However, the Selection Board / Higher Education Commission shall be the final authorities to grant or not to grant advance increment to any candidate.
7. The information provided in the Application / Biodata form must be accompanied with attested copies of relevant documents / evidences. No claim will be accepted without provision of valid evidence.
8. The applications complete in all respects should be submitted in triplicate (three copies).

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RECEIPT

Name of Applicant: _____ Post Applied for: _____

Diary#: _____ Diary Date: _____ Signature of Official: _____

Departmental Permission Certificate

(To be submitted by the candidate, serving in Government, Semi-Government or Autonomous body other than University of Jhang, Jhang)

1. To be filled by the Candidate:

- a. Name: _____
- b. Father's Name: _____
- c. Presently working as: _____ BPS/Salary: _____
- d. Office / Department: _____
- e. Post, Applying for: _____

(Signature of the Candidate with Date)

2. To be filled by the Administrative Office:

- It is certified that the above named employee is working in this organization / institution on **regular / adhoc / temporary / other** _____ basis since _____.
- The above named candidate has been granted permission to apply for the said post by the Competent Authority of the parent organization.
- If the candidate is selected in University of Jhang, Jhang, he / she will be relieved of by the parent organization, immediately.
- There is no audit para / inquiry and pending dues against the applicant. There are no adverse remarks against him / her in the last five years of his / her PERs / ACRs.

Ref #: _____
Dated: _____

**Signature with Stamp of
the Appointing Authority
or the Authorized Officer**