

Serial No:	
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Sardar Bahadur Khan Women's University Balochistan, Quetta

Welcomes Every Woman From Every Home

Recent Passport size picture should be affixed here.

EMPLOYEMENT FORM

For the posts of BPS-17 & above (Administrative positions)

BPS:

Post Applied for:						BPS:_		_	
Nature of Employm	ent: Contract			Regular					
Instructions:									
1. Please fill in the applic	cation form by using bl	ack in	k.						
 The information requitestimonials, academic Human Resource Department 	es, certificates/degrees	and pu	blications, it	fany must b					
 Incomplete application 		ž.							
		through proper channel.							
Only shortlisted candid									
6. All of your docume	ents from the releva	nt aut	thority afte	r selection	n. Any fo	orged document	will caus	e from r	emoval of
service.									
Attach Additional lists	/sheets if required.								
1.Personal Informa									
1. Name of Applican	it:								
2. Father's Name:									
3. Date of Birth:	Day			M	onth		Year		
4. Age as on Closing	date:								
5. Domicile/Local:	Provin	ice		Di	strict		Tehs	il	
6. Gender:	Femal	e				Male			
7. C.N.I.C. #				-					-
8. Religion:		•		M	arital St	atus:			
9. Postal Address:									
10.Permanent Addre	ess:								
11.Email Address:									
12.Telephone No:	Mob				Res.		off.		
2.Academic Qualifi	cation:								
Degree	Institution/Univers Board	ity/	Year of	Passing	Mar	ks obtained/total Marks		n/Grade SPA	Major Subject(s
atriculation/O-levels							. 30		,

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					

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

<u>5.Languages:</u> (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	Certificate attached

7.Refe	rences:		
S.No	Name	Institution/Organization	Contact Nos.

S.No	Nai	me	Institution/Orga	anization	Contact Nos.
8. Indica	ate Physical Disabi	lity, if any			
9. Have	you obtained the N	NOC from your e	nployer to apply for th	nis job? (tick the re	elevant box)
	•	•		•	,
		Yes	No	N/A	
10. Have	e vou ever been dis	smissed/terminate	d/removed from servi	ce in any Governr	nent/semi government/
	nous agency? If yes			are in any covering	go (•
	Name of Post	D	epartment	Year	Reasons
					_
Any fai the pos	• ••	given by me, s			best of my knowledge. from the candidature of
Dated:_					
14.Impo	ortant: Please fill	in the following	slips for issuance of t	test /interview cal	ls letters:
Name:			Name:		
Father	's Name:		Father's	Name:	
Postal	Address:		Postal A	ddress:	
Phone	Number:		Phone N	umber:	
Cell N	umber:		Cell Nur	nber:	
			I		

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 Applicant:	Father's Name:
Name of Post:	BPS:
Note: Tick on the hores to show the documents attached	

S.No	ITEM		YES	NO	NOT APPLICABLE
1.	Employment form				
2.	Recent Photographs (Three)	Recent Photographs (Three)			
3.	Fee Paid: Challan No: Draft No: Payment Order No:	Dated: Dated:			
4.	National Identity Card				
5.	Matriculation	CertificateDetail Marks Sheet			
6.	Intermediate	CertificateDetail Marks Sheet			
7.	Bachelors (Arts/Sciences)	Degree Transcript/Result Card			
8.	Master or BS (16years) or equivalent.	Degree Transcript/Result Card			
9.	MS/M.Phil (18 years) or equivalent	DegreeTranscript			

		• Degree		
10.	Ph.D and Post Doc	Transcript		
11.	List of Publication(for Ph.D/Post Doc degree holders)			
12.	Pakistan Engineering Council (PEC) Registration Certificate (only for engineers)			
13.	Local/Domicile			
14.	Character Certificate from last attended Institution			
15.	Experience Certificates (must be attached, if experience is mentioned in employment form)			
16.	No Objection Certificate (NOC): (must be attached in case of Govt/Semi Govt/Autonomous body employee)			
It is certified that I have attached all the required documents related to position I am applying for, in case of incomplete documents (attested copies of all educational credentials, experience certificates etc) my application may be rejected.				
Signature of Applicant:				
Dated of submission:				
For office use:				
Human Resource Department				
<u>Acknowledgement</u>				
You have to provide copy of last Degree duly attested by HEC before appearing for interview, if shortlisted.				
Applicant's Name: Father		er's Name:	Form	Number:
Challan/Draft/PO/ No. & Date: Bank name:				
Post Ap	oplied for: BPS	Received by:	Date of Receiving:	