



The Begum Nusrat Bhutto Women **University Sukkur**

Job Application Form (Teaching/Non-Teaching)

Form No: _____
(for office use only)

INSTRUCTIONS:

- i) The application should be filled in completely in all respects. The required information/ particulars should either be typed or written in a very legible hand.
- ii) The application should be forwarded to the DIRECTOR HR, Begum Nusrat Bhutto Women University, Sukkur under registered cover, so as to reach him on or before the last date prescribed for the receipt of applications.
- iii) The application form shall be accompanied by a **Pay order/Demand Draft/ Bank Challan** of amount as mentioned in advertisement drawn.
- iv) Applicants already working in Government/Semi-Government/Autonomous bodies should **apply through proper channel**. However, the university may entertain advance copies, provided that the applicant should produce NOC of their employer/ competent authority at the time of Test/ Interview.
- v) Applicants who are applying for more than one post should submit separate application for each post along with prescribed application processing fee.
- vi) No application will be considered if the same is not received within the scheduled/ prescribed date.
- vii) Extra sheets may be attached if the requisite information cannot be fully incorporated in any of the columns of the application.
- viii) The University reserves the right to increase/decrease the number of posts, not to fill any post/ withhold the appointment against any advertised post or to accept/reject any application without assigning any reason.
- ix) Attested copies of degrees/certificates should be submitted with the application.
- x) Concealment of any of the required information/ particulars will disqualify the candidate at any stage of his service duration.
- xi) No TA/DA will be paid for Test/Interview.
- xii) The selected candidates will be governed by the Begum Nusrat Bhutto Women University, Sukkur service statutes and rules/regulations inforce at present and/or revised/ amended hereafter.

| | |
|---|------------------|
| Post applied for: | |
| Campus | |
| Advertisement No: | |
| Appeared in (Name of News Paper) & Date: | |
| Pay Order/ Bank Draft/ Challan No. & Date: | |
| Name of Bank: | |
| Amount: | Rs.5000/- |



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| (1) PERSONAL INFORMATION: | | | | Affix Photograph 1.5x1 |
|----------------------------------|-----------|-------------------------|------------------|---------------------------|
| Name | | | | |
| Father's Name | | | | |
| Surname | | | | |
| Gender | Male | Female | | |
| Date of Birth | | Age on closing date | Yrs _ Month _Day | |
| Place of Birth | | Domicile (Urban/ Rural) | | |
| Nationality | | Any Dual Nationality | | |
| CNIC # | | | | |
| Religion | | Marital Status | | |
| Present Address | | | | |
| Permanent Address | | | | |
| Personal Contact (Res) | Residence | | Office | |
| | Email | | Cell | |

(2) ACADEMIC BACKGROUND:(Please start from highest qualification and list in descending order)

| Degree | Year of Passing | Subject/ Discipline | Institution | Grade/ Div./CGPA |
|---------------|------------------------|----------------------------|--------------------|-------------------------|
| Matric | | | | |
| Intermediate | | | | |
| Bachelors | | | | |
| Masters | | | | |
| PhD | | | | |
| Post-doc | | | | |

(3) EMPLOYMENT HISTORY: (Please start from your recent job and list in descending order)

| Name of Department/ Organization | Post held with Pay Scale | Job Profile | Period | | |
|---|-------------------------------------|--------------------|---------------|-----------|--------------------------|
| | | | From | To | Total (Y M D) |
| | | | | | |
| | | | | | |
| | | | | | |



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|-------------------------|--|--|--|--|--|
| | | | | | |
| Total Experience | | | | | |

(4) **PROFESSIONAL / SPECIALIZED TRAINING:**(Please start from most recent training and list in descending order)

| Name of Training/ Course | Duration | Institution |
|--------------------------|----------|-------------|
| | | |
| | | |
| | | |

(5) **PUBLICATIONS:** Please give details of research publications on following format on separate additional sheet and attach reprints.

