University of Makran, Panjgur

EMPLOYMENT APPLICATION FOR
(Non-Academic)

Affix a recent photograph here

Post Applied for:		Regular ☐ Contract ☐	NPS	

DD/Challan No.		Amount		Dated	

Important Instructions:
- Please print or fill-in the form by using black ink.
- Incomplete applications or applications received after due date shall not be entertained.
- All applications must be supported by CNIC, local/ domicile certificate, proof of age, academic certificates/degree/transcripts, and prescribed application processing fee.
- In service applicant must apply through proper channel.
- Only short listed candidates shall be called for test / interview. No T.A. /D.A. is permissible for this purpose.
- The university authority has the right to increase/decrease the no of post advertised or do not make appointment against any vacancy without any reason.

1. Personal Information

1. Name of Applicant (CAPITAL LETTER):

2. Father's/ Husband's Name:

3.	CNIC No.					-							-	

4. Date of Birth:	DD	MM	YYYY	5. Age as on closing date	

6. Local/Domicile	Province		District	

7. Gender	Male ☐	Female ☐	8. Marital Status	

9. Religion		10. E-Mail Address	

11. Postal address:

12. Permanent address:

13. Contact No.	Office		Res.		Cell	

2. Academic Qualification

Name of Degree/ Certificate	Passing Year	University/ Board	Marks			Division/ Grade/ CGPA	Major Subjects of study
			Obtained	Total	%age		
PhD							
M. Phil/ MS							
Bachelor 16 Yrs							
Bachelor 14 yrs							
Intermediate							

Matric								
Others								

3. Research Work

Research/ Project Title	Detail

4. JOB EXPERIENCE: (starting with most recent)

S. #	Name of Post	Name of Organization	Duration		Job Descriptions	Reason for Leaving
			From	To		
1.						
2.						
3.						
4.						
5.						
6.						
7.						

(*Use extra sheet, if necessary*)

5. Computer Literacy

S. No	Skills	Certificate	Detail
1.			
2.			
3.			

6. Languages (evaluate your level of fluency by "Excellent", "Good" and "Poor" in relevant column)

S. #	Language	Read	write	Speak	Certificate
1.					Yes / No
2.					Yes / No
3.					Yes / No
4.					Yes / No

S. #					
5.					Yes / No

7. References

S. #	Name	Department/	Address & contact No.
1.			
2.			
3.			
4.			

8. Are you physically **handicapped/ disable**? (if yes, provide detail) _____

_____

9. Have you ever been dismissed [   ] terminated [   ] removed from service [   ] (if yes then

Provide detail below)_____

10. Undertaking

I certify that the information provided by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on application form or other document(s) may result in cancellation of my candidature in addition to other legal consequences.

Signature of Applicant

Dated:_____/

For office use only			
Post Applied for			
Name of Applicant			
Application Received Through	Courier ☐	Registered Post ☐	In-Person ☐
Application Received On			
Application received by	Name		Signature
	Designation		Date

Please fill the following address slip for issuance of Test/Interview call

Name_____

Fathers' Name_____

Postal address_____

_____

Cell No._____

Phone No._____

Name_____

Fathers' Name_____

Postal address_____

_____

Cell No._____

Phone No._____

Name_____

Fathers' Name_____

Postal address_____

_____

Cell No._____

Phone No._____

Name_____

Fathers' Name_____

Postal address_____

_____

Cell No._____

Phone No._____

Name_____

Fathers' Name_____

Postal address_____

_____

Cell No._____

Phone No._____

Name_____

Fathers' Name_____

Postal address_____

_____

Cell No._____

Phone No._____

University of Makran, Panjgur

CHECK LIST

1. **Application for the Position of**_____

2. **Name of Candidate:**_____

3. **Father s Name**_____

(Please attach the following documents with employment form/Application)

S. No	Certificate		Yes	No	Not applicable
1.	Employment Form				
2.	NOC/ Departmental Permission Certificate				
3.	Resume / Curriculum Vitae				
4.	Recent Photographs (Three)				
5.	Fee Paid Receipt/ Challan				
6.	National Identity Card				
7.	Local / Domicile				
8.	PEC Registration Card (only for Engineers)				
9.	PhD	(i) Degree			
		(ii) Transcript			
10.	MS/M.Phil or equivalent	(i) Degree			
		(ii) Transcript			
11.	Master or equivalent	(i) Degree			
		(ii) Transcript			
12.	Bachelor or equivalent	(i) Degree			
		(ii) Transcript			
13.	Intermediate/DAE	(i) Degree			
		(ii) Transcript			
14.	Matriculation	(i) Degree			
		(ii) Transcript			
15.	List of Publications				
16.	Experience Certificate				
17.	Other Certificates				

Certified that I have attached all the required documents related to position applying for, in case of incomplete documents my application shall be to reject.

Signature of Applicant

Dated:_____/