



Sr. No: _____
(For Office Use Only)

WOMEN UNIVERSITY, SWABI

URL: 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							
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/Organization	Designation	BPS	Nature of Job (Permanent/Temporary/Contract/Fixed Pay)	Job Description	Duration Time		
						Dates		Period
						From	To	YY-MM-DD
1								__-__-__
2								__-__-__
3								__-__-__
4								__-__-__
5								__-__-__
6								__-__-__
7								__-__-__
Total*						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:

**Registrar
Women University Swabi, Main
Campus Kotha.
Khyber Pakhtunkhwa, Pakistan
Phone No. 0938-281889**

Terms & Conditions:

1. The candidates serving in Government, Semi Government or Autonomous Institutions should route their applications through Proper Channel.
2. The candidates having Foreign Degree / Certificate will provide Equivalency Certificate from HEC / IBCC, Islamabad.
3. The selected candidates will be governed by Rules / Regulations/statutes of the Women University Swabi.
4. Only short listed/eligible candidates will be called for Test / Interview. University will not be held responsible for no or late receipt of Call Letters for Test/Interview. All relevant information/updates will be uploaded on university website www.wus.edu.pk.
5. Appointments on a fixed pay basis will be made against the sanctioned posts depending upon the needs of the project. The Competent authority, however, reserves the right to reject any case with reasons to be stated.
6. Applicants should apply only on the prescribed form, available at the University website www.wus.edu.pk/downloads.
7. A Bank Draft or online deposit to Account No. 0323-238739974, United Bank Limited, Swabi Branch of Rs. 6,000/- for Project Director, Rs. 4,000/-, for Sub-Engineer, Accountant, Office/Account assistant/Computer Operator and

- Rs. 2,000/- for Driver/office boy in favor of Treasurer, Women University Swabi. Original receipt of Bank Draft / Online Deposit (and one photocopy of the same) with attested photocopies of all DMCs, Degrees, Certificates, Experience Certificates, CNIC and recent passport size photograph must be attached with the Application Form.
8. Landline telephone, Mobile No. Postal and Email address must be written on the Application Form. Change in mobile numbers must be communicated to this office on urgent basis.
 9. All applications must reach the office of the Registrar through TCS/courier, latest by 15/08/2024. Incomplete applications / received after due date will not be considered.
 10. Scrutiny/evaluation of the applications will be made as per prescribed procedure in vogue at the university.

Registrar
Women University, Swabi