



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 03 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 <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 (b) Official		13. Mobile Number:
14. E-mail address:		15. Marital Status:

II. Academic Qualification								
S#	DEGREE/ CERTIFICATE	Major/ Subjects	Board/ University	Year of Passing	Total Marks	Obtained Marks	Division/ Grade	Percentage
1.	Matriculation							
2.	Intermediate							
3.	Bachelors (14 years educ.)							
4.	Masters/ BS (16 years educ.)							
5.	M.Phil./MS (18 years educ.)							
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/ Course	Diploma/ Certificate	Field of Study	Institution	Grade / Division
1					
2					
3					

*\*Attach additional sheet if required*

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

*\*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:**

**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 28<sup>th</sup> December,2021. 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, three 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