**UNIVERSITY OF GUJRAT**

**Form No. - - - - - - - - - - -**

*(Office use)*

**Hafiz Hayat Campus**

**Application Form for Administrative Post/s**

1. *Application Form uploaded on UOG’ Website shall only be accepted in hard form through courier or by hand.*

One passport size photograph must be affixed **here** on each set of job application form

1. *The applicants must submit Two (02) sets for the* ***Administrative posts,*** *which must contain UOG Application Form, attested copies of the Degrees & Both Sides of Detail Marks Certificates (DMC)* ***(Only verified Degrees / Transcripts from HEC / Boards, etc. shall be entertained)****, Experience Certificates (duly verified by the respective Employer/s as per given* ***“Employment Verification Proforma”,*** *where experience is needed), NOC (If needed), Domicile, CNIC and recent Passport size photographs with each application form/set complete in all respect. In case, less number of sets received from the applicant, his application shall be considered incomplete and liable to be rejected.*
2. *The experience of BS-17 and above is reckonable for appointment against the administrative posts of BS-18 and above as the experience below BS-17 may not be considered as administrative or teaching or professional experience.*
3. *The applicant(s) having foreign degree must attach HEC/IBCC equivalence certificate (Issued & Attested by the HEC / IBCC) with the Application Form.*
4. *It is mandatory for Candidates to deposit the fee in any Branch of BOP* ***(Non-refundable)*** *of Rs. 1200/- (for BPS-20), Rs. 1000/- (for BPS-18 & 19), Rs. 800/- (for BPS-17) and Rs. 500/- (for BPS (02 to 16)). The application forms without processing fee shall not be considered/entertained.*
5. *The fee must be deposited on the prescribed challan form generated on-line via link on UOG website and original fee Receipt* ***(Department Copy)*** *must be provided along with hard copy of application form.* ***No Bank Draft or Pay Order or Cheque or Postal Order will be accepted as fee by the University.***
6. *Applicants applying for more than one post will submit separate Application Form with necessary documents, complete in all respect. Please clearly write name of the post applied for on top right side of the envelope.*
7. *The University is not responsible for delays in receiving of job application form of the applicant or call letters for interview or offer/appointment letters etc. due to courier’s lapses.*

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| --- | --- |
| **Post Applied for:** |   |
| **Current Position:** *(if already serving)* **Scale / Grade / etc.:** |   | **Nature of Job:** *(if already serving)* (Regular / Contract) |  |
| **Advertisement IPL No & Closing Date:** | Advertisement # **03/2024,** IPL # 5862 | Closing Date: **02-07-2024** |
| **Deposit Slip/Receipt Details:** | **No:** | **Date:** | **Amount:** |

**PERSONAL BIODATA:**

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| **Name in full:** **(Block Letters only):****(As per Matriculation Certificate)** |   |
| **Father’s Name:** **(Block Letters only):****(As per Matriculation Certificate)** |   |
| **Date of Birth:** **(As per Matriculation Certificate)** |   | **Age (on Closing date):** |  **Y M D** |
| **National Identity Card No.**  |  |  |  |  |  | **-** |  |  |  |  |  |  |  | **-** |  |
| **Nationality:** |  | **Religion:** |  |
| **Place of Birth:** |  | **Domicile: \_\_\_\_\_\_\_\_\_\_****(e.g. Punjab (Gujrat))** | **Nationality Other than Pakistan:** (If Any)Yes No **(If Yes, Please must attach evidence)** |
| **Marital Status:** |  |
| **Postal Address:** |  |
|  |
| **Contact: (PTCL/Cell):** | **In Use:** |  | **Residence No.** |  |
| **Alternative:** |  | **Office No.** |  |
| **Email Address:** | **Primary:** |
| **Alternative:** |

**ACADEMIC QUALIFICATIONS:** (Please start with the highest degree)

*Applicant’s qualification shall not be considered if* ***(Incomplete) Provisional Transcript*** *is attached or* ***the result is not officially announced*** *by the Controller of Examinations of a concerned Board / University on or before the closing date.*

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| --- | --- | --- | --- | --- | --- |
| **Degree/ Certificate** | **Year** | **Field / Subject** | **University/ Institute/ Board** | **Marks Detail** | **Grade/****Division/ CGPA** |
| **Start** | **End** | **Obtained** | **Total** |
|  |  |  |  |  |  |  |  |
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| * *Intermediate & Matriculation Certificates are mandatory, issued by relevant BISE, Both Sides of the Transcript and Degree are required to attach with the Application Form.* ***Only verified Degrees / Transcripts from HEC / Boards, etc. shall be entertained.***
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| **Academic Distinction: -** |  |
| * *(Please Attach the Distinction /Merit Certificate issued by the Controller of Examination of the Institution / University)*
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**SERVICE RECORD:**

(Please start with a recent position. Only mention those having duration of at least three (3) months)

