**UNIVERSITY OF GUJRAT**

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

*(Office use)*

**Hafiz Hayat Campus**

**Application Form for Faculty Position**

1. *Job Application forms along with advertisement, Employment Verification Proforma (EVP) and Publication Verification / Event Participation / Exhibition & Project Details Proforma’s can be downloaded from UOG’s website www.uog.edu.pk.* ***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 (Four (04) sets for the posts of Associate Professor and Two (02) sets for Assistant Professors) which must contain UOG Application Forms, 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), NOC (If needed), Domicile, CNIC and recent Passport size photographs with each application form 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 applicants for the post of Associate Professor must submit/attach four (04) CDs/DVDs pertaining soft copies of all their credentials labeling folders like Academic Credentials, Experience Certificates, Publications and Publication Verification Proforma (PVP)* ***(in MS-Word Format)*** *appended with Job Application Form along with the application/dossiers.*
3. *The applicants for the post of Assistant Professor must submit/attach one (01) CDs/DVDs pertaining only filled Publication Verification Proforma (PVP)* ***(in MS-Word Format)*** *appended with the Job 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) and Rs. 1000/- (for BPS- 19). 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 the 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 interviews or offer/appointment letters etc. due to courier’s lapses.*
8. *Please write* ***N/A*** *where not applicable.*

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| **Post Applied for:** |  | | | |
| **Subject:** |  | | | |
| **Current Position:** *(if already serving)* **Scale / Grade / etc.:** |  | **Nature of Job:** *(if already serving)* (Regular / Contract / TTS) | |  |
| **Advertisement IPL No & Closing Date:** | Advertisement # **04/2024,** IPL # 5861 | | Closing Date: **19-07-2024** | |
| **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:** |  | | | | | | | | | | | | | | | | |
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| **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 be attached to the Application Form.* ***Only verified Degrees / Transcripts from HEC / Boards, etc. shall be entertained.*** | | | | | | | | |
| **Academic Distinction: -** | | | |  | | | | |
| * *(Please Attach Distinction /Merit Certificate issued by the Controller of Examination of the Institution / University)* | | | | | | | | |

**PHD DETAILS:**

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| --- | --- | --- | --- |
| Name of the University |  | | |
| Country\*: |  | | |
| Thesis Title: |  | | |
| Main Field: |  | | |
| Sub-field: |  | | |
| Name of Foreign Evaluators **\*\*** |  | | |
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|  | | |
| Date of Completion |  | Date of Issuance of Degree |  |
| ***\*In case foreign degree, attach HEC equivalence letter***  ***\*\* Please attach Evidence*** | | | |

**POSTDOCTORAL FELLOWSHIPS**

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| **Institution** | **Country** | **Status** | **Period** | |
| **From** | **To** |
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**SERVICE RECORD:**

(Please start with a recent position. Only mention those having a duration of at least six (6) months.

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| POST-PHD **Teaching/Research (Professional Where applicable) as per HEC Rules** | | | | | | |
| **Name of Organization** | **Designation** | **Scale** *(BPS / TTS)* | **\*Status of Job** | **Duration Time** | | |
| **Dates** | | **Period** |
| **From** | **To** | **YY-MM-DD** |
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| **Total Post PhD Teaching / Research Experience** | | | | **\_\_\_\_\_\_YY, \_\_\_\_\_\_ MM, \_\_\_\_\_\_DD** | | |
| PRE-PHD **Teaching/Research (Professional Where applicable) as per HEC Rules** | | | | | | |
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| **Total Pre-PhD Teaching / Research 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)”****.*  *\*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.* | | | | | | |

**RESEARCH SUPERVISION AS PER HEC RULES:**

1. **PhD’s produced\*: Total Number: \_\_\_\_\_\_**

*(Extra page(s) may be added if required)*

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| **Sr. No** | **Student’s Name** | **Dissertation title** | **Passing Year** |
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| *\* Supervision of complete degree (awarded), shall only be accepted, if documentary evidence is attached.* | | | |

1. **M.Phil. Produced\*: Total Number: \_\_\_­­­­­\_\_\_\_\_\_**

*(Extra page(s) may be added if required)*

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| **Sr. No.** | **Student’s Name** | **Thesis Title** | **Passing Year** |
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| *\* Supervision of complete degree (awarded), shall only be accepted, if documentary evidence is attached.* | | | |

**RESEARCH PROJECTS / GRANTS AS PER HEC RULES:**

*Extra page(s) may be added if required)* **Total Number: \_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **Project Title** | **Principal / Co-Principal Investigator** | **Amount**  **(MM)** | **Sponsoring Agency** | **Duration** |
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| *\* Only HEC Funded /Project/Grants) shall be accepted, if documentary evidence is attached.* | | | | |

**\*PUBLICATIONS AS PER HEC RULES:** (NATIONAL / INTERNATIONAL):

*(Start with recent)*

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| **Sr. #** | **Title of**  **Publication** | **Complete Name of Journal and Address** | **Vol.**  **No.** | **Category** | **Page No.** | **Year** | **HEC approved**  **(Yes/ No)** | **Impact**  **Factor** |
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| *\* Publications with documentary evidence shall only be accepted (at least two pages pertained above mentioned information).* | | | | | | | | |

