



# The Islamia University of Bahawalpur

Phone 062-9250235-7 Fax 062-9250335

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## EMPLOYMENT FORM

### Faculty

Post Applied for: \_\_\_\_\_ BPS: \_\_\_\_\_

Contract: \_\_\_\_\_

#### 1. Instructions:

- All columns should not be left blank, and all questions should be answered, where applicable.
- All information provided in this form must be supported with attested copies of certificate(s) for confirmation of authenticity of information.
- Column(s) where dates are required should be filled-in with proper dates instead of month/year only.
- Incomplete certificates/degrees need not to be mentioned.

2. a) A crossed postal order or Bank pay order / bank draft for Rs 1000/- in favour of "Treasurer, The Islamia University of Bahawalpur" must be attached with this form.

b) Give the number and date of the bank pay order / bank draft/postal order with office of issue.

Number	Date	Office of Issue
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#### 3. Personal Information:

1. Name of Applicant:											
2. Father's Name:											
3. Date of Birth:			Day		Month		Year		Age		
4. Domicile:			Province			District			Tehsil		
5. C.N.I.C No.							-				-
6. Religion:						7. Marital Status:					
8. Postal Address:											
9. Permanent Address:											
10. Telephone No. (Off)			(Res.)			(Mob)					

#### 4. Academic Qualifications.

Name of Certificate/ Degree	Name of Institution/ Board/ University	Year of Passing	Marks / CGPA			Major Subject(s)
			Total Marks	Marks Obtained	% age	
Matriculation/ O' Level						
Intermediate/ A' Level						
Bachelors (Two Years)						
Bachelors (Four Years)						
Masters						
MPhil/MS						
PhD						
Any other						

**5. Computer Literacy:** (Tick the relevant column)

Skill	Excellent	Good	Poor	Certificate/Diploma
MS Word				
MS Excel				
MS Power Point				
Internet Surfing				
Other Softwares				

(Please specify only name of Certificates / Diploma).

**6. Give a list of all research papers published in Journals.**

Sr. #	Topic	Name of Journal	Date of publication

(Please attach original or reprints of papers, if mentioned above).

**7. Paper presented in National/International Conferences**

Sr. #	Topic	Venue	Date

**8. i) Topic/Title of M.Phil Thesis:** \_\_\_\_\_

**ii) Topic/Title of Ph.D Dissertation:** \_\_\_\_\_

**9. List of all languages in which you are proficient.**

Language	Extent of Proficiency			Certificate/Diploma	Name of Institute
	Excellent	Good	Poor		

**10. Job Experience:** (Starting with most recent appointment/job).

Name of Department/ Organization /Firm	Post held (with grade)	Period Served			Reason for Leaving
		From	To	Total Duration	

**11. Membership of Learned/Professional Societies**

Sr. #	Name of Society	Nature of membership	Duration	
			From	To

**12. Relative(s) already Employed in IUB.** Yes.  No.

If yes supply their information, as below.

Sr. #	Name	Designation	Department	Relationship with applicant

**13. References:**

Sr. #	Name	Department/Company/Firm	Contact No. Telephone/Mobile

**14.** Are you suffering or have you suffered from any Physical disability? Yes.  No.   
If yes, then what and when it happened\_\_\_\_\_.

**15.** Have you obtained the explicit permission of your present employer to apply for this job?  
Yes.  No.

If yes, please attach permission letter of the present employer.

**16.** Have you ever been dismissed/terminated/removed from service in any Government/Semi Government/Autonomous Agency for reasons other than want of vacancy, retrenchment of post?  
Yes.  No.

If yes provide detail below.

Name of Post held	Department	Year of Termination	Reasons

**17.** If appointed how much notice period you require before joining the position \_\_\_\_\_ at the Islamia University of Bahawalpur.

**18. Undertaking by the Applicant:** I \_\_\_\_\_ hereby solemnly affirmed that dates 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 and appointed by oversight by the University, shall amount to the termination of my employment.

**SIGNATURE OF THE APPLICANT**

**DATE**