| Sr. # | Title of Research Paper | Your position in authors list | Complete Name and Address of the Journal | Thomson Reuters ISI Indexed / Scopus / Other Indexing / Abstracting Service / Impact Factor | Category of Journal (W, X etc.) | Date of Publication (dd/mm/yy) | Vol. No. | DOI | Web link |
|-------|-------------------------|-------------------------------|--|---|---------------------------------|--------------------------------|----------|-----|----------|
| | | | | | | | | | |

(6) **LANGUAGE(S):** (Please mention proficiency rating against below languages)

| 17. LANGUAGE | Speak | Write | Read |
|-------------------|-------|-------|------|
| Foreign (English) | | | |
| National (Urdu) | | | |
| Regional (Sindhi) | | | |

(7) **RELATIVES:** (Have you any blood relative serving in BNB? If yes, please give the following details of all)

| Name | Relationship | Department / Section |
|------|--------------|----------------------|
| | | |
| | | |

(8) **REFERENCE:** (List three responsible persons, not related to you by blood or marriage who can provide definite information regarding your character and ability. Do not repeat names of supervisors/ superiors listed in employment record column.

| Name | Position | Full Address |
|------|----------|--------------|
| | | |
| | | |
| | | |

(9) **BOND If** you are under a bond or contract to serve any organization agency, Institution or Government Department please indicate.



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(10) CHECK LIST: Please ensure following enclosure(s)

| Sr. | Documents | Yes | No |
|------------|---|------------|-----------|
| a) | Attested photographs (3 Nos.) | | |
| b) | Attested Photocopies of Degrees/Certificates (1 x set) | | |
| c) | Attested Photocopies of Birth Certificate/ Matriculation Certificate showing date of Birth | | |
| d) | Attested copies of domicile & CNIC (2 copies) | | |
| e) | Experience certificates (if any). Please note that no experience shall be entertained without relevant certificate from concerned authority | | |
| f) | Departmental Permission/ NOC (If applicable) | | |
| g) | Pay order / demand draft/ Bank Challan (Please attach Original, photocopy will not be entertained) | | |



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(11) CONFIRMATION:

- I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal and subsequent termination of employment.
- I understand that the Begum Nusrat Bhutto Women University, Sukkur may carry out a verification process and may check all or any of the information provided on the application form, given in references and presented as proof of identity.
- I understand that an appointment, if offered, may be subject to a satisfactory medical examination and/or satisfactory completion of other pre-employment checks.
- If I will require submitting Security Clearance as part of the application process, I understand that the Begum Nusrat Bhutto Women University, Sukkur will verify the information given in PAFY-1975 or any other form, which might include referral to an appropriate third party for purposes of security clearance.

Date:-----

Signature of the Applicant

DEPARTMENTAL PERMISSION/ NO OBJECTION

(To be used in the case of persons already in service of any Government Institute of Autonomous bodies. Also to be produced by those working in private institution).

Note – This endorsement is to be signed by the authorities competent to grant permission to all applicants to seek employment elsewhere.

No. _____

Dated: _____

Certified that Mr./Mrs./Miss _____ is
a permanent/temporary employee of the _____ Department.

His/her Character Roll/ Confidential Reports will be send, if and when called for by Begum Nusrat Bhutto Women University, Sukkur.

He/ She will be relieved of his/ her duties immediately if he/she selected by the Begum Nusrat Bhutto Women University, Sukkur for this post.

His/ her permanent place of domicile as shown in his/ her service record is
_____ District/ Agency _____ of Division. This entry is based
on certificate issued on _____ by _____.



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SIGNATURE: _____

DESIGNATION: _____



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MAILING ADDRESS & TELEPHONE NO.

(Necessary to be filled in by the applicant)

| |
|--------------------|
| Name: |
| Address: |
| |
| Email: |
| Phone/Cell: |

| |
|--------------------|
| Name: |
| Address: |
| |
| Email: |
| Phone/Cell: |

| |
|--------------------|
| Name: |
| Address: |
| |
| Email: |
| Phone/Cell: |

RECEIPT

Received from No. Teaching/Non-Teaching() of Mr. _____ for
the post of _____ Department of _____ at
Campus _____ on _____.

Human Resource Management



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