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| --- | --- | --- | --- | --- |
| **Name of Organization** | **Designation** | **Scale** *(BPS)* | **\*Status of Job** | **Duration Time** |
| **Dates** | **Period** |
| **From** | **To** | **YY-MM-DD** |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
|  |  |  |  |  |  | \_\_\_-\_\_\_-\_\_\_ |
| **Total Experience** | **\_\_\_\_\_\_YY, \_\_\_\_\_\_ MM, \_\_\_\_\_\_DD** |
| *\*Applicants working on* ***Regular/Acting Charge/Officiating/Ad-hoc/Current Charge and Contract basis*** *(Including UOG’s Employees) must apply through proper channel, attach NOC and Experience Certificate/s issued from their present and former Appointing Authority/Head of Institution/Organization by due date, otherwise their application shall be considered incomplete and liable to be rejected.**\*****All kind of claimed experience of the applicant shall only be considered if candidate produced / attached documentary evidence and got verified by the Employer/s*** *as per given Proforma appended with Job Application Form* ***“Employment Verification Proforma (EVP),”*** *(If experience needed).**\*Experience in Private Entities shall only be accepted if such entity is registered with SECP, Registrar of Firms or any other Regularity Authority.**\** *The experience gained as on Daily basis, Part time, Visiting (Adjunct Instructor/Faculty Member), Honorary and Apprentice Shall not be considered / counted.* |

**ANY OTHER INFORMATION:**

(The applicant may furnish additional information, by using extra sheet in prescribed format. (Where required).

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| **Please Submit Your Application Form with the Following Documents:** |
| * Original NOC, who applied through proper channel (For Applicants working in Government, Semi-Government, and Autonomous Bodies including their Campuses).
* Attested Passport Size Photographs. (01 for each set)
* Attested Photocopy of Valid CNIC. (attached with each set)
* Attested Photocopy of Domicile. (attached with each set)
* Nationality Evidence **(other than Pakistan)** (if any)
* Attested Photocopies of All Academic Credentials verified from HEC / Boards etc.(Both sides of Degrees & Transcripts)
* HEC Equivalence Certificate (Issued & Attested by the HEC) with the Application Form (for foreign degrees).
* Attested Photocopies of Verified Experience Certificate/s along with filled **Employment Verification Proforma** (EVP) by the relevant employer, enclosed with this application form.
* Original Fee Receipt **(Department Copy)** (Should be attached with Original Application Form and photocopies with remaining set/s of Application/s)

I, solemnly declare that the entries made in this form are correct. In case of any misstatement, I may be held responsible. **(Incomplete applications are liable to be rejected.)** |

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| **Dated: / /** | **Name:****Signature:****Thumb Impression of the Applicant:** |

*(Without Signature & Thumb Impression of the applicant, the application shall not be processed)*

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| UOG FINAL BLUE NEW TAG  **UNIVERSITY OF GUJRAT****Staple the Original Fee Receipt (Department Copy) Here***No Bank Draft or Pay Order or Cheque or Postal Order will be accepted as fee by the University** **Rs. 1200/- (for BPS-20), Rs. 1000/- (for BPS-18 & 19), Rs. 800/- (for BPS-17) and Rs. 500/- (for BPS (02 to 16)**

**Form No. - - - - - - - - - - - - - - -**(Office use) HR-Section, Registrar Office, Hafiz Hayat Campus, Gujrat**(Receiving Slip in case submitted by Hand)** *(To be Filled by the Applicant)* |
| **Date:** |  |
| **Name:** |  |
| **Father’s Name:** |  |
| **Post Applied For:** |  |
| **Received By:** (Office Use) |  |

**UNIVERSITY OF GUJRAT**

**EMPLOYMENT VERIFICATION PROFORMA (EVP)**

**(TO BE COMPLETED BY THE EMPLOYER)**

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| **Institution / Organization Information** |
| Name of the Organization: |
| SECP Registration No.**(In case of Private Firm)** | Date of Registration: |
| Registrar of Firms /Other Regulatory Authorities, Registration No.**(In case of Private Firm)** |
| Address: |
| Contact No. |
| Reference and Date of enclosed Experience Letter to be verified: |

**TO WHOM IT MAY CONCERN:**

This is to certify that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Employee & Father Name)*, holding CNIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been working as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Last Position held)* since \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ basis *(Nature of Job, i.e. Regular, Contract etc.)* with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Grade, BPS, Scale etc.)*

|  |
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| **\*PREVIOUS SERVICE (If Any):** |
| **Sr. No.** | **Designation Held** | **Job Nature**(Regular / Contract etc.) | **Grade**(BPS / Scale etc.) | **From** | **To** |
| **DD MM YY** | **DD MM YY** |
| 01 |  |  |  |  |  |
| 02 |  |  |  |  |  |
| \*Separate sheet may be attached if required |
| Emoluments in Rs: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach Last Salary Slip) |
| **AUTHORIZED ISSUING / APPOINTING AUTHORITY:** |
| Name of the CEO/Organization Head/VC/Registrar etc.: |
| Title / Designation: |
| Contact No: |
| **Signature & Date** | **Office Seal / Stamp** |

**NOTE:** Under Section 464 of Chapter XVIII Pakistan Penal Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the Pakistan as to any matter within its jurisdiction.