



Serial No: _____
Sardar Bahadur Khan Women's University
Balochistan, Quetta
Welcomes Every Woman From Every Home

Recent
Passport size
picture should
be affixed
here.

EMPLOYMENT FORM

Post Applied for: _____ BPS: _____

Nature of Employment: Contract Regular

Instructions:

1. Please fill in the application form by using black ink.
2. The information required must be completely filled. Attested copies of documents referring to (indicating the last drawn salary), testimonials, academics, certificates/degrees and publications, if any must be attached and be delivered personally or through mail to the Human Resource Department on or before the prescribed closing date.
3. Incomplete applications are liable to rejection.
4. Government servants must apply through proper channel.
5. Only shortlisted candidates will be invited for test interview. No TADA is permissible for this purpose.
6. Attach Additional lists /sheets if required.

1. Personal Information

1. Name of Applicant:											
2. Father's Name:											
3. Date of Birth:	Day				Month				Year		
4. Age as on Closing date:											
5. Domicile/Local:	Province				District				Tehsil		
6. Gender:	Female				Male						
7. C.N.I.C. #											
8. Religion:					Marital Status:						
9. Postal Address:											
10. Permanent Address:											
11. Email Address:											
12. Telephone No:	Mob				Res.				off.		

2. Academic Qualification:

Degree	Institution/University/ Board	Year of Passing	Marks obtained/total Marks	Division/Grade /CGPA	Major Subject(s)
Matriculation/O-levels					
Intermediate/A-levels					
Bachelors(Two years)					
Bachelors(four years)					
Masters					
M.Phil/MS					
Ph.D					

3. Research Work:

Level	Particulars/Publications	Journal (please specify volume)
MSc/BS		
MS/M.phil		
Ph.D		
Post Doc		

4. Computer Literacy: (tick the relevant column)

Skills	Excellent	Good	Poor	Certificate/Diploma

5. Languages: (tick the relevant column)

Language	Excellent	Good	Poor	Certificate/Diploma	Name of Institute

6. Job Experience: (starting with most recent appointment/job. Attach Experience letters against each entry)

Name of Institute/Organization	Post held (with Grade)	From (dd/mm/yy)	To (dd/mm/yy)	Total Duration	Reason for leaving

7. References:

S.No	Name	Institution/Organization	Contact Nos.

8. Indicate Physical Disability, if any _____

9. Have you obtained the NOC from your employer to apply for this job? (tick the relevant box)

Yes	No	N/A

10. Have you ever been dismissed/terminated/removed from service in any Government/semi government/ autonomous agency? If yes provide details below:

Name of Post	Department	Year	Reasons

11.If selected, how much notice period would you require for joining the position _____?

13.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 Applicant

Dated: _____

14.Important: please fill in the following slips for issuance of test /interview calls letters:

Name: _____	Name: _____
Father's Name: _____	Father's Name: _____
Postal Address: _____ _____	Postal Address: _____ _____
Phone Number: _____	Phone Number: _____
Cell Number: _____	Cell Number: _____

.....
For office use:

Human Resource Department

You are to provide copy of last Degree duly attested by HEC before appearing for interview, if selected.

Applicant's Name: _____ **Father's Name:** _____

Application form Number: _____ **Post:** _____ **Received by:** _____ **Dated:** _____

CHECK LIST

- **(Attested) documents** shall be attached with this employment form in the **following order**.
- Kindly make sure you have attached all the required documents.
- Incomplete applications **will not be** entertained.
- The Department of Human Resource will verify all the documents from relevant authority after Selection, if any document was forged, it will lead to removal from service.

Name of Post: _____ **BPS:** _____

Name of Applicant: _____ **Father's Name:** _____

Note: Tick on the boxes to show the documents attached.

S.No	ITEM	YES	NO	NOT APPLICABLE	
1.	Employment form				
2.	Resume/Curriculum Vitae				
3.	Recent Photographs (Three)				
4.	Fee Paid:				
	Challan No: _____				Dated: _____
	Draft No: _____				Dated: _____
	Postal Order No: _____				Dated: _____
5.	National Identity Card _____				
6.	Matriculation	• Degree			
		• Detail Marks Certificate			
7.	Intermediate	• Degree			
		• Detail Marks Certificate			
8.	Bachelors (Arts/Sciences)	• Degree			
		• Transcript/Result Card			
9.	Master (MA/MSc/MBA/MPA or BS(16years) or equivalent.	• Degree			
		• Transcript/Result Card			
10.	MS/M.Phil (18 years) or equivalent	• Degree			
		• Transcript			
11.	Ph.D and Post Doc	• Degree			
		• Transcript			

12.	List of Publication(for Ph.D/Post Doc degree holders)			
13.	Pakistan Engineering Council (PEC) Registration Certificate (only for engineers)			
14.	Local/Domicile			
15.	Character Certificate from last attended Institution			
16.	Experience Certificates (must be attached, if experience is mentioned in employment form/CV)			
17.	No Objection Certificate (NOC): (must be attached in case of Govt/Semi Govt/Autonomous body employee)			

Certified that I have attached all the required documents related to position applying for, in case of incomplete documents my application may be rejected.

Signature of Applicant:_____

Dated:_____