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UThe Government
Sadiq College Women
University Bahawalpur Pakistan**EMPLOYMENT FORM****Administrative/Non Teaching Posts**Recent
Passport size
photograph
should be
affixed here

Post Applied for: _____

Regular: Contract: **Disable Quota**Yes No **1. Instructions:**

- Any column 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 and authenticity of information.
- Column(s) where dates are required should be filled-in with proper dates instead of month/year only.
- Please attach additional sheets where required.
- Incomplete certificates/degrees need not to be mentioned.

2. Please mention the number and date of the Bank Pay Order / Demand Draft/Postal Order with office of issue as under:

Instrument	Number	Date	Office of Issue
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3. Personal Information:

Name of Applicant:													
Father's Name:													
Date of Birth:	Day	Month	Year	Age									
Domicile:		Province	District										
C.N.I.C No.					-								-
Religion:		Marital Status.											
Postal Address:													
Permanent Address:													
Telephone No.	Off	Res.	Mob										
Email ID													

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						
P.hd						
Any Other						
Any Medal in Master	Gold Medal <input type="checkbox"/>	Silver Medal <input type="checkbox"/>	None <input type="checkbox"/>			

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

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

Please specify only name of Certificates / Diploma.

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

Name of Department / Organization	Sector		Post Held	Grade / Scale	Period Served				Reason for Leaving
	Public	Private			From	To	Y	M	

7. **References:**

Sr. #	Name	Department	Contact No.	Address.

8. Are you suffering or have suffered from any Physical disability? Yes. No.

If yes, please indicate period _____.

9. If you are working in a public sector organization, have you obtained the explicit permission/NOC of your present employer to apply for this job? Yes. No.

10. Have you ever faced any disciplinary action during your service in any Government / Semi Government / Autonomous-Agency? Yes. No.

If yes provide detail below

Name of Organization	Department	Year	Charge	Final Recommendation / Decision

11. If you are appointed how much period will be required before joining _____.

12. List of Documents Attached.

Sr No.	Name of Document	No. Of Documents	No. of Copies	Attached or Not (please tick the relevant Box)	
				Yes	No
01	Bank Pay Order / Demand Draft/Postal Order				
02	Domicile				
03	CNIC				
04	Matric Certificate				
05	Intermediate Certificate				
06	Graduation Degree				
07	Masters Degree				
08	M.Phil Degree				
09	Ph.D Degree				
10	Certificate of any Other Qualification				
11	Certificate of Computer Literacy				
12	Research Paper(s)				
13	Conference Paper(s)				
14	Experience Certificate(s)				
15	Registration Certificate of Copyright / Trademark / Patent etc.				
16	Society's Membership Certificate				
17	NOC from Employer				
18	Disability Certificate				

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/appointment of the post applied for.

SIGNATURE OF THE APPLICANT

DATE

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(RECEIPT)

(ONLY FOR OFFICIAL USE)

(Application No. _____).

Name of Applicant: _____ Father Name: _____

Post Applied for: _____

RECEIVED BY:

Signature: _____ Name: _____

Date: _____ / _____ /2018.