**PATENT AS PER HEC RULES:**

|  |  |  |  |  |  |
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| **Sr. No.** | **Patent Name / Code** | **Country** | **Ranking** | **Members** | **Awarded Date** |
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| *\* Patent with documentary evidence shall only be accepted.* | | | | | |

**OUTSTANDING AND SUBSTANTIAL LEVEL OF PROFESSIONAL ART ACTIVITY AS PER HEC RULES:** (National / International)

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| **Sr. No.** | **Title** | **Venue** | **National / International** | **Year** | **HEC approved**  **(Yes/ No)** |
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**ARCHITECTURAL DESIGN COMPETITIONS OR DESIGN EXCELLENCE AWARD AS PER HEC RULES:** (National / International)

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| **Sr. #** | **Title** | **Venue** | **National / International** | **Year** | **HEC approved**  **(Yes/ No)** |
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**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. * Attested Photocopy of Valid CNIC * Attested Photocopy of Domicile * 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 Photocopy of Equivalence, Relevancy from HEC/PCATP/PEC Letter or Certificate (where applicable). * Attested Photocopies of Verified Experience Certificate/s along with filled **Employment Verification Proforma** (EVP) by the relevant employer, enclosed with this application form. (where experience is required) * Attested copies of evidence as a Supervisor / Patents / Research Publications / Research Grants / Exhibitions etc. * Research Publication Verification/Event Participation/Exhibition and Project Details Proforma’s. * 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 and above** * **Rs. 1000/- for BPS-18 and above**   **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:** |  |
| **Department:** |  |
| **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.

**PUBLICATION VERIFICATION PRO-FORMA**

**Particulars of the Applicant**

|  |  |
| --- | --- |
| **Name of Candidate:** |  |
| **Post Applied For (with BPS/TTS):** |  |
| **Subject/Discipline:** |  |
| **Total Publications to be Verified:** | To be filled by UOG ORIC |
| **Total Publications Processed:** | To be filled by UOG ORIC |
| **Date of Verification:** | To be filled by UOG ORIC |

**Details of Publications**

Research Publications published in HEC-recognized journals **(Start from most recent)**.

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| **SN** | **Title of Article** | **Title of the Journal** | **ISSN** | **Link to the Article (from the journal website, not from Researchgate)** | **Vol/Issue/No.** | **Page Nos.** | **Date of Publication**  **(dd-mm-yy)** | **Frequency of the Journal** | **Category Claimed by Candidate** | **Category of the Journal (to be filled by UOG ORIC)** |
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**Signatures by the Applicant**

(Digital signatures only, if possible)

**EVENT PARTICIPATION PRO-FORMA**

**Name of the Applicant:**

**Position Applied for:**

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| **S No.** | **Title of Event (other than exhibition)** | **Category**  **(National/Int’l)** | **Organized by** | **Event Registered / Recognized by** | **Participation as** | **Venue**  **(Country/City)** | **Date of Event** | **Evidences/Annexure** | |
| **Proof of recognition/ registration of event** | **Proof of participation** |
| **1.** |  |  |  |  |  |  |  | Annex-A | Annex-B |
| **2.** |  |  |  |  |  |  |  | Annex-C | Annex-D |
| **3.** |  |  |  |  |  |  |  |  |  |
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| **7.** |  |  |  |  |  |  |  |  |  |

**Signatures by the Applicant**

(Digital signatures only, if possible)

**PROJECT DETAILS PRO-FORMA**

**Name of the Applicant:**

**Position Applied for:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S No.** | **Title of Project** | **Category**  **(National/Int’l)** | **Awarded by** | **Amount of Award (Rs)** | **Status**  **(In progress / Executed or Completed)** | **Date of Award** | **Evidences/Annexure** | |
| **Proof of project award** | **Proof of status** |
| **1.** |  |  |  |  |  |  | Annex-A | Annex-B |
| **2.** |  |  |  |  |  |  | Annex-C | Annex-D |
| **3.** |  |  |  |  |  |  |  |  |
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**Signatures by the Applicant**

(Digital signatures only, if possible)

**EXHIBITION DETAILS PRO-FORMA**

**Name of the Applicant:**

**Position Applied for:**

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| **Sr.**  **No.** | **Title of Exhibition** | **Category**  **(National/Int’l)** | **Nature**  **(Virtual or Physical)** | **Mode**  **(Solo/Group)** | **Title/Type of Product(s)** | **Venue**  **(Gallery/City)** | **Date of Exhibition** | **Evidences/Annexure** | |
| **Proof of recognition of exhibition / gallery** | **Proof of participation** |
| **1.** |  |  |  |  |  |  |  | Annex-A | Annex-B |
| **2.** |  |  |  |  |  |  |  | Annex-C | Annex-D |
| **3.** |  |  |  |  |  |  |  |  |  |
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**Signatures by the Applicant**

(Digital signatures only, if possible)