Serial No:_____

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

EMPLOYEMENT FORM
For the Statutory 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 will be verified from the relevant authority after selection. Any forged document will cause from removal of service.
7. Application Form alongwith documents must be page numbered.
8. 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					

3. Research Work:

Level	Particulars/Publications	Journal (please specify volume)
MSc/BS		
MS/M.phil		
Ph.D		
Post Doc		

4.Computer Literacy: (tick the relevant column)

Skills	Excellent	Good	Poor	Certificate/Diploma

5.Languages: (tick the relevant column)

Language	Excellent	Good	Poor	Certificate/Diploma	Name of Institute

6.Job Experience: (*starting with most recent appointment/job. Attach Experience letters against each entry*)

Name of Institute/Organization	Post held (with Grade)	From (dd/mm/yy)	To (dd/mm/yy)	Total Duration	Certificate attached

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_____?

12.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:_____

- **(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:_____ Draft No:_____ Payment Order No:_____	Dated:_____ Dated:_____ 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:**_____