



Serial No: \_\_\_\_\_

**Sardar Bahadur Khan Women's University**  
**Balochistan, Quetta**  
*Welcomes Every Woman From Every Home*

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**EMPLOYEMENT FORM**

**For the posts of BPS-16 & above (Administrative positions)**

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. All of your documents from the relevant authority after selection. Any forged document will cause from removal of service.
7. 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					



**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:_____

### 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 boxes to show the documents attached.*

S.No	ITEM	YES	NO	NOT APPLICABLE
1.	Employment form			
2.	Recent Photographs (Three)			
3.	Fee Paid: Challan No: _____ Dated: _____ Draft No: _____ Dated: _____ Payment Order No: _____ Dated: _____			
4.	National Identity Card _____			
5.	Matriculation	• Certificate		
		• Detail Marks Sheet		
6.	Intermediate	• Certificate		
		• Detail 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	• Degree		
		• Transcript		

10.	Ph.D and Post Doc	• Degree			
		• 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:** \_\_\_\_\_

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For office use:

**Human Resource Department**

**Acknowledgement**

*You have to provide copy of last Degree duly attested by HEC before appearing for interview, if shortlisted.*

**Applicant's Name:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_ **Form Number:** \_\_\_\_\_

**Challan/Draft/PO/ No. & Date:** \_\_\_\_\_ **Bank name:** \_\_\_\_\_

**Post Applied for:** \_\_\_\_\_ **BPS** \_\_\_\_ **Received by:** \_\_\_\_\_ **Date of Receiving:** \_\_\_\_\_