



Sr. No: \_\_\_\_\_  
(For Office Use Only)

# WOMEN UNIVERSITY, SWABI

URL: [www.wus.edu.pk](http://www.wus.edu.pk)

## **JOB APPLICATION FORM FOR NON-TEACHING POSITIONS** **(BPS 17 & ABOVE)**

Paste 04 recent  
passport  
size pictures

Advertisement No: \_\_\_\_\_

Post Applied for: \_\_\_\_\_

| I. Personal Information   |                                   |                             |
|---|-----------------------------------|-----------------------------|
| 1. Name (Block Letters):  | 2. Father's Name (Block Letters): | 3. CNIC Number:             |
| 4. Gender: <input type="checkbox"/> Male<br><input type="checkbox"/> Female | 5. Domicile:                      | 6. Place of Birth:          |
| 7. Permanent Address:   |                                   | 8. Present/Mailing Address: |
| 9. Date of Birth (day/month/year):  | 10. Nationality:                  | 11. Religion:               |
| 12. Phone (a) Residential<br>(b) Official                                   |                                   | 13. Mobile Number:          |
| 14. E-mail address:   |                                   | 15. Marital Status:         |

| II. Academic Qualification |                                 |                    |                   |                    |                |                   |                    |            |
|----------------------------|---------------------------------|--------------------|-------------------|--------------------|----------------|-------------------|--------------------|------------|
| S#                         | DEGREE/<br>CERTIFICATE          | Major/<br>Subjects | Board/ University | Year of<br>Passing | Total<br>Marks | Obtained<br>Marks | Division/<br>Grade | Percentage |
| 1.                         | Matriculation                   |                    |                   |                    |                |                   |                    |            |
| 2.                         | Intermediate                    |                    |                   |                    |                |                   |                    |            |
| 3.                         | Bachelors<br>(14 years educ.)   |                    |                   |                    |                |                   |                    |            |
| 4.                         | Masters/ BS<br>(16 years educ.) |                    |                   |                    |                |                   |                    |            |
| 5.                         | M.Phil./MS                      |                    |                   |                    |                |                   |                    |            |
| 6.                         | PhD                             |                    |                   |                    |                |                   |                    |            |
| 7.                         | Post Doctorate                  |                    |                   |                    |                |                   |                    |            |
| 8.                         | Any Other                       |                    |                   |                    |                |                   |                    |            |

| III. Distinction (Awards/ Medals/Certificates with detail) |
|--|
|  |

| IV. Professional Qualification/Training/Certificates/Others; |                              |                      |                |             |                     |
|--|------------------------------|----------------------|----------------|-------------|---------------------|
| S#   | Title of Training/<br>Course | Diploma/ Certificate | Field of Study | Institution | Grade /<br>Division |
| 1  |                              |                      |                |             |                     |
| 2  |                              |                      |                |             |                     |
| 3  |                              |                      |                |             |                     |

*\*Attach additional sheet if required*

| V. Employment Record (Start from current position) |                                       |             |     |   |                 |  |    |          |
|--|---------------------------------------|-------------|-----|---|-----------------|--|----|----------|
| S#   | Name of<br>Institute/Organizatio<br>n | Designation | BPS | Nature of Job<br>(Permanent/Te<br>mporary/Contr<br>act/Fixed Pay) | Job Description | Duration Time                          |    |          |
|  |                                       |             |     |   |                 | Dates                                  |    | Period   |
|  |                                       |             |     |   |                 | From                                   | To | YY-MM-DD |
| 1  |                                       |             |     |   |                 |  |    | __-__-__ |
| 2  |                                       |             |     |   |                 |  |    | __-__-__ |
| 3  |                                       |             |     |   |                 |  |    | __-__-__ |
| 4  |                                       |             |     |   |                 |  |    | __-__-__ |
| 5  |                                       |             |     |   |                 |  |    | __-__-__ |
| 6  |                                       |             |     |   |                 |  |    | __-__-__ |
| 7  |                                       |             |     |   |                 |  |    | __-__-__ |
| <b>Total*</b>                                      |                                       |             |     |   |                 | Years: _____ Months: _____ Days: _____ |    |          |

*\*Total Experience till closing date of application. Attach additional sheet if required*

| VI. References (Academic/Professional) |             |
|--|-------------|
| Reference-1                            | Reference-2 |
|  |             |

VII- Bank Draft / Receipt No.: \_\_\_\_\_ (Please attach in original)

Amount in PKR: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration:**

It is hereby certified that information given in this application form is correct and nothing relevant has been concealed.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Signature of Applicant

**VIII- Check-List of testimonials attached:**

1. N.I.C
2. SSC (DMC/Transcript + Certificate)
3. FA/F.Sc (DMC/Transcript +Certificate)
4. BA/BSc (DMC/Transcript + Degree)
5. MS/MSc/BS (Transcript +Degree)
6. M.Phil/MS (Transcript +Degree)
7. PhD (Transcript + Degree)
8. List of Publications/ Research Papers
9. Experience Certificate(s)
10. NOC (for In-service candidate)
11. Other documents:  
\_\_\_\_\_  
\_\_\_\_\_

**Please Send Application Form to:**  
**Dr. Gulnaz Parveen**  
**Registrar**  
**Women University, Swabi**  
**Gulo Dehri, Topi-Road, Swabi**  
**Khyber Pakhtunkhwa, Pakistan**  
**Phone No. 0938-221193**

**GENERAL INSTRUCTIONS / INFORMATION:**

1. Applications must reach to the office of the undersigned on or before 15 December, 2020. Incomplete applications or applications received after the due date will not be considered.
2. Please fill the Application Form properly with complete and correct information. DO NOT leave any field blank, otherwise your application may not be considered.
3. Incorrect, false or forged information may result in cancellation of your candidature at any stage, even after employment, and also proceeding of a legal action.
4. Original Receipt of Bank draft/Online deposit, Attested photocopies of all DMCs, degrees, certificates, experience certificates, CNIC, four recent passport size photographs, must be attached with the Application Form.
5. Contact number, Postal and Email addresses must be written clearly on the application form. Any change in contact detail must be reported immediately to the Registrar Office.
6. Candidates applying for more than one position should submit separate forms with all relevant copies and separate bank draft/receipt